

LEGAL ADVERTISEMENT

The Washington County School Board is accepting bids for **Speech Language and/or Occupational Therapy Services**. Bids are to be sealed and marked **“Bid for Speech Language and/or Occupational Therapy Services, Bid # 21-22”** and delivered or mailed to the Superintendent’s Office, Attention: Julie Jeffries, Coordinator of ESE. Bids must be received on or before July 12, 2021 at 9:00 AM, CST. Bids will be opened July 19, 2021 at 9:00 AM, CST for review. Presentation to the Washington County School Board will be August 9, 2021 at the regularly scheduled board meeting beginning at 5:00 PM, CST.

Bid forms and specifications may be picked up at the Superintendent’s Office, 652 Third Street, Chipley, FL 32428, June 28 –July 12, 8:00 AM – 4:00 PM, CST Monday - Thursday. The Washington County School Board reserves the right to accept or reject any/or all bids.

Washington County School Board
652 Third Street
Chipley, Fl. 32428

**Speech Language and/or Occupational Therapy Services Bid Request
Bid No. 21-22**

The Washington County School Board requests quotations for Speech Language and/or Occupational Therapy Services. Bids will be received by Julie Jeffries at the Washington County School Board at the above noted address until July 12, 2021 at 9:00 a.m. all bids will be opened July 19, 2021 at 9 a.m.

It is the Bidder's responsibility to assure that the bid is delivered at the appointed time to the proper place of the bid opening. The Board will have no responsibility for bids not so delivered.

The Washington County School Board reserves the right to waive formalities and to reject any and all bids or to accept any bid or combination of bids deemed to be in the Board's best interest and the decision of the Board will be final. Bidders desiring consideration of the bid on an "all-or-none" basis, either in whole or in part, shall so indicate.

Bids shall be submitted on the enclosed form and in a sealed envelope clearly marked: **BID REQUEST NO. 21-22, SPEECH LANGUAGE AND/OR OCCUPATIONAL THERAPY SERVICES.**

GENERAL CONDITIONS

Prices bid will be firm for the entire contract period, which will be August 1, 2021 through June 30, 2022, and include all charges to satisfactorily provide the services herein specified, at the locations specified. Prices will include all travel and transportation costs, and all material and supply costs for testing materials, etc., as may be needed to satisfactorily provide the services specified.

The Board reserves the right to extend the contract for two (2) additional renewals by mutual agreement of both parties.

Bids must be signed by an authorized representative; otherwise, bids will be invalid.

Any person submitting a bid or proposal in response to this bid request must execute the enclosed Form PUR 7068, SWORN STATEMENT UNDER SECTION 287.133 (3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES, including proper check(s) in the space(s) provided and Form ED 80-0014 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS, and enclose them with the bid/proposal.

The successful bidder(s) by entering into a contract guarantees that all individuals who will be on a school campus will be fingerprinted and meet background screening requirements through the Washington County School Board in accordance with the Jessica Lunsford Act at the expense of the bidder. All appropriate personnel will be screened prior to the first student school day.

The successful bidder(s) by entering into a contract specifically guarantees that should an assigned therapist be absent for any reason, a qualified replacement will be provided and the bidder's personnel will be available as needed for screenings, individual and/or small group therapy with students, evaluation, record keeping for student attendance, progress reports and therapy notes, individual educational plan development and consultation with parents, school, and district staff as required.

Payment will be made no more frequently than once per month. The successful bidder(s) shall submit to Julie Jeffries, Coordinator of Exceptional Student Education an invoice itemizing the services provided. Upon acknowledgement by the ESE Coordinator that the invoice is correct, payment will be made according to the billing cycle within the month.

AWARD CRITERIA

This bid will be awarded based upon bidders' experience in providing services in all educational settings, qualifications of personnel, including pediatric and neuro-developmental experience, availability of qualified personnel for performance of the service, thoroughness of this bid response and cost. Also, the board reserves the right to call bidders for interview if deemed necessary.

SPECIFICATIONS

The successful bidder(s) shall provide speech language therapy and/or occupational therapy services as well as other services on a district-wide basis. Other services shall include consultation to school staff, participation in wheelchair and medical clinics, evaluation (including augmentative communications assessment), attendance at staffings, IEP meetings and other team meetings and provision of staff development as may be needed. The following is a breakdown of the estimated number of weekly service hours that will be required.

