

GUILFORD COUNTY SCHOOLS

RFP # 5503

Request For Proposal to provide Occupational Therapy Services

Proposals are being solicited for Occupational Therapy Services for students in the Guilford County Schools.

The Guilford County Schools (GCS) provides an appropriate education for all students identified as having special needs pursuant to the Individuals with Disabilities Education Act (IDEA). Some students need Occupational therapy as part of their individual education program (IEP).

Proposal

Proposals shall include, but are not limited to, all performance requirements/specifications listed below. Any proposed services which are over and above standards for professional practice and/or the requirements/specifications listed below shall also be noted. All financial considerations shall be noted, as well as a listing of recent similar work in school districts, including the Guilford County Schools.

Performance Requirements/Specifications

1. Complete observations, screenings, and evaluations of students with suspected occupational or motor difficulties and completing written reports as required by the established providers of the Guilford County Schools.
2. Develop IEPs for students as needed for the current school year, based on student's identified needs for occupational therapy. Develop IEPs for students reflecting progress made during the year and setting goals for the upcoming school year.
3. Provide direct occupational therapy services, based on the student's Individual Education Program (IEP).
4. Provide consultation and training to other staff members working with students receiving occupational therapy services, based on the individual student's evaluation results and the IEP intervention goals.
5. Attend all parent conferences to explain need for services, results of evaluations, and development of IEPs. Attend other meetings as required by Guilford County Schools.
6. Follow all Medicaid logging procedures as outlined by GCS, including completing and maintaining all required documentation.
7. Service providers must have current driver's licenses and personal transportation.

General Requirements

1. Proposals must address all aspects of the above stated performance requirements.
2. Proposals must include the maximum number of hours of occupational therapy services that could be provided per week.
3. Proposals must include at least two references of persons familiar with similar work done by the offerer of the proposals.
4. Proposals must clearly state the cost per hour of services delivered. Guilford County Schools does NOT reimburse for mileage in addition to cost/hour rate. Proposals must clearly state all other financial considerations that may be incurred in addition to the hourly rate.
5. Proposals must include a copy of all service provider professional licenses.
6. Proposal must include a copy of the current Professional Liability insurance certificate, with **Guilford County Schools listed as an Additional Insured.**
7. Proposals must specify any services or supplies to be provided by GCS (e.g., testing materials, equipment).

General Conditions

1. All applicable sections of the Guilford County Board of Education Policies and the General Statutes of North Carolina, as amended, are made part of this contract by this reference. This includes, but is not limited to, purchasing and payment procedures. Copies of the above are available for inspection and review at 712 North Eugene Street, Greensboro, NC, 27401.
2. Any exceptions to the performance requirements/specifications and/or conditions shall be noted and explained in a clearly identified section of the proposal.
3. Contract may be renewed for subsequent one-year periods if mutually agreeable between both parties.

Evaluation of Proposal

Evaluation shall be based on an assessment of submitted proposals and shall include consideration of the performance requirements/specifications, financial considerations, qualifications, and prior experiences. Follow-up discussion with the offerers best suited to complete the work may be requested.

Questions

Questions regarding the provision of services to GCS or the proposal and evaluation process should be directed to Fonda Curtis, Coordinator, Exceptional Children Services, curtisf@gcsnc.com

Proposal Due Date

TWO (2) signed, sealed ORIGINAL copies of the proposal shall be sent to Don Reid, Purchasing Officer, Guilford County Schools, 501 West Washington St, Greensboro, North Carolina 27401, **beginning on Tuesday, April 23, 2013. Due to our ongoing need for providers, there will NOT be a closing date for proposals. However, if you wish to be considered as a provider for the 2013-14 school year, your proposal should be submitted no later than Tuesday, April 30, 2013, by 4:00pm.**

Proposal Format

1. Initial Proposals

Initial proposals must include, as a minimum, the attached “Proposal Form” page. You may include additional information, as desired. Please also include the following statement: “In addition to the proposal as presented and any exceptions clearly noted, I understand that all requirements, specifications and conditions of the Request for Proposal are made part of any subsequent contract.”

2. Proposal Update

If you are currently providing services to our district, please submit ONLY the “Proposal Form” page, including updated requested attachments. (If there is additional information you would like to submit, you may include it with the form, as well.) Please also include the following statement: “In addition to the proposal as presented and any exceptions clearly noted, I understand that all requirements, specifications and conditions of the Request for Proposal are made part of any subsequent contract.”

Billing Requirements

Please refer to the separate GCS Billing instructions for details on how to submit invoices for payment for services rendered.

Termination of Contract

Contracts may be terminated by either party upon 30 days’ written notice.

Drug and Alcohol Free Workplace

Please refer to Guilford County Schools Board of Education Policies and Procedures, under the Board of Education link on the GCS website. Under Section G, “Personnel,” carefully review GA and GA-P, regarding GCS’ commitment to a Drug and Alcohol Free Workplace.

Special Requirements Regarding Criminal Background

Criminal Background Investigations of individuals working on school property

- A. At a minimum, a vendor shall obtain a complete North Carolina statewide criminal background investigation for all employees who will work on a site, covering a period for the last seven (7) years. In the event that the vendor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks are the responsibility of the vendor.
- B. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school property.
 - 1. Child Molestation or Abuse or indecent liberties with a child;
 - 2. Rape;
 - 3. Any Sexually Oriented Crime;
 - 4. Drugs: Felony use, possession or distribution;.
 - 5. Murder, manslaughter or other death related charge; or
 - 6. Assault with a deadly weapon or assault with intent to kill.
- C. Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school property.
- D. Each person on site must wear a plastic laminated identification badge or item of clothing that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee on school property.

___Initial Proposal Submission

Provider Name

___Updated Proposal Submission

**PROPOSAL FORM
REQUIRED FOR ALL PROPOSALS**

Proposal to Offer Occupational Therapy Services

In response to the current Request for Proposal for Occupational therapy services, I am proposing the following:

1. I agree to meet all the Performance Requirements/Specifications described in the Request for Proposal.
2. I have the following specialized skills:_____.
- _____.
3. I can provide a maximum of _____hours of services per week.
4. a. _____
- b. _____
- (Provide names, addresses and phone numbers) are familiar with my professional work and may be contacted for references.
5. My fee will be \$_____ per hour of service delivered.
6. My Licensure status in North Carolina is _____.
- (Please submit a copy of your most current License, and forward new Licenses when received)*
7. I would expect the Guilford County Schools to provide the following equipment and services:_____.
- _____.
8. I have attached a copy of my most current Professional Liability Certificate of Insurance, and will forward updated certificates when received.

In addition to the proposal as presented and any exceptions clearly noted, I understand that all requirements, specifications and conditions of the Request for Proposal are made part of any subsequent contract.

Signature of Provider

Email address

Are you a **Minority** or **Woman Business Enterprise**? ___yes ___no

Federal ID or SS Number

Date