



United Local Schools
REQUEST FOR PROPOSAL
For Purchased Services

May 16, 2019

Proposal Response Date:
May 30, 2019, 2:00p.m.

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Overview

Proposals will be accepted until **May 30, 2019 at 2:00 pm** at which time they will be opened. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the United Local Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by United Local Schools on time at the place specified.

All proposals must be sealed and must be submitted in a plain opaque envelope.

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The United Local Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The United Local Schools will consider cost, experience, distance/travel time and service history in the award of this proposal. The United Local Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of United Local Schools even if such proposal is not the lowest cost proposal. The United Local Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the United Local Schools, in its sole discretion, deems to be in its best interests.

I. Request for Proposals

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked with the Request for Proposal title, date and time.

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all

Addenda and to have inspected the sites (if necessary) so as to be fully informed of UNITED LOCAL SCHOOLS's needs as they pertain to performance of this contract. The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

1.01 Primary Contact

All questions regarding this Request for Proposal shall be submitted via e-mail to:

Melissa Baker
United Local Schools
8143 State Route 9
Hanoverton, OH 44423
Melissa.baker@united.k12.oh.us

1.02 Response Date

A copy of the proposal must be received at the Treasurer's Office prior to May 30, 2019 at 2:00 pm. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be unopened. Proposals received after the deadline will be late and ineligible for consideration.

II. Consideration and Award

The UNITED LOCAL SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The United Local School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

Award of the proposal will be based upon the following criteria:

- Experience (new vendors should provide a brief narrative of past experiences with United Local Schools or references of work with other school districts, or of other facilities of similar size.)

- Flexibility of the vendor to work with the school district (predominantly while school is not in session or after hours).
- Quality of equipment/services offered.
- Pricing
- Availability (ability to provide all products/services in a timely manner).
- Distance/travel time

III Instructions to Proposers

3.01 Pre-Proposal Inspections

All proposals are awarded with the understanding that the Proposer is acquainted with all of the requirements. The Proposer shall not at any time after the submission of a proposal, make any claim whatsoever based on insufficient data or a misunderstanding of the requirements, nature, conditions, or extent of the work under the contract. Prior to any site visits proposers must obtain permission and date and time from the administration.

3.02 Discrimination Prohibited

- (a) That in the hiring of employees for performance of work under this contract, or any subcontract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color, discriminate against anyone who is qualified and available to perform the work to which the employment relates.
- (b) That no contractor, subcontractor, nor any person on his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.
- (c) That this contract may be canceled or terminated by United Local Schools and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

3.03 Insurance

Contractor will maintain commercial general liability insurance coverage, including sexual abuse, molestation and contractual liability on an occurrence basis, for bodily injury and property damage Contractor will also maintain errors and omissions insurance for liability resulting from the negligent performance of professional duties or operations, Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to United Local Schools evidence of insurance demonstrating that the contractor has coverage for all insurances with the

minimum limits of liability set forth herein. Contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to United Local Schools. Contractor will maintain such coverage throughout the term of any contract with ULS with renewal certificates of insurance provided to United Local School no less than twenty (20) days prior to the expiration of the prior certificate of workers compensation insurance and certificate of insurance.

3.04 Contractor's Responsibilities

- (a) **Licenses:** Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor.
- (b) **Safety Standards:** All items supplies on this contract shall comply with current applicable Occupational Safety and Health Standards of the State of Connecticut and other applicable safety standards.
- (c) **Performance Interference:** Contractor shall notify the School District immediately of any occurrence of conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.

3.05 Contractor's Qualifications

- (a) **Base of Operations:** Contractor shall maintain a base of operation within the State of Ohio.
- (b) **References:** Provide a list of at least three school district or business references to include names and phone numbers.

3.06 Standard of Quality

The contractor shall at all times maintain on the job a sufficient force of personnel and support to provide efficiency in all work. The work shall be carried on to interfere as little as possible with the normal conduct of school activities and every reasonable care shall be taken to protect the safety of the children, school staff and other employees, as well as any School District property.

All grounds are smoke free and alcohol free.

IV. Specifications for United Contracted Services

1. Demonstrated capacity to provide school-based occupational therapy, physical therapy, speech, transportation and nursing services with public school systems in the State of Ohio.
2. Provide the services of qualified licensed personnel. (Such as occupational therapists, certified occupational therapy assistants, physical therapists, and physical therapy assistants, as ULS indicates its need specifically for certain services.
3. Contractor to provide supervisory and management level staff to coordinate services with school administration, and oversee the program and services.
4. All services will be provided in accordance with all federal, state and local regulations which impact service delivery of therapies within a public school setting and will meet all requirements of Medicaid Program for School Based Child Health Services.
5. Services will focus on removing barriers from students' ability to learn, and helping students to develop skills that increase independence and participation in the school environment. In order to ensure service delivery within the least restrictive learning environment for students, contracted personnel will provide services to children using a collaborative consultative and integrative model to the maximum extent possible. It is understood that staff will not recommend specific services, intensity, or duration of services on an individual report which falls to the responsibility of the educational team.
6. The specific services to be provided will include:
 - a. direct service, hands-on, educationally-related, including individual and group treatment programs
 - b. indirect service intervention, including collaborative consultation with educators and families, as well as the design, implementation and supervision of programs delivered within the classroom
 - c. monitoring of students, and informal consultation
 - d. skilled observation and preventative intervention
 - e. educationally-related evaluation
 - f. preventative service intervention, if required by ULS
7. Contracted staff will be responsible for the following duties:
 - a. Provide pre-referral intervention services to support student and educators, when a student has been identified as having special learning needs.
 - b. Screen students for referral to therapy.
 - c. Perform educationally designed evaluations or specialized evaluations as appropriate.
 - d. Provide skilled interventions for each student, employing a continuum of service delivery models, appropriate to school-based practice. Service intervention

