

BERNE-KNOX-WESTERLO CENTRAL SCHOOL DISTRICT

Request for Proposals
for
Related Services

Speech Language Therapy
Occupational Therapy
Physical Therapy

PROPOSAL TO BE RECEIVED ON OR BEFORE
2:00 pm; April 13, 2018

SUBMIT TO: Mrs. Stacy King-McElhiney
School Business Manager
Berne-Knox-Westerlo Central School District
1738 Helderberg Trail
Berne, New York 12023

Issue Date: February 26, 2018

BERNE-KNOX-WESTERLO CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS
Related Services

I. GENERAL INFORMATION

Sealed Proposals for **Related Services** are requested by the Board of Education of the Berne-Knox-Westerlo Central School District hereinafter called "District". The District is requesting proposals for three (3) years commencing with the 2018-2019 School Year. All proposals should be submitted to Stacy King-McElhiney, School Business Manager, Berne-Knox-Westerlo Central School District, 1738 Helderberg Trail, Berne, NY 12023 on or before **April 13, 2018, no later than 2:00 PM, at which time all proposals will be publicly opened.** It is anticipated that the Board of Education will make the award at their May 7, 2018 meeting.

1. The proposals are to be submitted in a sealed envelope clearly marked on the outside "Related Services". An original and two (2) copies of the submitted proposal should be enclosed. Proposals submitted by mail may be addressed as noted above.
2. All proposals shall be irrevocable for a period of sixty (60) days from the date of proposal opening.
3. The Board of Education reserves the right to accept or reject any quotations or parts thereof, which in their judgment best serves the interests of the District.
4. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request for proposals.
5. Proposals submitted will be evaluated by the Superintendent of Schools, District Administrators and others as determined by the Superintendent. During the evaluation process, the District reserves the right where it may serve the District's best interests, to request additional information or clarification from proposers. At the discretion of the Board of Education, firms submitting proposals may be requested to make oral presentations as part of the evaluation process on a date determined by the District.
6. The District reserves the right to retain all proposals submitted and to use any concepts in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

7. Proposals should detail the firm's/individual's experience in K-12 public education. For example:

- The number of years' experience in providing related services
- The number of years experience delivering services to school districts
- The number of clients that are school districts

Each proposal submitted must include a list of current clients of a similar size and nature to the Berne-Knox-Westerlo Central School District. The information should include contact name, address and telephone number.

8. Changes in enrollment and/or students' needs as specified in their IEPs may necessitate that modifications may be made to the number of awarded hours.
9. Each proposal should include a plan to prevent any lapse in service (i.e., therapist resignation, etc.)
10. Summer extended school year services will be determined on an annually based on the needs of the students, as per their IEP's

II. TERM OF ENGAGEMENT

A three-year engagement is contemplated subject to annual review by the Board of Education. The agreement may be terminated upon 30 days written notice by the Board of Education.

III. NATURE OF SERVICES

Service: Speech Language Therapy

Qualifications:

- NYS Licensed and Registered Speech-Language Pathologist or
- Certified Teacher of the Speech and Hearing Handicapped operating under the direction of a NYS Licensed and Registered Speech-Language Pathologist or
- Certified Teacher of Students with Speech and Language Disabilities operating under the direction of a NYS Licensed or Registered Speech-Language Pathologist.

NATURE OF WORK:

Utilizing leadership, advocacy, and collaboration, school-based speech-language therapists provide prevention, assessment, and remediation services for students who exhibit difficulties in the

areas of language, speech, voice, and fluency. These services are designed to help children meet their educational goals.

1. Works cooperatively with school personnel to accomplish the goals and objectives of the local education agency.

- 1.1. Attends meetings, such as CSE, RTI/IST and parent-teacher conferences.
- 1.2. Schedules interventions using a variety of service delivery models, including classroom intervention, consultation/collaboration and pull-out as appropriate to meet student needs in the least restrictive environment.
- 1.3. Meets regularly with Pupil Personnel Director to review schedule, student caseload and evaluations.

2. Coordinates speech-language services with student services provided by other school personnel.

- 2.1. Collaborates with school personnel, such as teachers and psychologists, to best meet the needs of all students.
- 2.2. Meets with related school personnel to coordinate specific objectives for individualized educational programs.

3. Maintains records of the speech-language program and prepares periodic reports as required.

- 3.1. Keeps data for program planning and decision making for students.
- 3.2. Responsible for writing, maintaining and implementing the IEP, as appropriate.
- 3.3. Submits reports which meet local and state requirements.
- 3.4. Maintains current files for use by authorized school personnel.
- 3.5. Safeguards confidentiality of student records.
- 3.6. Completes records for third party reimbursement accurately and in a timely manner as appropriate i.e. Medicaid.

