

OFFICIAL BID FORM DISTRICT SCHOOL BOARD OF SUMTER COUNTY, FLORIDA

Bid Title: Licensed Physical Therapy, Occupational Therapy, Speech/Language Therapy School Psychologists, Vision Teacher

Due Date/Time: May 4, 2023 2:00 P.M., EDT

Bid Number: 358

Licensed Physical Therapist , Occupational Therapist, Speech/Language Pathologist, Psychologists, and Vision Impaired Services: The intent of this bid is to establish a three-year contract renewable annually thereafter by mutual agreement of all parties for service in a school-based environment by licensed professionals in the following areas: Physical Therapy, Occupational Therapy, Speech Therapy, Vision Impaired Teacher and Psychological services. Pediatric experience and experience with students with disabilities are preferred. Roughly, thirty to forty hours of services are needed each week excluding travel time. The proposer must submit a pricing structure for the proposal. The services will be required on an “as needed” basis as determined by the Exceptional Student Education Department at the District Office. The areas listed below must be addressed in narrative form, and the proposer must submit enough information to be able to determine the proposer’s ability to meet work requirements.

Locations: The services will be provided within the Sumter County School District (see web page at www.sumter.k12.fl.us for District and School locations). Service providers may be assigned to school(s) on a consistent basis.

The licensed service providers will be interviewed and approved by the Sumter County School Board ESE Director prior to placement at the specified schools. In addition, proposers must provide detailed information for judging the quality and competence of proposed staff. The proposal **shall** include a resume for the proposed staff members committed to the project. All service providers must be licensed, registered, and/or certified in the State of Florida. Proposers who do not hold current license/registrations and/or certification in the State of Florida will not be considered.

The proposal shall include at a minimum the following:

- (a) Current employment status and previous work experience to include dates of employment and employing organizations.
- (b) A clear definition of the present duties performed and the position held.
- (c) Proof of proposer’s agency having current and valid liability and malpractice insurance for the licensed service providers.

Scope of Work:

Schedule – Services shall be provided on a case-by-case basis as determined by each student’s Individual Educational Plan. Hours will vary depending on need.

The District School Board of Sumter County will **NOT** be responsible for mileage.

The District School Board of Sumter County will **NOT** be responsible for the provision of “continuing education” for the therapists.

The District School Board of Sumter County will pay only for actual hours worked once the therapist has reported to the first work site of the day. This excludes travel time to the first work site, travel from the last work site, and lunch times.

The Proposer’s agency **must** provide liability and malpractice insurance for the licensed service providers.

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Duties:

Physical Therapy Assistants: The physical therapist assistants will complete required reports to include but not limited to:

1. Attendance records
2. Progress reports
3. Assisting with evaluation reports
4. Creating and updating student records

Physical Therapist: The physical therapist will provide the following services and reports:

1. Initial physical therapy evaluations
2. Annual physical therapy re-evaluations
3. Quarterly progress notes
4. Correspondence with parents and physicians
5. Attendance at required meetings
6. Development of draft goal pages for the Individual Education Plan (IEP)

Occupational Therapy Assistants: The occupational therapist assistants will complete required reports to include but not limited to the following:

1. Attendance records
2. Progress reports
3. Assisting with evaluation reports
4. Creating and updating student records

Occupational Therapist: The occupational therapist will provide the following services and reports:

1. Initial occupational therapy evaluations
2. Annual occupational therapy re-evaluations
3. Quarterly progress notes
4. Correspondence with parents and physicians
5. Attendance at required meetings
6. Development of draft goal pages for the Individual Education Plan (IEP)
7. Provide professional development training and consultation to students, parents, teachers, and other school personnel as needed.
8. Maintain supplies, equipment, and therapy areas.

