

Second Mesa Day School



Request for Proposals for Special Education Services:

Special Education Ancillary/Related Services, Occupational Therapist, Speech and Language Therapist, School Psychologist, ESS Counselor, and Physical Therapist

Public notice is hereby given that the Second Mesa Day School Exceptional Student Services Department is accepting competitive sealed proposals from qualified and eligible (licensed) firms and individuals for school year 2024-2026. All Request for Proposals (RFP) must be submitted prior to the closing date, **April 25, 2025 at 4:00 p.m. (MST)** to be considered for selection. Late proposals will be disqualified. In order to be considered for selection, bidders must submit a complete response to the RFP. RFP packets are available at the SMDS Business Office or via email. For more information, contact **Alice Snyder** at [Alice.Snyder@secondmesa.org](mailto:Alice.Snyder@secondmesa.org) or call **(928)737-2571, ext.4208**.

Second Mesa Day School Exceptional Student Services Department reserves the right to reject any and all proposals submitted to waive any information or irregularities and to advertise in its best interest and to request additional information from all proposers. Hopi Owned and Non-Hopi Owned firms and individuals are invited to respond to this RFP. Interested firms and individuals will be evaluated in accordance with the requested proposal and applicable law.

Sealed bids mailed to:

Alice Snyder

Second Mesa Day School - Exceptional Student Services Department

Highway 264 at Texaco Junction

P.O. Box 98

Second Mesa, Arizona 86043



## Special Education Services

### Synopsis:

This is a combined synopsis/solicitation for commercial items prepared in accordance with FAR Subpart 126, as supplemented with additional formation included in this notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. Solicitation documents and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-78.

Contract shall provide all service and incidentals necessary to meet the requirements for Second Mesa Day School.

### Authorization:

UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATIONAL ACT (IDEA), PUBLIC LAW 108-446 OF 2004 AND 34 CFR, IT SPECIFICALLY STATES THAT STUDENTS WITH DISABILITIES RECEIVING SPECIAL EDUCATION SERVICES BE PROVIDED FREE APPROPRIATE PUBLIC EDUCATION (FAPE) AND IF RELATED SERVICES ARE NEEDED FOR STUDENTS TO IMPROVE THEIR EDUCATION PERFORMANCE THEN THOSE SERVICES WILL ALSO BE PROVIDED.

## **STATEMENT OF WORK: SCHOOL COUNSELOR**

### SCOPE

The Bureau of Indian Education (BIE), Special Education Related Services (SERS), Cooperative Agreement Unit (CAU) is need of a contractor to provide Counseling Services for students for School Year 2025-2026 to include the Extended School Year. The following duties will be required:

1. The contractor will work directly with an BIE-funded school to initiate an evaluation or a re-evaluation for students who have been referred as possibly in need of special education and related services, specifically Counseling services. All required consents for new and re-evaluations will be completed by the referring school. The Counselor will schedule and conduct full evaluations within the required time frame.
2. Participates in the development of an Evaluation Team Summary Report (ETSR) which is an accepted report format for the BIE-funded schools' evaluation. It is a consolidated multi-disciplinary team report with recommendations and assists multi-disciplinary teams in eligibility determination and the development of appropriate education plans.
3. Participates in multi-disciplinary team interactions. Is available for consultation on Counseling matters to other professionals and parents. Writes appropriate and required reports and maintains documentation of services provided as mandated by the BIE and ethical standard. Is available to provide technical assistance regarding Counseling methods and strategies/techniques to use with the identified students.
4. Guides and/or supervises the implementation of individual therapy with identified students with school staff, parents, and other educational assistants. Re-designs therapy methods, makes progress reports to parents and teachers; maintains records in accordance with federal regulations.