- includes, but is not limited to, utilizing the following frames of reference: Developmental Frame; Sensory Integration; Frames for NDT; Visual Perception; Teaching-Learning; Social Participation; Motor Learning and Control; and Skill Acquisition. Interventions include Fine Motor and Gross Motor interventions; Visual Motor; Sensory Motor; AT and ADL interventions.
- e. Develop intervention plans in collaboration with the Educational Team.
 - f. Participate in IEP meetings, and other meetings as required.
 - g. Complete all documentation in a timely basis including evaluations, progress reports, discharge summaries, statistical reports (all as required by the district)
 - h. Provide in-service training to classroom teachers as needed.
 - i. Prepare materials to be used in direct intervention, classroom programs or home use.
8. It shall be the responsibility of the contractor to perform the following activities:
 - a. Recruit, hire and assign therapists who are qualified and specifically trained to meet the individual and unique needs of the student population; and matched to teacher need for specific and unique knowledge.
 - b. Provide continuing education and onsite training and supervision to therapists assigned to United Local Schools.
 - c. Supervise each therapist and monitor school-based practice competencies.
 - d. Notify school administration of any contracted staff resignations or transfer requests. Contractor will identify staff to replace the resignation or leave of absence without break in services.
 - e. Monitor productivity and efficiency of therapists.
 - f. Provide any statistical and narrative reports on services as requested by ULS.
 - g. Provide orientation and service delivery support to contracted staff.
 - h. Meet periodically with school administration to discuss issues and concerns, evaluate the program and implement any necessary changes as ULS requests
 9. ULS will provide contracted staff with access to school records and any other pertinent information that may relate to or influence the course of services.
 10. ULS will provide an appropriate work environment, space and equipment at each location for the delivery of therapy services.
 11. ULS will provide information on the extent and scope of services required by students and adequate notice of new referrals, meetings and other responsibilities required of contracted staff. ULS shall also furnish contractor with information on any program changes that require changes in service on a timely basis.
 12. ULS will provide periodic feedback on the performance of contracted staff and will ask for re-assignment of staff as may be appropriate. In the event of lack of performance, ULS reserves the right to request a replacement of personnel.

13. ULS administration will periodically meet with contractor management to evaluate the program and to discuss any program changes necessary.
14. Contractor will maintain credentials on each individual staff members including licenses, evidence of physical exams, finger-printing, freedom from communicable disease, competency testing results.
15. Contractor will take full responsibility for the salary, wages and benefits paid to its employees and for providing Workers Compensation coverage, and for payment of all federal and state payroll tax withholdings.
16. ULS will reimburse the contractor at an agreed upon rate. Invoices are to be identified by service, contact time and student name and grade level. Invoices will be based upon student contact time for services.
17. Contractor will remove any of its individual staff members from assignment to ULS upon request of ULS administration, after it has been determined that performance does not meet the expectation of school authorities.
18. Contractor will indemnify and hold harmless the ULS, its officials and school administration and personnel, its officers and agents from and against any and all claims, damages, losses, liabilities, costs or expenses (including attorneys' fees) arising out of acts or omissions by contractor officers, directors or employees occurring during the term of contract.
19. **Contract must contain the following language:**
 - **Allow the representatives of the US Department of Human Services, ODM, ODE, or their respective designee access to the subcontractor's books, documents, and records.**
 - **Acknowledgment from the contracted party that they or their principles are not suspended or debarred.**
 - **Compliance with requirements of 45 CFR 164.504 (e)(1) for safeguarding and limiting access to information containing beneficiaries.**

VI. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following pricing.

The undersigned further agrees, if awarded the contract on this proposal, to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the United Local Schools, or any employee of the United Local Schools.

Name of Company _____

Address _____

Phone #: _____ Fax #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Phone #: _____ Fax #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____
_____ Date: _____

Printed Name: _____
_____ Title: _____

V. Response Sheet:

Proposals are scheduled to be accepted or rejected by the United Local Schools within sixty (60) days of the proposal due date. The United Local Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

Occupational Therapy Cost: _____

Physical Therapy Cost: _____

Speech Therapy Cost: _____

Transportation Cost: _____

Nursing Services Cost: _____

Submitted by: _____
Printed Name

Signature

Title: _____ Date: _____

Telephone #: _____

REFERENCES:

1. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

2. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

3. FIRM NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
RESPONSIBLE COMPANY AGENT:
NAME: _____
TYPE OF OPERATION (Bank, School, Industrial, etc.) _____