

Wilkinson County School District

REQUEST FOR PROPOSALS (RFP)

OCCUPATIONAL THERAPY AND PHYSICAL THERAPY SERVICES

SPECIAL EDUCATION DEPARTMENT

2026-2027 SCHOOL YEAR

Issue Date	August 27, 2026
Proposal Due Date	September 25, 2026
Proposal Due Time	2:00 PM
Contract Period	September 2026 through June 2027

SERVICES REQUESTED

1. Occupational Therapy Services
2. Physical Therapy Services

1. NOTICE OF REQUEST FOR PROPOSALS

Wilkinson County School District is accepting proposals from qualified individuals, agencies, organizations, and/or companies to provide contracted Occupational Therapy and Physical Therapy services to eligible students during the 2026-2027 school year.

The District seeks qualified providers in the following service categories:

- Category A - Occupational Therapy Services
- Category B - Physical Therapy Services

Respondents may submit proposals for one or both service categories. The District reserves the right to select different providers for Occupational Therapy and Physical Therapy services when doing so is determined to be in the best interest of the District and its students.

Services shall be provided in accordance with applicable federal and state laws, regulations, professional standards, District policies, and students' Individualized Education Programs (IEPs).

2. DISTRICT PURPOSE

The purpose of this RFP is to secure qualified professional personnel to assist the District in:

- Providing required occupational and physical therapy related services;
- Meeting student IEP requirements;
- Completing evaluations and reevaluations within required timelines;
- Supporting student access, participation, mobility, fine-motor development, functional independence, and educational performance;
- Maintaining accurate related-service records;
- Supporting IDEA compliance;
- Providing appropriate progress monitoring;
- Assisting school personnel and families;
- Preventing interruptions in required student services; and
- Maintaining compliance with federal and state special education requirements.

Selected providers are expected to work collaboratively with the Director of Special Education/Special Services, school administrators, teachers, related service providers, parents/guardians, and other appropriate personnel.

3. GENERAL REQUIREMENTS FOR ALL PROVIDERS

1. Maintain all licenses, certifications, credentials, and/or professional qualifications required to perform assigned services.
2. Provide copies of licenses, certifications, and credentials upon request.
3. Complete all background checks, fingerprinting, or other contractor screening required by law and District policy.
4. Comply with IDEA, Section 504, FERPA, applicable Mississippi Department of Education requirements, District policies, and other applicable laws and regulations.
5. Maintain confidentiality of student records and personally identifiable information.
6. Provide services consistent with each student's IEP.
7. Maintain accurate documentation of all services provided.
8. Submit required service logs, evaluation reports, progress reports, invoices, and other documentation within District-established timelines.
9. Participate in IEP, eligibility, reevaluation, and other meetings when applicable.

10. Communicate promptly with the Director of Special Education/Special Services regarding compliance concerns, missed services, staffing issues, student safety concerns, or circumstances affecting required services.
11. Collaborate professionally with District staff and parents/guardians.
12. Follow District policies regarding student safety, professional conduct, mandated reporting, technology use, confidentiality, and campus procedures.
13. Maintain professional liability insurance and other insurance coverage required by the District.
14. Provide qualified substitute or replacement personnel when appropriate and approved by the District.
15. Correct deficiencies in documentation or service delivery identified by the District.
16. Participate in District orientation or training when reasonably required.

4. CATEGORY A - OCCUPATIONAL THERAPY SERVICES

4.1 Scope of Services

- Conduct occupational therapy evaluations and reevaluations;
- Review existing evaluation data;
- Assess fine-motor, visual-motor, visual-perceptual, sensory-processing, self-care, positioning, and other school-related functional needs as educationally relevant;
- Evaluate handwriting, classroom tool use, adaptive equipment, and assistive technology needs within professional scope;
- Prepare written evaluation reports and educationally relevant recommendations;
- Participate in eligibility and IEP meetings;
- Develop occupational-therapy-related present levels, measurable annual goals, and short-term objectives when required;
- Provide individual and/or group occupational therapy services;
- Provide services in inclusion, push-in, pull-out, self-contained, therapy, or other appropriate educational settings;
- Provide consultation to teachers, paraprofessionals, and parents/guardians;
- Recommend classroom strategies and environmental modifications;
- Support fine-motor development, visual-motor integration, functional independence, and school-related activities of daily living;
- Monitor student progress and collect data toward IEP goals;
- Prepare progress reports and maintain service documentation;
- Provide training to District personnel regarding student-specific OT recommendations;
- Provide compensatory or make-up services when authorized by the District; and
- Complete other occupational therapy duties reasonably related to the contracted services.