5. Completes and documents services provided to each student on the required BIE "Service Logs". These logs are completed for each student served and submitted to the school on a monthly basis within five workdays after a new month begins. Additionally, a copy of the service logs for each student served will be attached to the payment invoice and submitted to the Second Mesa Day School Business Office within five workdays. Payment for services will not be processed unless the service logs are completed and submitted with the invoice.
6. Provides and maintains certification and/or license in the State of Arizona. Also, required to be fingerprinted and have a background check approved by the Bureau of Indian Education/Human Resource Office/Personnel Security. This is a contractor's responsibility as soon as a contract is officially awarded.
7. Provides a monthly schedule of sessions for the teaching staff and Principals Information. Furthermore, Second Mesa Day School requires their visitors to sign in and out for security reasons and contracted workers are required to abide by these school rules.
8. Contractor shall evaluate students to determine eligibility for special education and related services, provide counseling services where necessary, materials and incidental for the school.
9. Contractor shall provide assessments in all areas of counseling, compliance monitoring and program management as needed. Contractor shall also offer training to staff, if needed.

SCHOOL RESPONSIBILITIES

1. Second Mesa Day School will provide a workspace to test and work with students that require Counseling services.
2. Release the students for testing and sessions according to the individual student schedule.
3. Collaborate with the Counselor on matters that require immediate attention either through phone, in person, emails or fax prior to the session to allow time for preparation.
4. Inform Counseling contractor regarding school closure or other activities that may interfere with the Counseling session and make arrangements for make-up work.
5. Provide orientation to contracting specialist(s) on school rules and a tour of the campus to have staff meet the specialist(s) and become familiar with the school campus.

Period of Performance: School Year 2025-2026 to Include the Extended School Year

1. Base Year: School Year 2025-2026 to Include the Extended School Year
  - a. The contracted provider will be working consistently with Second Mesa Day School. The school may need assistance with evaluation and/or services when caseloads start to increase.
  - b. Professional Fee Rate
    1. \$ \_\_\_\_\_ Per hour rate for Counseling Services.
    2. \$ \_\_\_\_\_ Per hour rate for Other Services (Specify): \_\_\_\_\_
    3. \$ \_\_\_\_\_ Other rate (Specify): \_\_\_\_\_
  - c. Travel @ \_\_\_\_\_ hours times \$ \_\_\_\_\_ equals \$ \_\_\_\_\_,
  - d. Mileage at \$0.70 x \_\_\_\_\_ miles round trip = \$ \_\_\_\_\_. All mileage rates are subject to change in accordance with the Federal Government mileage rates.

Evaluation factors will be based on the price and following factors technically acceptable process. The evaluation factors will be based on the following:

- a. Technical Capability
- b. Management Capability
- c. Past Performance

Contract will be offered to the lowest priced offer for whose qualification is conforming to the requirements herein and will be most advantageous to the Government; and is fair and reasonable.

#### FEDERAL TRAVEL REGULATIONS

Travel cost incurred for transportation, lodging, meals, and incidental expenses {as defined in the regulation cited in FAR 31.205-46) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set for the inthe Federal Travel Regulation. The consultant will be reimbursed for travel to provide support at a government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commencement of travel. Consultant shall provide supporting documentation and a detailed breakdown of incurred travel costs with each invoice.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor.

#### Place of Performance:

Second Mesa Day School  
Hwy 264 at Texaco Junction  
PO BOX 98  
Second Mesa, AZ 86043

#### Point of Contact(s):

Alice Snyder, Business Technician (928)737-2571 x4208



## Special Education Services

### Synopsis:

This is a combined synopsis/solicitation for commercial items prepared in accordance with FAR Subpart 12.6 as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. Solicitation documents and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-78.

Contractor shall provide all services and incidentals necessary to meet the requirements for Second Mesa Day School.

