

REQUEST FOR PROPOSALS-Wilkinson County School District
Occupational and Physical Therapy Services

May 11, 2023

To Whom It May Concern:

The Wilkinson County School District (WCSD) is seeking proposals from providers qualified and experienced in providing therapeutic services. The vendors will have direct contact with students and/or district personnel delivering related services, curriculum, coaching or influencing instruction. The scope of work shall be completed by highly qualified licensed Occupational Therapists (OT) and Physical Therapists (PT). Proposals for “2023-2024” Occupational and Physical Therapy Services” must be received by Wilkinson County School District located in Woodville, MS until **Friday, May 26, 2023, at 4:00 P.M.** Proposals may be mailed to the following address:

Attn: Jason Hamilton, Special Education Director

P.O. Box 975 Woodville, MS 39669

Proposals should be sealed and clearly marked “Occupational and Physical Therapy Services”.

Late proposals will not be accepted or considered for award.

Educationally yours,

Jason Hamilton

Special Education Director

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REQUEST FOR PROPOSALS

Occupational and Physical Therapy Services

Wilkinson County School District

Attn: Jason Hamilton, Special Education Director

P.O. Box 975

Woodville, MS 39669

Contact:

Jason Hamilton, Special Education Director

jhamilton@wilkinson.k12.ms.us

PH: 601-888-3320

Fax: 601-888-4722

Due Date: **May 26, 2023**

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Occupational and Physical Therapy Services

The Wilkinson County School District is requesting proposals from qualified vendors to provide Occupational Therapy/ Physical Therapy services to students of the Wilkinson County School District Grades K-12.

The proposal should also include coaching/modeling professional development for instructional staff on the high school level that focuses on instructional effectiveness and data analysis in the content areas of English I, English II, Algebra I, Biology I, U.S. History, and ACT Preparation coursework.

REQUEST FOR INFORMATION

Questions concerning the RFP must be submitted in writing via electronic mail to:

Jason Hamilton at jhamilton@wilkinson.k12.ms.us

The deadline for submitting questions is **Friday, May 26, 2023**. All responses to questions will be communicated via email to the persons submitting questions.

Only the federal programs director is authorized to respond to questions on behalf of WCSD, and any response from the special education director must be in writing in order to be considered official. WCSD reserves the right, as its sole discretion, to determine appropriate and adequate responses to questions.

A. DUE DATES FOR PROPOSAL

One (1) original proposal must be received by 4:00 P.M., on Friday, May 26, 2023, at the following address:

Attn: Jason Hamilton
P.O. Box 975
Woodville, MS 39669

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Background

With a student population of 900, Wilkinson County School District is located in Woodville, MS in southwest Mississippi. The Special Services department of the Wilkinson County School District currently service 138 students in some capacity.

WCSD will use the objective criteria specified within this RFP to review proposals and will select a vendor that meets the requirements of the RFP. Any agreement issued as a result of the RFP does not guarantee any minimum amount of service or payment. A provider shall not perform services for WCSD without a fully executed agreement. If a provider has a sample agreement, please submit the agreement with the proposal. A provider will be compensated by WCSD, for services satisfactorily performed in accordance with contract requirements.

Key Terms

Occupational therapy (OT) services will enhance a student's ability to function in an educational program. These services are "provided by a licensed occupational therapist" and include:

1. "improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation
2. improving [a child's] ability to perform tasks for independent functioning if functions are impaired or lost
3. preventing, through early intervention, initial or further impairment or loss of function"

Occupational therapy services in schools may include such services as:

1. self-help skills or adaptive living (e.g., eating, dressing);
2. functional mobility (e.g., moving safely through school);
3. positioning (e.g., sitting appropriately in class);
4. sensory-motor processing (e.g., using the senses and muscles);
5. fine motor (e.g., cutting) and gross motor performance (e.g., walking, athletic skills);
6. life skills training/vocational skills;
7. psychosocial adaptation.

Physical therapy means "services provided by a licensed physical therapist." These services generally address a child's posture, muscle strength, mobility, and organization of movement in educational environments.

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Physical therapy may be provided to prevent the onset or progression of impairment, functional limitation, disability, or changes in physical function or health resulting from injury, disease, or other causes. Qualified providers of these services may:

1. provide treatment to increase joint function, muscle strength, mobility, and endurance;
2. address gross motor skills that rely on the large muscles of the body involved in physical movement and range of motion;
3. help improve the student's posture, gait, and body awareness; and 4. monitor the function, fit, and proper use of mobility aids and devices. Providers of occupational therapy and physical therapy are members of the student's IEP team.

Term of Agreement

WCSD may terminate this agreement for any reason at any time by giving ninety (90) days written notice to the provider of its intention to terminate as of the date specified in the notice. Should the provider terminate prior to the expiration of the agreement, WCSD costs to establish a new service agreement will be the responsibility of the terminating provider. If the provider fails to perform duties to the satisfaction of WCSD, or if the provider fails to fulfill in a timely and professional manner their obligations under this agreement, or if provider violates any of the terms or provisions of this agreement, then WCSD shall have the right to terminate this agreement effective immediately upon WCSD giving written notice thereof to the provider.

Selection Criteria

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the provider(s) submitting the lowest priced proposal. Award(s) will be made to the provider(s) submitting the best responsive proposal satisfying WCSD requirements, price factors considered. The committee evaluating the proposals submitted in response to this RFP may require any or all providers to give an oral presentation to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, providers may be requested to revise any or all portions of their proposals

Scope of Services

Vendors are required to provide any materials, technology, and office supplies. WCSD internet and student access is provided as determined by service agreement and the scope of work. The services are based on IEPs which vary and fluctuate throughout the school year. Related service providers may provide services for students with disabilities enrolled in WCSD,

- Mississippi licensed OTs and PTs to conduct initial evaluations and re-evaluations utilizing various assessment instruments and techniques to determine the need for continuing special

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education services for students identified with a disability or for identifying students suspected of having a disability requiring special education services and related services.

- Provide direct and/or indirect therapy services according to the student's IEP.
- Work collaboratively with a multidisciplinary team in completing the evaluations and providing services within state and federal mandated timelines.
- Accommodate a typical school calendar as well as any ESY deemed appropriate for school-based services.
- Must have familiarity with basic computer operations and applications and ability to learn and use an electronic software program for writing reports.
- Must complete Progress Reports based on student goals from the IEP. Progress reports should reflect quantifiable progress.
- An itemized invoice form detailing specific student services rendered each month will be generated and furnished to WCSD for each therapy service provided.
- Must have own transportation and be willing to travel to WCSD.
- Invoice will include, but is not limited to, the following: on-site evaluation/consultation/treatment time; and travel time to WCSD.

Time Frame

The contract will become effective on the date it is signed by all parties and will end no later than June 30, 2024. The contract will begin the week of August 21, 2023. The frequency of services will be weekly. Preferably one day per week. The day of the week is negotiable. The duration of services per student is 30 minutes for a total of 36 weeks. We will approximately have around 13-15 students that will need to receive OT/PT services. The number is fluent due to incoming students throughout the school year. We have set aside \$40,000.00 for OT/PT services for the 2023-2024 school year.

Format and Procedure for Delivery of Proposal

The proposal will consist of three parts.

Vender Profile (evidence of the vendor's capability to manage and coordinate the types of series described in the RFP).

Proposed Plan (detailed plan describing how the services will be performed)

Proposed Quote for the cost of services (\$40,000 for OT/PT Services for the 2023-2024 school year for a total of 36 weeks with a duration of 30 minutes per student)

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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