4. Conducts speech, language and hearing screenings.

- 4.1. Serves on CSE, RTI, and IST committees as appropriate.
- 4.2. Works with other professionals to carry out the screening process.
- 4.3. Uses appropriate screening instruments.

5. Administers formal and informal (ongoing & curriculum-based) assessments.

- 5.1. Observes students in educational environments.
- 5.2. Selects appropriate assessments based on individual student needs.
- 5.3. Administers tests according to acceptable procedures.

6. Analyzes and interprets information to make recommendations regarding the need for speech-language services.

- 6.1. Integrates data from a variety of assessment techniques and sources.
- 6.2. Determines the effects of the student's impairment in regard to accessing the general curriculum.
- 6.3. Presents and explains data to CSE, RTI, and IST committees.
- 6.4. Prepares evaluation summary.

7. Adjusts intervention strategies based upon student performance.

- 7.1. Uses systematic procedures for review of student progress.
- 7.2. Changes activities on basis of student progress.

8. Promotes effective interpersonal relations with students.

- 8.1. Uses language appropriate to the listener.
- 8.2. Maintains confidentiality of information received.

The Provider will provide the following Speech Language Pathologist services for designated students of the District, times subject to change by the District.

- Two (2) Speech Language Pathologists for 5 days per week (7:45-3:10 with a ½ hour lunch)
- One (1) Speech Language Pathologist for 2 days per week (2 days at 7:45-3:10 with a ½ hour lunch)

The District requires the following additional information:

- Name(s) of personnel to provide services
- Experience as a Speech Language Pathologist (or equivalent)
- Experience in working in a school setting

Service: Occupational Therapy

Qualifications:

- NYS Licensed or Registered Occupational Therapist or
- Certified Occupational Therapy Assistant (OTA) operating under the direction of a NYS Licensed or Registered Occupational Therapist.

NATURE OF WORK:

Utilizing leadership, advocacy, and collaboration, school-based occupational therapists provide prevention, assessment, and remediation services for students who exhibit difficulties in the areas of fine motor, sensory system regulation/access to sensory materials. These services are designed to help children meet their educational goals.

1. Works cooperatively with school personnel to accomplish the goals and objectives of the local education agency.

- 1.1. Attends meetings, such as CSE, RTI, and IST and parent-teacher conferences.
- 1.2. Schedules interventions using a variety of service delivery models, including classroom intervention, consultation/collaboration and pull-out as appropriate to meet student needs in the least restrictive environment.
- 1.3. Meets regularly with Pupil Personnel Director to review schedule, student caseload and evaluations.

2. Coordinates occupational therapy services with student services provided by other school personnel.

- 2.1. Collaborates with school personnel, such as teachers and psychologists, to best meet the needs of all students.
- 2.2. Meets with related school personnel to coordinate specific objectives for individualized educational programs.

3. Maintains records of the occupational therapy program and prepares periodic reports as required.

- 3.1. Keeps data for program planning and decision making for students.
- 3.2. Responsible for writing, maintaining and implementing the IEP, as appropriate.
- 3.3. Submits reports which meet local and state requirements.
- 3.4. Maintains current files for use by authorized school personnel.
- 3.5. Safeguards confidentiality of student records.

3.6. Completes records for third party reimbursement accurately and in a timely manner as appropriate i.e. Medicaid.

4. Conducts occupational therapy screenings.

4.1. Serves on CSE, RTI, and IST committees as appropriate.

4.2. Works with other professionals to carry out the screening process.

4.3. Uses appropriate screening instruments.

5. Administers formal and informal (ongoing & curriculum-based) assessments.

5.1. Observes students in educational environments.

5.2. Selects appropriate assessments based on individual student needs.

5.3. Administers tests according to acceptable procedures.

6. Analyzes and interprets information to make recommendations regarding the need for occupational therapy services.

6.1. Integrates data from a variety of assessment techniques and sources.

6.2. Determines the effects of the student's impairment in regard to accessing the general curriculum.

6.3. Presents and explains data to CSE, RTI, and IST committees.

6.4. Prepares evaluation summary.

7. Adjusts intervention strategies based upon student performance.

7.1. Uses systematic procedures for review of student progress.

7.2. Changes activities on basis of student progress.

8. Promotes effective interpersonal relations with students.

8.1. Uses language appropriate to the listener.

8.2. Maintains confidentiality of information received.

The Provider will provide the following Occupational Therapy services for designated students of the District 2.5 days a week (7:45-3:10 with a ½ hour lunch) times subject to change by the District.

The District requires the following additional information:

- Name(s) of personnel to provide services

- Experience as an Occupational Therapist (or equivalent)
- Experience in working in a school setting

Service: Physical Therapy

Qualifications:

- NYS Licensed and Registered Physical Therapist or
- Certified Physical Therapy Assistant (PTA) operating under the direction of a NYS Licensed and Registered Physical Therapist

NATURE OF WORK:

Utilizing leadership, advocacy, and collaboration, school-based physical therapists provide prevention, assessment, and remediation services for students who exhibit difficulties in the area of gross motor. These services are designed to help children meet their educational goals.