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Speech/Language Pathologist: The speech/language therapist will provide the following services and reports:

1. Identify students who have speech and/or language impairments through screening and/or diagnostic assessments.
2. Determine eligibility for speech/language impaired program.
3. Plan and conduct a therapy program for eligible students. This includes implantation and annual review of the Individual Educational Program (IEP).
4. Prepare and maintain audit files on all speech/language impaired students.
5. Use effective, positive interpersonal communication skills.
6. Quarterly progress notes
7. Attendance at required meetings
8. Development of draft goal pages for the Individual Education Plan (IEP)
9. Provide professional development training and consultation to students, parents, teachers, and other school personnel as needed.

Vision Impaired Teacher: The vision-impaired teacher will provide the following services and reports:

1. Communication clearly and effectively in written and oral form with students, parents and others.
2. Plan and effectively implement instructional activities designed to achieve goals and objectives of the curriculum and of the student's IEP.
3. Implement a variety of instructional techniques to meet varying learning styles of students.
4. Meet deadlines for development of IEP's and other required activities for teaching exceptional students.
5. Communicate with other staff in regard to exceptional student needs and strategies for meeting their needs.
6. Provide instruction in Braille to visually students as needed.
7. Provide consultative services concerning visually impaired students to general educational personnel, parents, and other appropriate people.
8. Adapt classroom material for visually impaired students including the use of assistive technology.
9. Responsible for progress reports
10. Complete evaluations for vision impaired students
11. Prepare and maintain audit files on all visually impaired students

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School Psychologist: The school psychologist will provide the following services:

1. Select, administer, score and interpret individual tests of intelligence, academic achievement, psychological processing and personality and attitudes of referred students.
2. Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral process.
3. Develop appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
4. Conduct informal and formal observations of students as part of the evaluation process.
5. Determine test score eligibility or non-eligibility of individuals for programs and services for students with exceptional needs.
6. Communicate evaluation findings to parents, teachers and others through written reports and oral presentations.
7. Participate in the re-evaluation of students with disabilities who are served in the exceptional student education programs.
8. Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
9. Participate in student manifestation of disability meetings.
10. Serve as expert witness in due process hearings related to students with disabilities.
11. Interpret state and federal rules, laws, and policies as they relate to identification, placement and service provisions for students with disabilities or gifted ability and maintain current knowledge of same.

Contract Period: The first year of the contract will commence on August 1, 2023 and continue through the 2023-2024 school year including extended school year unless sooner terminated. Subsequent annual renewals may be awarded based upon mutual agreement of all parties. The District reserves the right to vacate this agreement by thirty (30) day written notice if services are no longer required by the District. In addition, The Board reserves the right to cancel this contract within 72 hours of written notice should the level of quality of service be below mandated requirements or for any other reason of unsatisfactory performance.

Notes:

Payment will be made on a monthly basis at the hourly rate for the actual hours involved. In no event will the amount paid under this contract exceed the awarded price. Although anticipated hours may vary depending on actual hours worked, hourly rates will remain firm throughout the contract period.

ONLY TIME SHEETS SIGNED BY A SCHOOL BOARD ADMINISTRATOR WILL BE HONORED (I.E. PRINCIPAL, ASSISTANT PRINCIPAL OF THE SCHOOL OR SUPERVISOR OR DIRECTOR FROM THE EXCEPTIONAL STUDENT EDUCATION DEPARTMENT AT THE DISTRICT OFFICE).

Bills for fees for services shall be submitted in detail sufficient for a proper “pre” or “post” audit as determined by the Director of Finance/District School Board of Sumter County.

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Award Structure: The District's preference is to award this bid per category (category 1 and 1a and category 2 and 2a) to one vendor. However, the District reserves the right to utilize any combination of awarded vendors as necessary to meet the needs of the District.

Award Criteria:

A weighted point system will be used in evaluating the lowest and best, responsive and responsible bid meeting written specifications. Criteria and point assignment will be as follows:

- | | | |
|----|------------------------------------|-------------------------|
| a. | Price (based on accumulated total) | 9 – Point Weight Factor |
| b. | References | 7 – Point Weight Factor |
| c. | Vendor Location | 3 – Point Weight Factor |

Points will be assigned on a scale of 5 (high) to 1 (low) in each of the above entries, then multiplied by the weight factor. An example of the above may be reviewed below.

