



Special Education  
New Milford Board of Education  
50 East Street  
New Milford, CT 06776

# INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

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**Bid E-2122-032124 School-Based Physical Therapy Services**  
**Due: May 3, 2022**



## Scope of Services

New Milford Board of Education  
50 East Street  
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New Milford Public Schools is requesting proposals for school-based Physical Therapy services (PT/PTA), preschool through high school. New Milford has five schools and a 18-22 aged community-based transition program with a projected enrollment of 20 students. Currently, the special education in-district enrollment is 604 students with 72 identified students receiving physical therapy services. These students have either an IEP or a 504 plan. Present level of service is: 1.4 FTE Physical Therapy. Services will be required 7 hours a day, 181 school days a year with a reduced need for services during the 19 days of summer programming. Summer services will be determined by May 31<sup>st</sup> of each year.

Physical therapy is an educational support service with school-based therapists focused on assisting students to ensure that students achieve maximum benefits from their school program. Therapists are obligated to provide educationally-related services and treat students' impairment only when improvement in those impairments will increase students' educational access and success. School therapy emphasizes collaborative styles of evaluating, preventing and addressing motor impairment, which impact upon students' functional movement in school.

Physical Therapists and Physical Therapist Assistants under their direction will:

- Adhere to federal and state laws, regulations, policies, and standards as well as those of the New Milford Board of Education.
- Deliver an array of services, which change as students develop. Programmatic consultation, teaming, collaboration and/or direct service will be based on student's needs.
- Facilitate the inclusion of students in the same natural environments, routines and activities as their peers through shared responsibility, collaboration and environmental modifications; and specific skill development
- Provide evaluative services including documentation of impairment and severity, students' functional performance level at school, consultation with staff, screening, formal evaluations and re-evaluations summarized in written reports and participation in case conferences, planning and placement meetings or 504 meetings.
- Identify students with needs for intervention based on eligibility criteria with program recommendations including needs for adaptive equipment and positioning based on motor functions that prevent students from participating in educational activities.



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- Write goals and objectives based on current level of functional performance linked to school performance and assessed on a regular basis. This information is to be entered into IEP Direct, a web-based program the district will make available to staff.
- Provide a continuum of services based on best practices for physical therapy within a school setting.
- Submit monthly data and, as necessary, report of services delivered as in Medicaid submissions.

### **Requirements/Qualifications**

Proposals shall include a statement of understanding of the work and of qualification of the firm/organization and those employees that will be providing services to New Milford Public Schools. Such statement should indicate the length; depth and breadth of experience in providing educationally based physical therapy services. Provide references including names and telephone numbers of school districts serviced through your firm/organization.

### **Personnel**

The firm/organization, which enters into contract with the New Milford Public Schools, must be prepared to provide proof of current licensure of all individuals employed under this agreement.

It is understood that all PT/PTA provided under this agreement will be employed by the firm/organization, however during the period these individuals are providing services under the umbrella of New Milford Public Schools covered under the scope of this agreement, staffing will report directly to the building level administrator and/or to the Director of Special Education.

New Milford Public Schools must approve of all personnel the service provider intends to employ for services under this agreement. The firm/organization must certify that all individuals it employs under this agreement have been screened in a manner consistent with Sec. 10-221d of the Connecticut General Statutes and New Milford Board of Education Policy #4112.5.

New Milford Public Schools reserve the right to request the dismissal or transfer of any PT/PTA assigned to work under the scope of this agreement. The firm/organization must agree to comply immediately after receiving such a request in writing from the Supervisor of Special Education. The proposal must include a description of the steps that will be taken by the firm/organization to provide service in the event that a PT/PTA is absent when school is in session.



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### **Insurance**

The firm/organization selected to provide services under this agreement must carry insurance coverage in accordance with state and federal requirements. Certificates of Insurance for workers' compensation and general liability must be provided to the New Milford Public Schools. The New Milford Board of Education and Town of New Milford must be named as additional insured on these policies.

### **Fees, Charges and Expenses**

A schedule of hourly rates and any additional charges and/or expenses that may be billed to New Milford Public Schools under this agreement must be included with the proposal. The schedule should be presented in a manner so that rates (and expenses if applicable) are listed by year for:

- 2022-2023
- 2023-2024
- 2024-2025

On this schedule the rates between licensed Physical Therapists and Physical Therapist Assistants must be delineated.

A description of the firm/organization's billing process and any special payment terms should be included.

### **Period of Award**

It is anticipated that New Milford Public Schools will enter into an agreement for a three-year period commencing on or about July 1, 2022. The New Milford Public Schools reserves the right to terminate the agreement upon ten days written notice should it determine that the firm/organization is not satisfactorily fulfilling the terms, conditions and obligations of the agreement.

### **Evaluation of Proposals**

Proposals will be evaluated by a selection committee based upon the response to the criteria presented in the request and any other factual information it deems appropriate. The committee will make a recommendation to the Superintendent of Schools and Board of Education for final acceptance of the selection. During the evaluation process, a firm/organization may be asked to make an oral presentation. The New Milford Public Schools reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, waive minor inconsistencies with the request for proposals, and to select the proposal the committee deems best fits the needs of the district.



# Bidder Information Form

New Milford Board of Education  
50 East Street  
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Name of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

The bidder listed above declares and certifies:

First: That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.

Third: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.

Fourth: That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

Fifth: Bid prices are set forth on the attached form(s).

\_\_\_\_\_  
(Person, Firm, or Corporation)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name-Typed or Printed)