Instructions for Proposal Submissions

Request for Proposal for Physical and Occupational Therapy
Bid Package #: 2020-001
Overview

The Garrett County Public Schools will receive Requests for Proposal (RFP) from experienced vendors to provide Physical and Occupational Therapy services to students birth through twenty-one for the 2019-2020 school year. See Exhibit A for a list of schools and approximate hours per week of OT and PT services.

Please submit an original and two (2) copies of your proposal in a sealed envelope to the contact person shown below no later than 12:00 p.m. Noon (EST) on Wednesday, June 5, 2019.

No oral proposals will be accepted. Electronically transmitted proposals will only be accepted if information is complete and timely, before 12:00 p.m. Noon (EST) on Wednesday, June 5, 2019. All proposals received after the deadline will not be considered.

All proposals submitted shall become the property of the Garrett County Public Schools.

All responses to the Request for Proposal shall be submitted to:

Garrett County Public Schools  
Attn: Heather Raybold  
40 South Second Street  
Oakland, MD  21550

Questions may be submitted via email to heather.raybold@garrettcountyschools.org.

Introduction

Garrett County Public Schools is seeking proposals from established vendors for Occupational Therapy (OT) and Physical Therapy (PT) services for the 2019-2020 school year, including Extended School Year Services.

The purpose of this document is to provide information to submit a proposal.
Submission Requirements

Please submit an original and two (2) copies of your proposal. Submissions must include the following:

- Cover Sheet (included)
- Completed Vendor Questionnaire (included)
- Completed Vendor Recommendation Service Plan (included)
- Completed Public Schools Federal/State/Local Government Debarment Procedure
- Additional information deemed necessary to fully develop the vendor’s qualification as well as its recommended plan of action

All proposals submitted to Garrett County Public Schools will be kept in confidence and shall be used solely for the purpose of evaluating the respondent’s recommendation for possible award. Garrett County Public Schools retains the right to provide proposal copies to the selection committee, legal advisors, and other representatives.

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the Board in writing. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

LEGAL BACKGROUND, SCOPE OF WORK AND EXPECTATIONS

Legal Background

Garrett County provides occupational therapy and physical therapy to students in accordance with IDEA, COMAR, the Americans with Disabilities Act. Occupational therapy and physical therapy are provided in accordance with a student’s IEP or IFSP.

Vendors may submit a proposal to provide both Occupational Therapy Services and Physical Therapy Services, however each service will be considered in isolation.

**Occupational therapy (OT)** services can enhance a student's ability to function in an educational program. These services are "provided by a qualified 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; and
3. preventing, through early intervention, initial or further impairment or loss of function" [Section 300.24(b)(5)]

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; and
7. psychosocial adaptation.

Physical therapy means "services provided by a qualified physical therapist" [Section 300.24(b)(8)]. These services generally address a child's posture, muscle strength, mobility, and organization of movement in educational environments.

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. Related services must be provided to the student if written into an IEP or IFSP as long as the student is not absent from school. If the student is present and sessions are missed, those sessions must be made up in a timely manner. Garrett County Public Schools is audited for compliance of service delivery.

Services- (Exhibit A)
The GCPS Special Education Department (SPED) provides occupational therapy services to approximately 62 students and physical therapy services to approximately 25 students ages 3 through 21 across 12 schools, Head Start Centers, and Private Day Care Facilitates.

Additionally GCPS Infants and Toddlers program provides occupational therapy services to approximately 10 children and physical therapy services to approximately 8 children ages birth through 4 years old in homes and community locations.

GCPS SPED provides approximately 23 hours of occupational therapy services weekly and approximately 10 hours of physical therapy services weekly for Part B- School Age students.

GCPS IT provides approximately 11 occupational therapy sessions monthly totaling approximately 5.5 hours and approximately 4 physical therapy sessions monthly totaling approximately 2 hours. 
These numbers are fluid and will vary during the term of the contract.

