

MARSHALL INDEPENDENT SCHOOL DISTRICT

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Request for Proposals (RFP) Occupational Therapists and Physical Therapists

Date	Event
5/26/2020 & 5/31/2020	Advertise/Issue Date
6/2/2020	Questions can be submitted.
6/16/2020	Questions and Answers posted on website
7/7/2020	RFP opening at 2:00 P.M.

- Questions must be submitted via e-mail to the contact person listed below.
In the e-mail subject line, type:
Questions, RFP for Therapy Services for Special Ed
- Q & A and Addenda will be posted at www.marshallisd.com
- Your proposal must be delivered in a **sealed envelope or carton** and received by the opening time and date listed.
- Fax, e-mail, or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **individual's or firm's name** and the **RFP Title** above.

Deliver Sealed Proposals to: Marshall ISD Christin Mitchell, Purchasing Coordinator PO Box 43. Marshall, TX 75670	Please send questions to Christin Mitchell at mitchellck@marshallisd.com .
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I. INTRODUCTION

Marshall Independent School District (herein after referred to as "MISD") is seeking proposals from individual consultants or firms qualified and experienced in providing therapeutic services. The vendors will have direct contact with students and/or campus personnel delivering curriculum, coaching or influencing instruction in the above mentioned areas. The scope of work may be completed by highly qualified licensed Occupational Therapists (OT) and Physical Therapists (PT).

MISD will use the objective criteria specified within this RFP to review proposals and will select multiple providers that meet the requirements of the RFP. If selected, individual consultants or firms will be included in a catalog of approved service providers which is maintained by MISD. Providers can be removed from the catalog subject to the conditions specified within, failure to adhere to the responsibilities included, failure to adhere to contract, or debarment or suspension from doing business by any local, state(including the Texas Education Agency), or federal governments.

Any agreement issued as a result of the RFP does not guarantee any minimum amount of service or payment. A Service Agreement with MISD will not be issued unless MISD initiates a request for services. A provider shall not perform services for MISD without a fully executed agreement and the issuance of a Purchase Order. A provider will be compensated by MISD, for services satisfactorily performed in accordance with contract requirements.

Service providers must be in compliance with the Code of Federal Regulations. The provision of services pursuant to 34 CFR 300.138 through 300.143 must be provided by employees of a public agency or through contract by the public agency with an individual, association, agency, organization, or other entity. [34 CFR 300.138(c)(1)] [20 U.S.C. 1412(a)(10)(A)(vi)(I)]. Special education and related services provided to parentally-placed private school children with disabilities, including materials and equipment, must be secular, neutral, and non-ideological. [34 CFR 300.138(c)(2)] [20 U.S.C. 1412(a)(10)(A)(vi)].

SUBMIT ONE (1) ORIGINAL PLUS TWO (2) COPIES OF THE SERVICE PROPOSAL in a sealed, plainly marked envelope to the address on the cover sheet.

QUESTIONS: Submit inquiries via email to the contact person listed on the cover page by deadline specified in the schedule on the cover page. In the subject line of the email, type **Questions, RFP for Therapy Services for Special Ed.**

Questions received by this deadline and corresponding answers will be included in an Addendum at www.marshallisd.com.

II. TERM OF AGREEMENT

The agreement(s) resulting from this solicitation will be in effect for an initial term of two (2) years and shall start upon full execution. In addition, MISD reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in

service. Service providers may request rate adjustments in writing after the first year of the agreement. Any adjustments must be reviewed and approved by Marshall ISD.

III. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

Marshall ISD is seeking licensed professionals to provide the therapeutic and educational services based on students' needs.

Vendors are required to provide any materials, technology, and office supplies which are personal in nature. Related service providers may use district testing materials and protocols. District internet and student access is provided as determined by service agreement and the scope of work. Hours of therapy may range from 5-40 per week based on scope of service agreement. The services are based on IEPs and ISPs which vary and fluctuate throughout the school year. Related service providers may provide services for students ranging from 3 to 22 years of age and caseload depends on scope of work.