1. Works cooperatively with school personnel to accomplish the goals and objectives of the local education agency.

- 1.1. Attends meetings, such as CSE, RTI, and IST and parent-teacher conferences.
- 1.2. Schedules interventions using a variety of service delivery models, including classroom intervention, consultation/collaboration and pull-out as appropriate to meet student needs in the least restrictive environment.
- 1.3. Meets regularly with Pupil Personnel Director to review schedule, student caseload and evaluations.

2. Coordinates physical therapy services with student services provided by other school personnel.

- 2.1. Collaborates with school personnel, such as teachers and psychologists, to best meet the needs of all students.
- 2.2. Meets with related school personnel to coordinate specific objectives for individualized educational programs.

3. Maintains records of the physical therapy program and prepares periodic reports as required.

- 3.1. Keeps data for program planning and decision making for students.
- 3.2. Responsible for writing, maintaining and implementing the IEP, as appropriate.
- 3.3. Submits reports which meet local and state requirements.

- 3.4. Maintains current files for use by authorized school personnel.
- 3.5. Safeguards confidentiality of student records.
- 3.6. Completes records for third party reimbursement accurately and in a timely manner as appropriate i.e. Medicaid.

4. Conducts physical therapy screenings.

- 4.1. Serves on CSE, RTI, and IST committees as appropriate.
- 4.2. Works with other professionals to carry out the screening process.
- 4.3. Uses appropriate screening instruments.

5. Administers formal and informal (ongoing & curriculum-based) assessments.

- 5.1. Observes students in educational environments.
- 5.2. Selects appropriate assessments based on individual student needs.
- 5.3. Administers tests according to acceptable procedures.

6. Analyzes and interprets information to make recommendations regarding the need for physical therapy services.

- 6.1. Integrates data from a variety of assessment techniques and sources.
- 6.2. Determines the effects of the student's impairment in regard to accessing the general curriculum.
- 6.3. Presents and explains data to CSE, RTI, and IST committees.
- 6.4. Prepares evaluation summary.

7. Adjusts intervention strategies based upon student performance.

- 7.1. Uses systematic procedures for review of student progress.
- 7.2. Changes activities on basis of student progress.

8. Promotes effective interpersonal relations with students.

- 8.1. Uses language appropriate to the listener.
- 8.2. Maintains confidentiality of information received.

The Provider will provide the following Physical Therapy services for designated students of the District two (2) ½ days with times as deemed appropriate and subject to change by the district)

The District requires the following additional information:

- Name(s) of personnel to provide services
- Experience as a Physical Therapist (or equivalent)
- Experience in working in a school setting

IV. EVALUATION

The selection process will include, but not be limited to, evaluation in the following areas:

Fee structure, size of firm, years of experience of the firm in school districts, years of experience of Related Service Providers, references and oral presentation/interviews.

BERNE-KNOX-WESTERLO CENTRAL SCHOOL DISTRICT
FORM OF PROPOSAL FOR RELATED SERVICES

We agree to provide Related Services to Berne-Knox-Westerlo Central School District as outlined in the Request for Proposals in accordance with the following annual fee structure with an additional listing of an hourly rate to accommodate additional services if needed.

<u>Year</u>	<u>Service</u>	<u>Annual Fee</u>	<u>Hourly Rate</u>
<u>2018-19</u>	Speech Language Therapy Services	\$ _____	\$ _____
<u>2019-20</u>	Speech Language Therapy Services	\$ _____	\$ _____
<u>2020-21</u>	Speech Language Therapy Services	\$ _____	\$ _____
<u>2018-19</u>	Occupational Therapy Services	\$ _____	\$ _____
<u>2019-20</u>	Occupational Therapy Services	\$ _____	\$ _____
<u>2020-21</u>	Occupational Therapy Services	\$ _____	\$ _____
<u>2018-19</u>	Physical Therapy Services	\$ _____	\$ _____
<u>2019-20</u>	Physical Therapy Services	\$ _____	\$ _____
<u>2020-21</u>	Physical Therapy Services	\$ _____	\$ _____

Firm: _____

Address: _____

Signature _____ Date: _____

Telephone #: () _____ Fax #: () _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

- a) This bid or proposal had been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
- e) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

Signed _____ Title _____

RESOLUTION - For Corporate Bidders Only

RESOLVED that _____ be authorized to sign and submit the bid or proposal of this corporation for the following project _____ and to include in such bid or proposal the certificate as to non-collusion required by Section One Hundred Three-D of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or mis-statements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by corporation at a meeting of its Board of Directors held on the _____ day of _____, 20____ and is still in full force and effect of this _____ day of _____, 20____.

(SEAL OF CORPORATION)

Secretary