Services can be provided in all Garrett County Public Schools, which includes 8 elementary schools, 2 middle schools, and 2 high schools. In addition, OT and PT services are provided to preschool students in Head-Start or similar preschool locations and in the homes of students with IFSP’s
Expectations

The following are expectations for the vendor of this RFP:

1. Provide physical therapy or occupational therapy to students as required.
2. Perform physical or occupational therapy assessments and evaluations using appropriate tests, skills, professional observations and supplementary information.
3. Provide a written assessment report in a timely manner and adhere to all federal and state timelines.
4. Interpret evaluation findings in order to address the student’s present level of functional and academic performance and the impact of the student’s disability in the educational environment; document findings using the Maryland online IEP tool.
5. Participate in all IEP meetings to develop or revise an Individual Education Program for each student on the caseload, communicating evaluation information in understandable terms to IEP team members, including parents, for consideration in the development of IEP goals and intervention strategies. Participate in a similar manner for all IFSP meetings.
6. Develop educationally appropriate annual goals and objectives for each student on the caseload based on the present level of functional and academic performance; document goals and objectives using the Maryland online IEP tool.
7. Provide therapeutic interventions for each area of skill development as it relates to student participation and performance in classroom routines; develop adaptations and/or implement use of equipment to encourage student participation in activities, increase development of functional skills, and provide training and support to staff and parents to implement related services recommendations and make progress on annual goals and objectives.
8. Consult with teachers/trainers or parents regarding treatment/training procedures related to Occupational Therapy/Physical Therapy.
9. Provide written recommendations for treatment services provided through the IEP or IFSP that are appropriate for the student’s needs.
10. Provide recommendations for and provision of sources for adapted equipment, switches, and toys appropriate to the child’s needs.
11. Provide therapy materials and/or equipment.
12. Consult with school district personnel for planning, implementation and evaluation of occupational therapy and physical therapy services and programs.
13. Collect, record and report data relative to student performance on individual goals and objectives.
14. Report progress on goals and objectives quarterly at a minimum using the Maryland online IEP or IFSP tool.
15. Conduct required formal evaluations to determine continued eligibility for service (conducted triennially for each student on the caseload).
16. Process necessary paperwork to facilitate billing of medical assistance for eligible students. The board shall be the payee for the proceeds of this billing. Receipt of these proceeds do not impact the board’s responsibility to pay for services provided to all students whether eligible for medical assistance benefits or not. Medical assistance billing will arrive at the Board of Education central office within 60 days of the close of the month for which treatment occurred.
17. Provide home-based activities and services as appropriate.
18. Participate in meetings with Special Education staff and Infant/Toddler staff.
Evaluation of Proposals

Submitted proposals will be considered based upon the evaluation process as outlined below. Vendors may submit a proposal to provide both Occupational Therapy Services and Physical Therapy Services, however each service will be considered in isolation.

Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

A. Initial Selection Process

A selection committee will review, in detail, all proposals that are received based upon, but not limited to, the following criteria. A proposal’s recommendation plan that best suits the needs of Garrett County Public Schools will be in accordance with the following criteria:

1. **Responsiveness - 10%**

Adherence to the expectations of the RFP

2. **Qualifications & Expertise – 10%**

The proposal must clearly indicate the vendor possesses an understanding of state and federal special education laws as well as an understanding of Medical Assistance Billing process. All FTE’s hold Maryland DHMH licensure.

3. **Quality of Services – 20%**

The respondent’s ability to submit a plan on how to provide high quality OT and/or PT services to students. There is a plan for providing make up sessions to demonstrate the ability to deliver services in timely manner.

4. **Cost – 60%**

Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. Proposals which outline competitive pricing with value added features and capabilities will be given higher consideration. All figures entered on the vendor proposal must be clearly legible.

The selection committee may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. Upon review, the selection committee may select a short list of potential awardees that meet the minimum qualifications for further review.
B. Interviews
The Board reserves the right to conduct interviews of respondents included on the short list of potential awardees. The selection committee will contact the designated respondent’s representative, as indicated on the Cover Sheet, to schedule an interview date and time. Interviews are anticipated to occur June 7, 2019.

C. Timeline
After the selection committee and the Board makes a final determination, the awardee and the Board will negotiate and execute a final agreement prior to commencement of the work under the Contract.

Failure of any respondent to timely respond or come to terms with the Board will be cause for rejection of the proposal.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued &amp; Advertised</td>
<td>May 22, 2019</td>
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<tr>
<td>Vendor Proposal’s Due</td>
<td>June 5, 2019 at 12:00 p.m. Noon (EST)</td>
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<tr>
<td>Interviews</td>
<td>June 7, 2019</td>
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<tr>
<td>Finalize Contract</td>
<td>June 25, 2019</td>
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<tr>
<td>First Date of New Contract</td>
<td>August 26, 2019</td>
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Note that the Board reserves the right to alter this timeline at any time.

D. Rejection of Proposals
The Board reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If the proposal fails to meet a material requirement in the RFP, or is incomplete or contains irregularities, the proposal may not be considered. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.