4.2 Required Qualifications

- Proposed Occupational Therapists must possess all licenses, credentials, and/or certifications required to legally provide occupational therapy services in Mississippi.
- Providers must demonstrate knowledge of school-based occupational therapy, IDEA, and educationally relevant related services.
- Providers should have experience working with school-age students, preferably students with disabilities.
- If Certified Occupational Therapy Assistants (COTAs) are proposed, the respondent must identify each assistant, the supervising Occupational Therapist, and the proposed supervision arrangement.
- Any supervision arrangement must comply with applicable professional requirements and District expectations.

4.3 Service Documentation

- Student name or identifier; date of service; type of service; duration/minutes; individual or group setting; location of service; IEP goal/skill addressed; intervention/activity provided; student response/performance; progress data when appropriate; missed services and reason; make-up service when applicable; and provider signature/verification.

5. CATEGORY B - PHYSICAL THERAPY SERVICES

5.1 Scope of Services

- Conduct physical therapy evaluations and reevaluations;
- Review existing evaluation data;
- Assess gross-motor functioning, mobility, balance, coordination, strength, endurance, positioning, transfers, gait, and functional movement as educationally relevant;
- Assess accessibility within the educational environment;
- Evaluate adaptive equipment, mobility devices, positioning equipment, and related needs within professional scope;
- Prepare written evaluation reports and educationally relevant recommendations;
- Participate in eligibility and IEP meetings;
- Develop physical-therapy-related present levels, measurable annual goals, and short-term objectives when required;
- Provide individual and/or group physical therapy services;
- Provide services in classrooms, therapy settings, physical education settings, hallways, playgrounds, or other functional school environments as appropriate;
- Provide consultation to teachers, paraprofessionals, and parents/guardians;
- Recommend positioning, mobility, transfer, and environmental-access strategies;
- Consult regarding wheelchairs, walkers, standers, and other mobility equipment;
- Monitor student progress and collect data toward IEP goals;
- Prepare progress reports and maintain service documentation;
- Provide training to District personnel regarding safe transfers, positioning, mobility, and student-specific PT recommendations;
- Provide compensatory or make-up services when authorized by the District; and
- Complete other physical therapy duties reasonably related to the contracted services.

5.2 Required Qualifications

- Proposed Physical Therapists must possess all licenses, credentials, and/or certifications required to legally provide physical therapy services in Mississippi.
- Providers must demonstrate knowledge of school-based physical therapy, IDEA, and educationally relevant related services.
- Providers should have experience working with school-age students, preferably students with disabilities.
- If Physical Therapist Assistants (PTAs) are proposed, the respondent must identify each assistant, the supervising Physical Therapist, and the proposed supervision arrangement.
- Any supervision arrangement must comply with applicable professional requirements and District expectations.

5.3 Service Documentation

- Student name or identifier; date of service; type of service; duration/minutes; individual or group setting; location of service; IEP goal/skill addressed; intervention/activity provided; student response/performance; progress data when appropriate; missed services and reason; make-up service when applicable; and provider signature/verification.

6. EVALUATIONS AND WRITTEN REPORTS

17. Review referral information and relevant educational records.
18. Select and administer appropriate assessment instruments and procedures within professional scope.
19. Obtain information from appropriate school personnel and parents/guardians when necessary.
20. Conduct observations when appropriate.
21. Complete evaluations within applicable District and legal timelines.
22. Prepare comprehensive written reports that explain findings and educational implications.
23. Provide recommendations based upon assessment results and educational need.
24. Submit reports sufficiently in advance of scheduled eligibility/IEP meetings.
25. Participate in meetings to explain results when requested.
26. Immediately notify the Director of Special Education/Special Services of any circumstance that may jeopardize an evaluation timeline.