### Authorization:

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## STATEMENT OF WORK

### SPEECH/LANGUAGE THERAPIST

#### SCOPE

The Bureau of Indian Education (BIE), Special Education Related Services (SERS), Cooperative Agreement Unit (CAU) is in need of a contractor to provide speech/language therapy services for students for School Year 2025-2026 to include the Extended School Year. The following duties will be required:

1. The contractor will work directly with an BIE-funded school to initiate an evaluation or a re-evaluation for students who have been referred as possibly in need of special education and related services, specifically Speech/ Language Services. All required consents for new and re-evaluations will be completed by the referring school. The Speech/Language Therapist will schedule and conduct full evaluation within the required time frame.
2. Participates in the development of an Evaluation Team Summary Report (ETSR) which is an accepted report format for the BIE-funded schools' evaluations. It is a consolidated multi-disciplinary team report with recommendations and assists multi-disciplinary teams in eligibility determination and the development of appropriate individual education plans.
3. Participates in multi-disciplinary team interactions. Is available for consultation on Speech/Language Therapy matters to other professionals and parents. Writes appropriate and required reports and maintains documentation of services provided as mandated by the Bureau of Indian Education and ethical standards. Is available to provide technical assistance regarding Speech/Language Therapy methods and strategies/techniques to use with the identified students.

4. Guides and/or supervises the implementation of individual therapy with identified students with school staff, parents, and other educational assistants. Develops and implements therapy interventions when indicated, makes progress reports to parents and teachers; maintains records in accordance with federal regulations.
5. Completes and documents services provided to each student on the required BIE "Service Logs". These logs are completed for each student served and submitted to the school on a monthly basis within five workdays after a new month begins. Additionally, a copy of the service logs for each student served will be attached to the payment invoice and submitted to the Second Mesa Day School Business Office within five workdays. Payment for services will not be processed unless the service logs are completed and submitted with the invoice.
6. Provides and maintains certification and/or license in the State of Arizona. Also, required to be fingerprinted and have a background check approved by the Bureau of Indian Education/Human Resource Office/Personnel Security. This is a contractor's responsibility as soon as a contract is officially awarded.
7. Provides a monthly schedule of sessions for the teaching staff and Principals' information. Furthermore, Second Mesa Day School requires their visitors to sign in and out for security reasons and contracted workers are required to abide by these school rules.
8. Contractor shall evaluate students to determine eligibility for special education and related services, provide services where necessary, materials and incidental for the school.
9. Contractor shall provide assessments in all areas of therapy, compliance monitoring and program management as needed. Contractor shall also offer training to staff, if needed.

**SCHOOL RESPONSIBILITIES**

1. Second Mesa Day School will provide a workspace to test and work with students that require Speech/Language services.
2. Release the students for testing and sessions according to the individual student schedule.
3. Collaborate with the Speech/Language Therapist on matters that require immediate attention either through phone, in person, emails or fax prior to the session to allow time for preparation.
4. Inform Speech/Language contractor regarding school closure or other activities that may interfere with sessions and make arrangements for make-up work.
5. Provide orientation to contracting specialist(s) on school rules and a tour of the campus to have staff meet the specialist(s) and become familiar with the school campus.

Period of Performance: School Year 2025-2026 to Include the Extended School Year

1. Base Year: School Year 2025-2026 to include the Extended School Year
  - a. The contracted provider will be working consistently with Second Mesa Day School. The school may need assistance with evaluation and/or services when caseloads start to increase.
  - b. Professional Fee Rate
    1. \$ \_\_\_\_\_ Per hour rate for Speech/Language Services
    2. \$ \_\_\_\_\_ Per hour rate for Other (Specify): \_\_\_\_\_
    3. \$ \_\_\_\_\_ Other Rate(s) (Specify): \_\_\_\_\_
  - c. Travel \_\_\_\_\_ hours round trip times \$ \_\_\_\_\_ equals \$ \_\_\_\_\_;
  - d. Mileage at \$0.70 x \_\_\_\_\_ miles round trip = \$ \_\_\_\_\_. All mileage rates are subject to change in accordance with the Federal Government mileage rates.

Evaluation factors will be based on the price and following factors technically acceptable process. The evaluation factors will be based on the following:

- j. Technical Capability
- k. Management Capability
- l. Past Performance

Contract will be offered to the lowest priced offer for whose qualification is conforming to the requirements herein and will be most advantageous to the Government; and is fair and reasonable.

