

SPECIAL INSTRUCTIONS

OCCUPATIONAL THERAPY SERVICES
PHYSICAL THERAPY SERVICES
SPEECH/LANGUAGE THERAPY SERVICES
SCHOOL PSYCHOLOGIST SERVICES
RFP #95-18-01
VARIOUS SCHOOLS
CAESAR RODNEY SCHOOL DISTRICT

OVERVIEW

The State of Delaware, Caesar Rodney School District, seeks professional services for Occupational Therapy, Physical Therapy, Speech/Language Therapy and School Psychologist for various schools. This request for proposal (“RFP”) is issued pursuant to 29 *Del. C.* §§ 6981 and 6982.

The proposed schedule of events subject to the RFP is outlined below:

Public Notice:	Wednesday, September 13, 2017
Deadline for Questions:	Wednesday, September 20, 2017
Response to Questions Posted by:	Friday, September 22, 2017
Deadline for Receipt of Proposals:	Wednesday, September 27, 2017
Estimated Notification of Award:	Friday, September 29, 2017

Each proposal must be accompanied by a Proposal Form which briefly summarizes the proposing vendor’s interest in providing the required professional services. The Proposal Form must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal.

REQUEST FOR PROPOSAL PROCEDURES

Vendors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible vendors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing vendors during the negotiation process.

The award shall be made to the responsible vendor(s) whose proposal is most advantageous to the school district, taking into consideration the evaluation factors set forth in this request.

MULTIPLE AWARD

In order to assure that the District receives adequate coverage, the District reserves the right to award this contract to more than one vendor. Each service may be awarded individually or grouped, however is determined to be in the best interest of the District.

CONTRACT PERIOD

This contract shall be in effect for the period **October 1, 2017 through September 30, 2018**. An option to renew the contract under the same terms and conditions for subsequent full years may be exercised, by mutual agreement of the parties, prior to the expiration of the contract. This option is subject to review and acceptance and will be based on the best interests of the Caesar Rodney School District (CRSD).

BID DEPOSIT

The requirement for a bid deposit in the amount of 10% of the bid is hereby waived.

PERFORMANCE BOND

The requirement for the successful vendor to supply a 100% performance bond is hereby waived.

QUESTIONS

All questions may be directed to Kevin Thompson at kevin.thompson@cr.k12.de.us. All questions must be put in writing (in email format). All questions/answers will be posted on <http://www.bids.delaware.gov>. It is the vendor's responsibility to view the amendments.

INTERVIEW

In the event the district determines a need to interview bidders, a mutual agreeable time will be set within ten (10) days of bid opening.

SUBMISSIONS

Vendors are asked to submit four (4) copies of their proposal. You may use the format of your choice while it is recommended that it mirror the evaluation criteria to facilitate the ease of reading and scoring. Please submit proposals no later than **2:00 p.m. on Wednesday, September 27, 2017** to the attention of:

Mr. Kevin R. Thompson
Director of Student Services
Caesar Rodney District Office
7 Front Street
Wyoming, Delaware 19934

THERAPIST/SCHOOL PSYCHOLOGIST REQUIREMENTS

- Evidence of Federal and State Criminal Background check.
- State of Delaware License in related field – Occupational Therapy, Physical Therapy, Speech/Language Therapy & School Psychologist Services (must be provided to the district).
- Staff has a minimum of 3 years experience in delivering related services in a school setting.

Upon award of proposal contractor(s) must submit the following for all therapy staff:

- Current driver's license and signed social security card.
- Delaware Child Protection Registry Request Form.
- School Health Form.
- PPD (Tuberculin Skin Test) Recording Form.
- Maintenance of a Drug Free Workplace Form.
- Acceptable Use of the District's Wide Area Network by Staff.

BUDGET

Bidders must submit a budget, which includes cost for services and optimal number of students that the vendor has capacity to serve for the district. Bidder will include all administrative costs (clerk, accounting billing) of administrating program into the hourly fee.

SCOPE OF WORK

The awarded contractor must have capacity to provide consultative, individual and/or group Speech/Language, Occupational and Physical Therapy. The therapy student caseload will vary based on level of student need and frequency/duration of therapy services with approximately 1 hour of consultation, meetings, administrative work per 3 hours of direct service to students.

The awarded School Psychologist contractor must have the capacity to conduct special education evaluations, functional behavior assessments and provide instructional and behavioral support on a consultative basis. The student caseload will vary based on student need.

Based on the above guidelines the vendor must submit a proposed hourly rate for each of the following services:

Speech/Language Therapy

Elementary Schools 40-50 students
Secondary Schools 20-30 students

Bilingual Speech/Language Therapy

Elementary Schools 30 students
Secondary Schools 20 students

Occupational Therapy

Elementary Schools 30 students
Secondary Schools 20 students

Physical Therapy

Elementary Schools 30 students
Secondary Schools 20 students

School Psychologist Services

Elementary Schools 100 students
Secondary Schools 100-120 students

INSURANCE

All contractors must be aware that they are not insured by any of the CRSD insurance policies including worker's compensation. All contractors must personally secure general liability and professional liability insurance in the minimum amount of \$1,000,000 combined single limit and \$4,000,000 occurrence/aggregate. All contractors must provide the CRSD with a Certificate of Insurance to substantiate the existence of this coverage before beginning their duties in the CRSD.

REFERENCES

Three (3) business references must be included in the submitted proposal. Please include name, address, telephone and fax numbers, email address and the name of contact person. A failure to do so may cause for rejection of your proposal.

EARLY TERMINATION

The District may terminate this contract at any time. There will be no early termination charges and the District must provide a thirty (30) day written notice to implement early termination.

NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the Caesar Rodney School District may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

CRITERIA FOR AWARD

- Vendor's experience with providing similar and other instructional services. Vendor's experience with recruiting and employing qualified professionals. Available staff to recruit and monitor successful fulfillment of services required.

25%

- Ability to service a broad range of student circumstances.

25%

- Vendor's ability to provide continuing education for staff, teachers, school administrators, and parents.

25%

- Cost to run program (cost at an hourly rate).

25%

PROPOSAL FORM

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The attached proposal is submitted in accordance with the General Instructions to Bidders and the Specifications. Any exceptions to these are to be listed below; otherwise, I agree to complete the contract as per the General Instructions and Specifications:

NAME OF COMPANY SUBMITTING PROPOSAL

ADDRESS

THE UNDERSIGNED BIDDER CERTIFIES THAT NEITHER HE NOR ANY REPRESENTATIVE OF HIS COMPANY HAS EITHER DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FREE COMPETITIVE BIDDING IN CONNECTION WITH THIS PROPOSAL.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

NAME OF REPRESENTATIVE

TELEPHONE NUMBER
(TOLL FREE IF AVAILABLE)

FEDERAL E. I. NUMBER

ADDENDUM NO. () RECEIVED

RFP OPENING: September 27, 2017 at 2:00 PM

RFP'S NOT RECEIVED BY THIS TIME SHALL NOT BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.