7. IEP AND RELATED SERVICE REQUIREMENTS

27. Review applicable student IEPs before providing services.
28. Provide the frequency, duration, location, and type of services identified in each student's IEP.
29. Implement applicable IEP goals and objectives.
30. Collect data sufficient to determine student progress.
31. Provide progress information according to District reporting periods.
32. Notify the District promptly of concerns regarding student progress or service delivery.
33. Participate in IEP meetings when requested or required.
34. Provide recommendations based on educational need and professional judgment.
35. Assist IEP teams in determining appropriate service-delivery models.
36. Notify the Director of Special Education/Special Services immediately of circumstances that could prevent implementation of a student's IEP.

8. SERVICE DELIVERY

Services may be required in District-approved settings, including:

- District campuses;
- General education classrooms;
- Special education classrooms;
- Therapy/service rooms;
- Physical education or adapted physical education settings;
- Hallways, playgrounds, and other functional school environments;
- Alternative educational locations;
- Homebound locations when authorized;
- Virtual settings when legally appropriate and specifically approved; and
- Other District-approved locations.

The District reserves the right to determine whether services will be provided onsite, virtually, or through a combination of service-delivery methods, consistent with student need and applicable IEP requirements.

9. PROGRESS MONITORING

Providers shall maintain objective data demonstrating student progress toward applicable IEP goals. Progress-monitoring procedures may include skill-based data collection, observations, work samples, functional performance measures, therapy data, teacher input, parent input when appropriate, and other professionally appropriate measures. Progress reports shall be provided according to the District's established reporting schedule and as required by individual IEPs.

10. MISSED SERVICES AND PROVIDER ABSENCES

The selected provider shall immediately notify the District of any circumstance resulting in missed or interrupted IEP services.

37. Document the missed service and reason.
38. Notify designated District personnel.
39. Participate in determining whether make-up or compensatory services are appropriate.
40. Provide approved make-up services when required.
41. Maintain documentation demonstrating completion of approved make-up services.

Repeated provider absences or inability to provide required services may constitute grounds for corrective action or contract termination in accordance with the final contract.

11. COLLABORATION AND STAFF TRAINING

Selected providers shall collaborate with special education teachers, general education teachers, paraprofessionals, speech-language pathologists, school psychologists/psychometrists, behavior specialists, school nurses, adapted physical education personnel, administrators, parents/guardians, other related service providers, and the Director of Special Education/Special Services.

When requested, providers may be required to train appropriate District personnel regarding positioning, transfers, mobility, adaptive equipment, fine-motor supports, sensory strategies, classroom accommodations, environmental modifications, safe use of equipment, student-specific procedures, and other educationally relevant OT/PT recommendations within the provider's professional scope.

12. EQUIPMENT AND MATERIALS

The proposal shall clearly identify which therapy materials, assessment instruments, supplies, and equipment will be provided by the contractor and which items the respondent expects the District to provide. Recommendations for specialized student equipment shall be submitted to the District for review and approval before purchase unless otherwise authorized. No contractor shall obligate the District to purchase equipment without prior written authorization.

13. PROPOSAL REQUIREMENTS

A. Cover Letter

- Legal name of respondent;
- Business address;
- Telephone number;
- Email address;
- Primary contact person;
- Service category/categories proposed.

B. Organization/Provider Background

- Years in operation/practice;
- Organizational structure;
- Experience serving public schools;
- Experience serving students with disabilities;
- Experience working with Mississippi school districts, if applicable;
- Experience with IDEA compliance and school-based related services.

C. Personnel

- Name;
- Professional title;
- Resume;
- Degree(s);
- License(s);
- Certification(s);
- Years of experience;
- Relevant school-based experience;
- Areas of specialization;
- Proposed availability.

D. Proposed Service Delivery Model

- How services will be scheduled;
- Anticipated availability;
- Onsite versus virtual availability;
- Procedures for provider absences;
- Procedures for vacancies;
- Supervision structure for assistants, if applicable;
- Communication procedures;
- Documentation procedures;
- Progress-monitoring procedures;
- Quality-assurance procedures.

E. Compliance Approach

- IEP service compliance;
- Evaluation timelines;
- Accurate documentation;
- Progress monitoring;
- FERPA/confidentiality requirements;
- Parent communication;
- Required professional credentials;
- Other applicable special education and professional requirements.

F. References

- Provide at least three professional references, preferably public school districts or educational agencies for which similar services have been provided. Include organization, contact person, telephone number, email address, and services provided.