#### FEDERAL TRAVEL REGULATIONS

Travel cost incurred for transportation, lodging, meals, and incidental expenses (as defined in the regulation cited in FAR31.205-46) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set for the in the Federal Travel Regulation. The consultant will be reimbursed for travel to provide support at a government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commencement of travel. Consultant shall provide supporting documentation and a detailed breakdown of incurred travel costs with each invoice.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor.

#### Place of Performance:

Second Mesa Day School  
Hwy 264 at Texaco Junction  
PO Box 98  
Second Mesa, AZ 86043

#### Point of Contact(s):

Alice Snyder, Business Technician (928)737-2571 x4208



## Special Education Services

### Synopsis:

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Contractor shall provide all services and incidentals necessary to meet the requirements for Second Mesa Day School.

### Authorization:

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## **STATEMENT OF WORK: OCCUPATIONAL THERAPY SERVICES**

### SCOPE

The Bureau of Indian Education (BIE), Special Education Related Services (SERS), Cooperative Agreement Unit (CAU) is in need of a contractor to provide occupational therapy services for students for School Year 2025-2026 to include the Extended School Year. The following duties will be required:

1. The contractor will work directly with an BIE-funded school to initiate an evaluation or a re-evaluation for students who have been referred as possibly in need of special education and related services, specifically Occupational Therapy services. All required consents for new and re-evaluations will be completed by the referring school. The Occupational Therapist will schedule and conduct full evaluation within the required time frame.
2. Participates in the development of an Evaluation Team Summary Report (ETSR) which is an accepted report format for the BIE-funded schools' evaluations. It is a consolidated multi-disciplinary team report with recommendations and assists multi-disciplinary teams in eligibility determination and the development of appropriate individual education plans.
3. Participates in multi-disciplinary team interactions. Is available for consultation on Occupational Therapy matters to other professionals and parents. Writes appropriate and required reports and maintains documentation of services provided as mandated by the BIE and ethical standards. Is available to provide technical assistance regarding Occupational Therapy methods and strategies/techniques to use with the identified students.
4. Guides and/or supervises the implementation of individual therapy with identified students with school staff, parents, and other educational assistants. Re-designs therapy methods when, makes progress reports to parents and teachers; maintains records in accordance with federal regulations.
5. Completes and documents services provided to each student on the required BIE "Service Logs". These logs are completed for each student served and submitted to the school on a monthly basis within five workdays after a



new month begins. Additionally, a copy of the service logs for each student served will be attached to the payment invoice and submitted to the Second Mesa Day School Business Office within five workdays. Payment for services will not be processed unless the service logs are completed and submitted with the invoice.

6. Provides and maintains certification and/or license in the state of Arizona. Also, required to be fingerprinted and have a background check approved by the Bureau of Indian Education/Human Resource Office/Personnel Security. This is a contractor's responsibility as soon as a contract is officially awarded.
7. Provides a monthly schedule of sessions for the teaching staff and Principals' information. Furthermore, Second Mesa Day School requires their visitors to sign in and out for security reasons and contracted workers are required to abide by these school rules.
8. Contractor shall evaluate students to determine eligibility for special education and related services, provide services where necessary, materials and incidental for the school.
9. Contractor shall provide assessments in all areas of therapy, compliance monitoring and program management as needed. Contractor shall also offer training to staff, if needed.

#### SCHOOL RESPONSIBILITIES

1. Second Mesa Day School will provide a workspace to test and work with students that require Occupational Therapy services.
2. Release the students for testing and sessions according to the individual student schedule.
3. Collaborate with the Occupational Therapist on matters that require immediate attention either through phone, in person, emails or fax prior to the session to allow time for preparation.
4. Inform Occupational Therapist regarding school closure or other activities that may interfere with sessions and make arrangements for make-up work.
5. Provide orientation to contracting specialist(s) on school rules and a tour of the campus to have staff meet the specialist(s) and become familiar with the school campus.