It is possible that one contractor may not be able to provide the total number of hours of service requested. In that event, the Board will consider the number of hours that can be provided by the lowest and best qualified bidder first, the second next, and so on, until all needed hours are provided. Bidders desiring all or none or minimum award considerations must so note.

Services are expected to be rendered in the schools listed below when needs are identified:

Kate Smith Elementary
Roulhac Middle
Chipley High

Vernon Elementary
Vernon Middle
Vernon High

Washington Academy of
Varying Exceptionalities

All services shall be provided by a registered speech language therapist and occupational therapist. Under the supervision of a registered physical therapist or a registered occupational therapist a physical therapist assistant or an occupational therapist assistant may be utilized.

INSURANCE

The successful bidder shall provide Certificates of Insurance evidencing that the following insurance is in force prior to beginning contract services. The Washington County School Board will be named as an additional insured.

Workers Compensation- Workers Compensation shall be maintained as required by the Florida Statutes, Chapter 110, and shall also include Employers Liability coverage with minimum limits of bodily injury by accident, \$100,000; bodily injury by disease, \$500,000 policy limit; bodily injury by disease, \$100,000 per employee.

Public Liability Insurance- Public Liability Insurance (Comprehensive General Liability Form) against bodily injury, personal injury and property damage shall be in limits of not less than \$1,000,000 per occurrence with a minimum of \$2,000,000 aggregate.

Automobile Liability Insurance- Automobile Liability Insurance for all owned, non-owned and hired vehicles to include bodily injury and property damage liability in limits of not less than \$1,000,000 combined single limit on any one incident and Uninsured Motorists coverage in limits of not less than \$1,000,000 each incident.

Professional Liability- Professional Liability to include medical malpractice in limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

BIDDER QUALIFICATIONS

Bidder(s) shall be regularly engaged in the business of providing the services specified herein, have sufficient organization to satisfactorily provide in accordance with these specifications the services on which they bid, and be of good standing within their profession.

Individuals proposing to provide services under this bid must be knowledgeable of the purpose of physical and occupational therapy in public school setting and be expert in screening, evaluating and recommending plans of care based on how therapy will be used to enhance student learning through the maintenance of appropriate functioning for learning tasks. Physical and occupational therapist must be trained in or must become trained in augmentative communication assessment and wheelchair setting and positioning.

Speech language and occupational therapists and physical and occupational therapists' assistants shall be licensed by the State of Florida Department of Professional Regulations. Foreign trained therapists shall have a permanent visa and U.S. Department of Justice Immigration Naturalization H-1 visa Form 1-171C, indicating permission to practice. Foreign trained therapists must be able to demonstrate English competency.

Two years experience in pediatrics, neuro-developmental therapy training and expertise in consultation and teaming skills for physical and occupational therapists and experience in sensory integration and oral motor feeding techniques for occupational therapist is desired.

SUBMITTALS

Each bidder(s) shall submit the following information along with their bid:

Job description of each staff position that may be engaged in the execution of this contract.

The criteria used by the bidder in the selection of professionals being employed by them.

A resume for each person proposed to provide services and to supervise under this contract. Include evidence of licensure, and visa and Form 1-171C if applicable.

A written description of specific methods used in screening, evaluation and re-evaluation, treatment and administrative procedures.

A list of client references for whom similar services have been rendered, include a contact person and telephone number.

FAILURE TO SUBMIT THE REQUIRED INFORMATION MAY RESULT IN REJECTION OF BID.

BID FORM

In accordance with the conditions and specifications of Bid Request No. 21-22, we propose to provide Physical and Occupational Therapy Services at the locations specified for the per evaluation rate quoted herein. We can provide a maximum of _____ hours of Speech Language time per week and _____ hours of Occupational Therapists' time per week. The maximum does not exceed services to 10 student indirectly per day or 12 student paired per day.

	<u>Speech Language Therapy</u>		<u>Occupational Therapy</u>	<u>OT Assistant</u>
Per Evaluation				
Re Evaluation				
Per Treatment				
Indirect Services				

BID INVALID IF NOT SIGNED BY AN AUTHORIZED REPRESENTATIVE

FIRM: _____

BID REPRESENTATIVE:

ADDRESS: _____

(Signature of Bidder)

PHONE: _____

(Typed or Printed Name)