14. COST PROPOSAL

Respondents shall provide clear pricing for each category proposed and identify all additional charges. Costs not disclosed in the proposal may not be reimbursable unless subsequently authorized by the District in writing.

Category A - Occupational Therapy

Service	Proposed Rate
Occupational Therapist hourly rate	\$ _____
Occupational Therapist daily rate, if applicable	\$ _____
OT evaluation/reevaluation	\$ _____
Meeting/consultation rate	\$ _____

Staff training rate	\$ _____
COTA hourly rate, if applicable	\$ _____
Virtual service rate, if applicable	\$ _____
Travel/mileage, if applicable	\$ _____
Other	\$ _____

Category B - Physical Therapy

Service	Proposed Rate
Physical Therapist hourly rate	\$ _____
Physical Therapist daily rate, if applicable	\$ _____
PT evaluation/reevaluation	\$ _____
Meeting/consultation rate	\$ _____
Staff training rate	\$ _____
PTA hourly rate, if applicable	\$ _____
Virtual service rate, if applicable	\$ _____
Travel/mileage, if applicable	\$ _____
Other	\$ _____

15. EVALUATION OF PROPOSALS

Proposals may be evaluated using the following criteria. The District may evaluate Occupational Therapy and Physical Therapy proposals independently.

Criteria	Maximum Points
Professional qualifications and credentials	20
Experience providing school-based OT/PT services	15
Experience serving students with disabilities	10
Understanding of IDEA and related-service compliance	15
Proposed service-delivery model	15
Staffing capacity and provider availability	10
Documentation and quality-assurance procedures	5
Cost/value to District	5
References/past performance	5
TOTAL	100

16. INTERVIEW/PRESENTATION

The District reserves the right to request interviews, presentations, clarification, additional documentation, or negotiations with one or more respondents before making a final recommendation. Participation in an interview or presentation does not guarantee contract award.

17. CONTRACT AWARD

The District may award all services to one respondent; award Occupational Therapy and Physical Therapy to different respondents; award services to multiple respondents within the same category when necessary to meet District needs; reject any or all proposals; request clarification; negotiate allowable terms; cancel or amend the solicitation as permitted by applicable requirements; or reissue the RFP when determined to be in the District's best interest. No proposal shall constitute a binding contract until a final agreement has been properly executed and approved in accordance with District requirements.

18. INDEPENDENT CONTRACTOR STATUS

The selected provider and its employees or subcontractors shall function as independent contractors and shall not be considered employees of the District unless expressly provided otherwise in a properly executed agreement. The contractor shall be responsible for applicable taxes, insurance, licensing, supervision, compensation, and employment obligations associated with its personnel.

19. CONFIDENTIALITY AND STUDENT RECORDS

The selected provider shall protect confidential student information and comply with FERPA and other applicable confidentiality requirements. Student records created or maintained in connection with District services shall be handled according to applicable law, District policy, and the final contract.

20. DATA OWNERSHIP AND RETURN OF RECORDS

All District student records, service documentation, evaluation information, progress-monitoring data, IEP-related documentation, and other educational records created or maintained as part of contracted services shall be provided to the District as required. Upon termination or expiration of the contract, the provider shall return or securely transfer District records as directed and comply with applicable requirements concerning retention or destruction of copies.

21. INSURANCE

Prior to beginning services, successful respondents may be required to provide evidence of professional liability insurance, general liability insurance, workers' compensation coverage when applicable, automobile liability insurance when applicable, and other coverage required by District policy or the final contract. Specific coverage amounts shall be established by the District.

22. SUBCONTRACTING AND ASSISTANTS

Respondents shall disclose any proposed subcontractors, COTAs, PTAs, or other personnel who may provide services. No subcontractor or assistant may provide services without District approval. The primary contractor remains responsible for performance, qualifications, supervision, conduct, documentation, confidentiality, and compliance of approved personnel.

23. INVOICING AND PAYMENT

Invoices shall be submitted according to District procedures and shall include sufficient documentation to verify services, including provider, service category, date(s) of service, number of hours/days, applicable contractual rate, authorized travel, evaluation or other deliverable completed, and total amount due. The District reserves the right to withhold payment for undocumented, unauthorized, incomplete, or disputed services until the matter is resolved.

