



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

INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

Occupational Therapy Bid E-2122-032123



Scope of Services

New Milford Board of Education
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New Milford Public Schools is requesting proposals for school-based Occupational Therapy services, preschool through high school. New Milford has five schools and a small 18-22 aged community-based transition program with a projected enrollment for 2022-2023 of 20 students. Currently the special education enrollment is 621 students, in-district with 108 identified students receiving Occupational Therapy services. These students receive services under an IEP or a 504 plan. Current level of Occupational Therapy service is: **1.6 FTE OTR** and **1.0 FTE COTA**. Services should also include personnel that demonstrate skills in evaluation of and design of appropriate interventions in the area of sensory integration. Services will be required 7 hours a day, 181 school days during the regular school year with limited needs for Occupational Therapy consultation during the 19 day summer school program.

Occupational Therapy will be provided as an educational support service with school-based therapists focused on assisting students to acquire the functional abilities necessary to access educational materials and adapt to their educational environment. This may be to help students with daily activities related to educational participation, adapt the performance context, teach alternative methods, or facilitate the use of assistive devices. It will be expected that OT's will work collaboratively with other educational professionals and families to help students engage in their educational activities. This collaboration will promote the participation of students with disabilities in the general educational environment.

Occupational Therapists and Occupational 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 students' needs.
- Facilitate the inclusion of students in the same natural environments, routines and activities as their peers through shared responsibility, collaboration, curricular and environmental modifications; and specific skill development.
- Provide evaluative services including consultation with staff screening, formal evaluations and re-evaluations summarized in written reports.
- Participation in case conferences, planning and placement meetings or 504 meetings.
- Identify students with needs for intervention based on eligibility criteria, with program recommendations based on educational needs.



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- Write goals and objectives based on current level of performance linked to school performance and assessed on a regular basis.
- Provide a continuum of services based on best practices for occupational therapy within a school setting including addressing student sensory needs.
- Submit monthly data and as necessary report of services delivered as in Medicaid submissions.
- Complete all IEP paperwork including the written goals, objectives and their related progress on a web-based program in a timely manner.

Requirements/Qualifications

Proposals shall include a statement of understanding of the work and of qualification of the firm/organization submitting the proposal 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 occupational therapy services. Provide references including names and telephone numbers of school districts serviced through your firm/organization.

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 Occupational Therapists and Certified Occupational Therapist Assistants must be delineated.

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



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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.

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 OT/COTA provided under this agreement will be employed by the firm/organization or as independent individuals, however during the period these individuals are providing services under the umbrella of New Milford Public Schools as per this agreement, these individuals will report directly to the building level administrator and/or to the Supervisor of Special Education.

New Milford Public Schools must approve of all personnel the provider intends to employ for services under this agreement. The firm/organization must certify than 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(copies of both attached). Independent providers must be willing to complete the above process with NMPS' Personnel Office at their own expense.

New Milford Public Schools reserves the right to request the dismissal or transfer of any OT/COTA 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 Director 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 an OT or COTA is absent when school is in session.



Bidder Information Form

New Milford Board of Education
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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)