<u>BIDDER – 2A</u>	<u>WTS.</u>		
2A. Price	(9)	1 pts. x Weight =	9
2B. References	(7)	3 pts. x Weight =	21
2C. Location	(3)	3 pts. x Weight =	9
Total Points			39

<u>BIDDER - 2B</u>	<u>WTS.</u>		
2A. Price	(9)	5 pts. x Weight =	45
2B. References	(7)	5 pts. x Weight =	35
2C. Location	(3)	3 pts. x Weight =	9
Total Points			89

Anticipated Date of Award – May 16, 2023

Further Information: Any questions pertaining to this bid should be directed to Kathy Dustin, ESE 352/793-2315 or Deborah Smith, Senior Director, or Lindsay Watson, Supervisor Business & Finance at 352/793-2315.

Pricing:

(1) \$ _____ (hourly rate) for Physical Therapist

(1a) \$ _____ (hourly rate) for Physical Therapist Assistant

(2) \$ _____ (hourly rate) for Occupational Therapist

(2a) \$ _____ (hourly rate) for Occupational Therapist Assistant

(3) \$ _____ (hourly rate) for Speech Therapist

(3a) \$ _____ (hourly rate) for Speech Therapist Assistant

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(4) \$ _____ hourly rate) for School Psychologist

(5) \$ _____ hourly rate) for Vision Impaired Teacher

Identify three (3) clients that the District may contact as references with respect to the firm's work performance, other than the District School Board of Sumter County. Failure to submit requested references may result in non-consideration of bid.

Past Performance Experience – Similar Projects

Project Name: _____
Address: _____
Owner: _____ Reference: _____
Phone No: _____ Fax No: _____
Fees Earned: _____ Project – Total Cost: \$ _____
Expected Completion Date: _____ Actual Completion Date: _____
Over/Under Budget in Dollars (\$) _____ Percentage (%) _____
Summary of Work: _____

Comments: _____

Project Name: _____
Address: _____
Owner: _____ Reference: _____
Phone No: _____ Fax No: _____
Fees Earned: _____ Project – Total Cost: \$ _____
Expected Completion Date: _____ Actual Completion Date: _____
Over/Under Budget in Dollars (\$) _____ Percentage (%) _____
Summary of Work: _____

Comments: _____

Project Name: _____
Address: _____
Owner: _____ Reference: _____
Phone No: _____ Fax No: _____
Fees Earned: _____ Project – Total Cost: \$ _____
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Comments: _____

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PURCHASES BY OTHER PUBLIC AGENCIES: With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies within the State of Florida. Such Purchases shall be governed by the same terms and conditions as stated herein.

_____ Agree to extend pricing to all other agencies within the State of Florida.

IT IS THE SOLE RESPONSIBILITY OF THE BIDDER TO COMPLY WITH PROVISIONS OF THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

The District School Board of Sumter County hereby stipulates and affirms its policy of offering Equal Employment and Educational Opportunities for all persons regardless of race, creed, color, sex, national origin, age, or handicap. The failure of any contractor supplier to the Board to comply with the terms of this Equal Employment Opportunity Policy will subject any contract or purchase order to revocation.

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE # AREA CODE: _____ FAX # AREA CODE: _____

E-MAIL ADDRESS: _____

The signing of this bid form certifies that I have read and agree to abide by the accompanying cover letter, general instruction, special instructions and specifications. NOTE: This sheet and the accompanying documents constitute a firm offer from the bidder; however, acceptance by The Board of any or all parts herein does not constitute a contract. Before commencing any work, the Superintendent or his authorized representative shall properly execute a Purchase Order (or contract), and it shall become the written agreement between the parties. All terms and conditions of this bid are included and become a part of the written agreement between the parties.

NAME: _____

(TYPED)

TITLED: _____

SIGNATURE: _____

(Written) (Officer of Company or Corporation)

FIRM DELIVERY DATE: _____

Company Name/Initials _____