Period of Performance: School Year 2025-2026 to Include the Extended School Year

1. Base Year: School Year 2025-2026 to include the Extended School Year
  - a. The contracted provider will be working consistently with Second Mesa Day School. The school may need assistance with evaluation and/or services when caseloads start to increase.
  - b. Professional Fee Rate
    1. \$ \_\_\_\_\_ Per hour rate for Occupational Therapy Services
    2. \$ \_\_\_\_\_ Per hour rate for Other (Specify) \_\_\_\_\_
    3. \$ \_\_\_\_\_ Other Rate(s) (Specify) \_\_\_\_\_
  - c. Travel @ \_\_\_\_\_ hours round trip times \$ \_\_\_\_\_ equals \$ \_\_\_\_\_.
  - d. Mileage at \$0.70 x \_\_\_\_\_ miles round trip = \$ \_\_\_\_\_. All mileage rates are subject to change in accordance with the Federal Government mileage rates.

Evaluation factors will be based on the price and following factors technically acceptable process. The evaluation factors will be based on the following:

- d. Technical Capability
- e. Management Capability
- f. Past Performance

Contract will be awarded to the lowest priced offer whose qualification is conforming to the requirements herein and will be most advantageous to the Government; and is fair and reasonable.

## FEDERAL TRAVEL REGULATIONS

Travel cost incurred for transportation, lodging, meals, and incidental expenses (as defined in the regulation cited in FAR 31.205-46) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set for the in the Federal Travel Regulation. The consultant will be reimbursed for travel to provide support at a government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commencement of travel. Consultant shall provide supporting documentation and a detailed breakdown of incurred travel costs with each invoice.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor.

### Place of Performance:

Second Mesa Day School  
Hwy 264 at Texaco Junction  
PO Box 98  
Second Mesa, AZ 86043

### Point of Contact(s):

Alice Snyder, Business Technician (928)737-2571 x4208



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### Authorization:

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## **STATEMENT OF WORK SCHOOL PSYCHOLOGIST**

### SCOPE

The Bureau of Indian Education (BIE), Special Education Related Services (SERS), Cooperative Agreement Unit (CAU) is in need of a contractor to provide Psychological Therapy services for students for School Year 2025-2026 to include the Extended School Year. The following duties will be required:

1. The contractor will work directly with an BIE-funded school to initiate an evaluation or a re-evaluation for students who have been referred as possibly in need of special education services. All required consents for new and re-evaluations will be completed by the referring school. The School Psychologist will schedule and conduct full psycho-education and/or psychological evaluations. Gathers and compiles all pertinent data for the child being evaluated from school staff and parents. Assists the IEP team in determining which disabling conditions to evaluate and help select procedures and instruments to use in psychological portions of evaluation within required time frame.
2. Attend multi-disciplinary team meeting for the students evaluated to provide interpretation of the findings and recommendation to the school.
3. Utilizes counseling and therapeutic techniques with specific children, in order to help them recognize and resolve problems relating to their attitudes towards self, family, and/or school, which negatively affect education and/or life adjustment decisions and behaviors.
4. Participates in the development of an Evaluation Team Summary Report (ETSR) which is an accepted report format for the BIE-funded schools' evaluations. It is a consolidated multi-disciplinary team report with recommendations and assists multi-disciplinary teams in eligibility determination and the development of appropriate individual education plans.