Payment will be made according to the Marshall ISD's accounts payable schedule. Typically, payment is made by the Friday following the week of receipt of the invoice for services. Service rates per hour charged should be reasonable and customary.

School Based/Private School Related Services:

- Texas licensed OTs and PTs to conduct initial evaluations and re-evaluations utilizing various assessment instruments and techniques to determine the need for continuing special 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 Individual Education Program (IEP) or Individual Service Plan (ISP).
- Work collaboratively with a multidisciplinary team in completing the evaluations and providing services within state and federal mandated timelines.
- Attend staff development as determined by special education director
- Participate in the district's Medicaid initiatives by tracking direct services for reimbursement.
- Interpret and explain assessment results to Admission, Review, and Dismissal (ARD) Committee or Individual Service Plan Committees and recommend goals or make recommendations as needed.
- Accommodate a typical school calendar as well as any ESY deemed appropriate by ARD Committee for school-based services. Service agreements will define the number of hours to be provided for private school proportionate share 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 and ISP. Progress reports should reflect quantifiable progress.
- Must provide a detailed invoice by the 15th of each month.
- Must have own transportation and be willing to travel throughout the district.

IV. PROPOSAL FORMAT

SUBMIT ORIGINAL PLUS TWO (2) COPIES OF THE PROPOSAL in a sealed and plainly marked envelope. Electronic submissions are not acceptable.

Proposals submitted must include Attachment A – School Based Related Services (as described above)

Required forms:

Proposer shall execute the following required forms (located at the end of this solicitation, and return the **signed original** with the proposal:

- Offer Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- Form W-9
- House 89 Verification

V. COMPETITIVE SELECTION / EVALUATION

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the individual(s) or firm(s) submitting the lowest priced proposal. Award(s) will be made to the individual(s) or firm(s) submitting the best responsive proposal satisfying MISD's requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all individuals or firms 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, Contractors may be requested to revise any or all portions of their proposals.

Marshall ISD will evaluate each individual's or firm's proposal in the areas of the proposed plan, experience, service capabilities, product quality, cost, and best value on the pre-determined evaluation criteria below.

Evaluation Criteria	Maximum Points
<p>1. Program Plan: The adequacy and completeness of the plan offered addressing the Scope of Services.</p> <ul style="list-style-type: none"> a. Clearly defined components of service delivery and implementation b. Evidence of school based therapy/instructional supports c. Clear explanation of organizational structure and contacts 	30
<p>2. Contractor's Capabilities: The demonstrated ability of the Contractor to provide services.</p> <ul style="list-style-type: none"> a. Vendor experience and level of knowledge b. List of references c. Resume(s) d. Ability to provide all necessary materials and supplies e. Explanation of how the vendor is organized and how its resources will be utilized 	40
<p>3. Financial Proposal: Reasonable and customary fees for providing services</p>	30
<p>Total Allowable Points</p>	100

Attachment A Proposal Offer Form

Services to be Provided

A minimum score of 70 is required to be considered an acceptable service provider.

1. Provider Information			
Name of Individual / Company:		Contact Name:	
Address:		Phone:	Phone:
City:	State:	Zip:	E-mail:
Type of Service Offered:			
2. <u>Scope of Services</u>			
<p>Provide a description of the individual provider's or firm's experience in performing the required therapy services in school setting. Describe what type of provider you are, type of service history (occupational therapy, teaching auditorially impaired students, instructional support, years of experience, etc.). Provide resumes of the individual or staff to be assigned to work with MISD, including their areas of expertise, years of experience, and licensure and/or teacher certification. (Attach additional pages if necessary.)</p>			

3. Service Fees:

4. List of References: Provide at least three (3) current and/or past client references with detailed contact information and description of services provided.

5. Resume and required Forms:

Please include the following documents with your Proposal.

- Resume(s) of Individual and/or staff
- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- Form W-9
- House Bill 89 Verification