

Wilkinson County School District Special Services Department

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Wilkinson County School District

August 15, 2024

Request for Proposal

Occupational Therapy/Physical Therapy Services (OT/PT)

Services are projected to begin in 2024 – 2025 school term for K-12 students

All proposals should be sealed and clearly marked “Occupational Therapy/Physical Therapy Services” and will be received by Wilkinson County School District located in Woodville, MS until Wednesday, August 27, 2024 at 1:00 p.m. Proposals may be mailed to the following address:

Attn: Virginia Everett

P.O. Box 785

Woodville, MS 39669

Educationally yours,

Virginia Everett

Director of Special Services

Purpose

Wilkinson County School District (WCSD) recognizes the importance of addressing students' occupational/physical therapy needs to provide the best opportunities for success. Therefore, to support families and youth's access to care, WCSD requests proposals for occupational/physical therapy services. This Request for Proposal (RFP) is seeking highly qualified providers/agencies as deemed certified by the state educational and/or state medical licensing authority to provide the OT/PT health services to WCSD students:

Scope of Proposal

OT/PT services provided to WCSD students in school should be based on the following principles and guidelines:

Physical and Occupational Therapists role expectations-

- Comply with all Federal IDEA regulations and Mississippi Special Education law/requirements
- Maintain confidentiality at all times
- Provide physical or occupational to students as required
- Collect, record and report data relative to student performance on individual goals and objectives
- Conduct required formal and informal evaluations to measure students' progress
- Participate in meetings with Special Education staff as required
- Complete Medicaid and Insurance documentation accurately and timely as required
- Perform assessments and evaluations using appropriate tests, skilled, professional observations and supplementary information
- Develop treatment plan for the student to specify therapeutic interventions and/or strategies for implementing and /or supporting the achievement of the IEP objectives.
- Consult with school district personnel for planning, implementation and evaluation of physical or occupational therapy services and programs
- Interprets evaluation findings in accordance with addressing the student's needs in the educational environment (s).
- Participates in multidisciplinary meetings to develop Individual Education Plans, communicating evaluation information in understandable terms to IEP team members, including parents, for consideration in the development of IEP goals and intervention strategies.
- Services must be provided by licensed/certified professionals (OT/PT) who are supervised and capable of consulting other licensed professional as needed.
- Services will only be provided to students younger than 18 after receiving parental/guardian consent. Students 18 years of age or older can provide support to receive services without the consent of the parent/guardian. Providers/agencies agree to follow the process and protocol determined by WCSD regarding referral for services and

to work with WCSD to develop appropriate consent forms and information materials about services offered.

- All employees of the agency/provider shall agree to follow all WCSD rules, regulations, procedures (including background checks and screening processes), and Board policies when providing services to WCSD students on school property.
- Services should be provided during regular school hours.
- Service providers must work in close partnership with Wilkinson County School District and school staff at assigned location(s).

Eligible Proposal Format

Section A/ Introduction (3 pages max)

- Describe why you believe that your organization, from a business, professional, clinical, administrative, financial, and technical perspective, should be awarded an agreement for the services requested. Describe any distinguishing features WCSD should know about your services and company and provide an overview of your proposal.
- Generally, describe what you propose to do under the scope of services.
- Please provide the consultant's name if your organization uses an outside consultant to assist with the RFP.

Section B. Organizational Background and Expertise (10 pages max)

For this RFP, describe your organization's background and expertise in the following:

1. How long has your organization provided OT/PT Services to children and adolescents?
2. At the time of this RFP, how many Wilkinson County youth does your agency serve?
3. Provide a detailed implementation plan, including a timeline for the services requested.
4. Describe your organization's referral process for OT/PT services or supports.
5. Describe your service philosophy and delivery models for children with OT/PT Challenges in the school setting.
6. Describe how you will address each of the required elements listed in the Scope of Proposal, including, but not limited to, what evidence-based model(s) your organization utilizes for this services.
 - a. Describe your agency's commitment to the concepts of recovery and resiliency. Please explain how you intend to ensure the ongoing program focuses on recovery and resiliency as they apply to children and adolescents.
 - b. Please clearly indicate how the proposed programs will accommodate students with varying intellectual abilities (e.g., moderate/mild intellectual disability to academically gifted) or special communication needs (e/g., deaf, hard of hearing, bling).
 - c. Indicate how the proposed programs will accommodate language minorities.
 - d. Describe the staff's ability and experience to successfully work with students who may be undiagnosed/diagnosed with severe trauma, substance abuse/use, struggling

with tobacco cessation, poverty, attention deficit hyperactivity disorder, and have a history of oppositional defiant or aggressive behaviors.

7. Accurately describe how you will approach serving students in K-12.
8. Describe how you monitor the program for fidelity with the model you use. Indicate an example of fidelity monitoring.

Section C. Quote for Services

Please provide your rate for servicing students with the hourly rate.

The services will be rendered for the entire 2024-2025 school year. We are estimated to serve a student 30-60 minutes per session.

Proposal Evaluation

Proposals will be pre-screened to ensure the organization (i) meets the minimum qualifications, (ii) has completed all material sections of the RFP, and (iii) is responsive to the questions. Once a Proposal passes the pre-screen process, it will be reviewed by a Selection Committee designated by WCSD, which may include WCSD staff, school board members, and other stakeholders deemed needed. The top vendor will be selected. An interview process may be utilized to gain additional information and pose questions to providers. Reviewing the proposal will include the extent to which the Proposal meets the stated requirements as set out in this RFP as well as the applicants' stability, experience, and record of past performance in delivering such services.

Other General Information

The following outlines additional information related to the submission of proposals:

- WCSD reserves the right to reject any proposals for any reason, including but not limited to false information in the proposal and discovered by WCSD.
- Any cost incurred by an organization in preparing or submitting a proposal is the vendor's sole responsibility. All materials submitted to WCSD will become the property of WCS and will not be returned.

Authorization to Submit Proposal

To the best of my knowledge, my organization can meet all requirements necessary to apply for the services solicited in RFP. I am submitting the attached Proposal, which, to my knowledge, is an accurate and complete representation of the requested materials.

_____ Authorized Signature

_____ Printed Name

_____ Title

_____ Date

Proposal open acceptance of sealed bids	August 15, 2024
Deadline for proposal submission 1:00 p.m.	August 27, 2024
Proposals reviewed	August 28-29, 2024
Award of proposal and notification	August 30, 2024