5. Participates in multi-disciplinary team interactions. Is available for consultation on psychological matters to other professionals and parents. Writes appropriate and required reports and maintains documentation of services provided as mandated by the BIE and ethical standards. Is available to provide technical assistance regarding Special Education policies and procedures. Provides technical assistance on crisis intervention in accordance with NASP or state counseling therapy board standards when called upon.
6. Guides and/or supervises the implementation of individual therapy with identified students with school staff, parents, and other educational assistants. Develops and implements therapy plans; makes progress reports to parents and teachers; maintains records in accordance with federal regulations.
7. Completes and documents services provided to each student on the required BIE "Service Logs". These logs are completed for each student served and submitted to the school on a monthly basis within five workdays after a new month begins. Additionally, a copy of the service logs for each student served will be attached to the payment invoice and submitted to the Second Mesa Day School Business Office within five workdays. Payment for services will not be processed unless the service logs are completed and submitted with the invoice.
8. Provides and maintains certification and/or license in the State of Arizona. Also, required to be fingerprinted and have a background check approved by the Bureau of Indian Education/Human Resource Office/Personnel Security. This is a contractor's responsibility as soon as a contract is officially awarded.
9. Provides monthly schedule of sessions for the teaching staff and Principals' information. Furthermore, Second Mesa Day School requires their visitors to sign in and out for security reasons and contracted workers are required to abide by these school rules.
10. Contractor shall evaluate students to determine eligibility for special education and related services, provide services where necessary, materials and incidental for the school.
11. Contractor shall provide assessments in all areas of therapy, compliance monitoring and program management as needed. Contractor shall also offer training to staff, if needed.

**SCHOOL RESPONSIBILITIES**

1. Second Mesa Day School will provide a workspace to test and work with students that require Psychological services.
2. Release the students for testing and sessions according to the individual student schedule.
3. Collaborate with the School Psychologist on matters that require immediate attention either through phone, in person, emails or fax prior to the session to allow time for preparation.
4. Inform School Psychologist regarding school closure or other activities that may interfere with sessions and make arrangement for make-up work.
5. Provide orientation to contracting specialist(s) on school rules and a tour of the campus to have staff meet the specialist(s) and become familiar with the school campus.

Period of Performance: School Year 2025-2026 to Include the Extended School Year

1. Base Year: School Year 2025-2026 to include the Extended School Year
  - a. The contracted provider will be working consistently with Second Mesa Day School. The school may need assistance with evaluation and/or services when caseloads start to increase.
  - b. Professional Fee Rate
    1. \$ \_\_\_\_\_ Per hour rate for Psychological Services
    2. \$ \_\_\_\_\_ Per hour rate for Other (Specify): \_\_\_\_\_
    3. \$ \_\_\_\_\_ Other Rate(s) (Specify): \_\_\_\_\_
  - c. Travel @ \_\_\_\_\_ hours round trip times \$ \_\_\_\_\_ equals \$ \_\_\_\_\_;
  - d. Mileage at \$0.70 x \_\_\_\_\_ miles round trip = \$ \_\_\_\_\_. All mileage rates are subject to change in accordance with the Federal Government mileage rates

Evaluation factors will be based on the price and following factors technically acceptable process. The evaluation factors will be based on the following:

- a. Technical Capability
- b. Management Capability
- c. Past Performance

Contract will be award to the lowest priced offer for whose qualification is conforming to the requirements herein and will be most advantageous to the Government; and is fair and reasonable.

#### FEDERAL TRAVEL REGULATIONS

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PO BOX 98  
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#### Point of Contact(s):

Alice Snyder, Business Technician (928)737-2571 x4208



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## **STATEMENT OF WORK: PHYSICAL THERAPY SERVICES**

### SCOPE

The Bureau of Indian Education (BIE), Special Education Related Services (SERS), Cooperative Agreement Unit (CAU) is in need of a contractor to provide Physical Therapy Services for students for School Year 2025-2026 to include the Extended School Year. The following duties will be required:

1. The contractor will work directly with an BIE-funded school to initiate an evaluation or a re-evaluation for students who have been referred as possibly in need of special education and related services, specifically Counseling services. All required consents for new and re-evaluations will be completed by the referring school. The Counselor will schedule and conduct full evaluation within the required time frame.
2. Participates in the development of an Evaluation Team Summary Report (ETSR) which is an accepted report format for the BIE-funded schools' evaluations. It is a consolidated multi-disciplinary team report with recommendations and assists multi-disciplinary teams in eligibility determination and the development of appropriate individual education plans.
3. Participates in multi-disciplinary team interactions. Is available for consultation on Physical Therapy matters to other professionals and parents. Writes appropriate and required reports and maintains documentation of services provided as mandated by the BIE and ethical standards. Is available to provide technical assistance regarding Counseling methods and strategies/techniques to use with the identified students.
4. Guides and/or supervises the implementation of individual therapy with identified students with school staff, parents, and other educational assistants. Re-designs therapy methods, makes progress reports to parents and teachers; maintains records in accordance with federal regulations.