24. CONTRACT MONITORING

The Director of Special Education/Special Services or designee will monitor the educational and programmatic performance of the selected provider. Monitoring may include review of service logs, IEP service minutes, evaluation timelines, progress reports, student progress data, credentials, observations, invoices, file audits, staff/parent feedback, corrective-action requests, and periodic contractor performance meetings.

25. TERMINATION

The final contract shall establish applicable termination provisions. Grounds for termination may include failure to provide contracted services, repeated missed services, loss or expiration of required professional credentials, falsification of documentation, breach of student confidentiality, failure to maintain required insurance, failure to correct identified deficiencies, conduct that jeopardizes student health or safety, material violation of District policy, or material breach of contract. Contract can also be terminated based on availability of funds.

26. PROPOSAL SUBMISSION

Proposals must be received no later than:

Date: September 25, 2026

Time: 2:00 PM

Location/Method: WCSD Central Office/WCSD SPED Office/Email

Proposal packages should be clearly identified: RFP - OCCUPATIONAL THERAPY AND PHYSICAL THERAPY SERVICES - SPECIAL EDUCATION DEPARTMENT - 2026-2027.

Respondents should identify the categories for which they are submitting:

- ☐ Category A - Occupational Therapy Services
- ☐ Category B - Physical Therapy Services
- ☐ Both Categories

Late proposals may be rejected in accordance with District procurement procedures.

27. QUESTIONS REGARDING THE RFP

Contact: Dr. LaTanya Gaines-Herrington

Title: Director of Special Services

Email: lherrington@wilkinsonk12.org

Telephone: (601) 888-1039

Questions Due Date: September 10, 2026

Questions Due Time: 2:00 PM

Respondents shall not contact Board members, evaluation committee members, or other District employees regarding the selection process except as authorized in the solicitation.

28. ANTICIPATED PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	August 27, 2026
Deadline for Vendor Questions	September 10, 2026
District Responses/Addendum Issued	September 14, 2026
Proposals Due	September 25, 2026
Evaluation of Proposals	September 28-30, 2026
Interviews, if needed	October 5-6, 2026
Notice of Intended Selection	October 7, 2026
Board Consideration/Approval	Next regularly scheduled Board meeting October 14, 2026
Contract Execution	Within 3–5 business days following Board approval
Services Begin	Immediately following contract execution or as mutually agreed

Dates are subject to modification by the District. Any changes will be communicated in accordance with applicable District procurement procedures.

29. RESPONDENT CERTIFICATION

By submitting a proposal, the respondent certifies that:

42. The information contained in the proposal is accurate.
43. Proposed personnel possess the represented qualifications, licenses, credentials, and certifications.
44. The respondent can provide the proposed services during the stated contract period.

- 45. The respondent will comply with applicable federal and state laws, professional standards, and District requirements.
- 46. The respondent has disclosed all proposed costs.
- 47. The respondent understands that submission of a proposal does not guarantee contract award.
- 48. The respondent understands that final award is subject to applicable District and Board approval requirements.

Company/Provider: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT A - SERVICE CATEGORY SELECTION

- ☐ Occupational Therapy Services
- ☐ Physical Therapy Services
- ☐ Both Occupational and Physical Therapy Services

ATTACHMENT B - PROVIDER PERSONNEL LIST

Provider	Position	License/Certification	Years Experience	Onsite/Virtual	Availability

ATTACHMENT C - COST PROPOSAL

OT hourly rate: _____

PT hourly rate: _____

COTA hourly rate, if applicable: _____

PTA hourly rate, if applicable: _____

OT evaluation rate: _____

PT evaluation rate: _____

Meeting/consultation rate: _____

Training rate: _____

Travel/mileage charges: _____

Other fees: _____

Total estimated cost, if applicable: _____

ATTACHMENT D - REFERENCES

Reference 1

District/Organization: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Reference 2

District/Organization: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Reference 3

District/Organization: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

ATTACHMENT E - CONFLICT OF INTEREST DISCLOSURE

The respondent shall disclose any actual, potential, or perceived conflict of interest involving the respondent, its owners, employees, subcontractors, District employees, District administrators, or members of the Board of Education.

- ☐ No known conflict exists.
- ☐ A potential or actual conflict exists and is explained on an attached page.

Authorized Representative: _____

Signature: _____

Date: _____