5. Completes and documents services provided to each student on the required BIE "Service Logs". These logs are completed for each student served and submitted to the school on a monthly basis within five workdays after a new month begins. Additionally, a copy of the service logs for each student served will be attached to the payment invoice and submitted to the Second Mesa Day School Business Office within five workdays. Payment for services will not be processed unless the service logs are completed and submitted with the invoice.
6. Provides and maintains certification and/or license in the state of Arizona. Also, required to be fingerprinted and have a background check approved by the Bureau of Indian Education/Human Resource Office/Personnel Security. This is a contractor's responsibility as soon as a contract is officially awarded.
7. Provides a monthly schedule of sessions for the teaching staff and Principals' information. Furthermore, Second Mesa Day School requires their visitors to sign in and out for security reasons and contracted workers are required to abide by these school rules.
8. Contractor shall evaluate students to determine eligibility for special education and related services, provide services where necessary, materials and incidental for the school.
9. Contractor shall provide assessments in all areas of physical therapy, compliance monitoring and program management as needed. Contractor shall also offer training to staff, if needed.

SCHOOL RESPONSIBILITIES

1. Second Mesa Day School will provide a workspace to test and work with students that require Physical Therapy services.
2. Release the students for testing and therapeutic sessions according to the individual student schedule.
3. Collaborate with the Physical Therapist on matters that require immediate attention either through phone, in person, emails or fax prior to the session to allow time for preparation.
4. Inform Physical Therapy contractor regarding school closure or other activities that may interfere with Counseling sessions and make arrangement for make-up work.
5. Provide orientation to contracting specialist(s) on school rules and a tour of the campus to have staff meet the specialist(s) and become familiar with the school campus.

Period of Performance: School Year 2025-2026 to Include the Extended School Year

1. Base Year: School Year 2025-2026 to include the Extended School Year
  - a. The contracted provider will be working consistently with Second Mesa Day School. The school may need assistance with evaluation and/or services when caseloads start to increase.
  - b. Professional Fee Rate
    1. \$ \_\_\_\_\_ Per hour rate for Physical Therapy Services.
    2. \$ \_\_\_\_\_ Per hour rate for Other Services {Specify}: \_\_\_\_\_
    3. \$ \_\_\_\_\_ Other rate (Specify) \_\_\_\_\_
  - c. Travel @ \_\_\_\_\_ hours times \$ \_\_\_\_\_ equals \$ \_\_\_\_\_,
  - d. Mileage at \$0.70 x \_\_\_\_\_ miles round trip = \$ \_\_\_\_\_. All mileage rates are subject to change in accordance with the Federal Government mileages rates.

Evaluation factors will be based on the price and following factors technically acceptable process. The evaluation factors will be based on the following:

- a. Technical Capability
- b. Management Capability
- c. Past Performance

Contract will be offered to the lowest priced offer for whose qualification is conforming to the requirements herein and will be most advantageous to the Government; and is fair and reasonable

#### FEDERAL TRAVEL REGULATIONS

Travel cost incurred for transportation, lodging, meals, and incidental expenses (as defined in the regulation cited in FAR 31.205-46) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set for the in the Federal Travel Regulation. The consultant will be reimbursed for travel to provide support at a government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commencement of travel. Consultant shall provide supporting documentation and a detailed breakdown of incurred travel costs with each invoice.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor.

#### Place of Performance:

Second Mesa Day School  
Hwy 264 at Texaco Junction  
PO BOX 98  
Second Mesa, AZ 86043

#### Point of Contact(s):

Alice Snyder, Business Technician (928)737-2571 x4208