



REQUEST FOR PROPOSAL FOR OCCUPATIONAL & PHYSICAL THERAPIST AND SPEECH SERVICES
January 6, 2023

The North Penn School District (NPSD) is soliciting proposals for "Occupational and Physical Therapist Services" from qualified organizations for a term of three (3) years, July 1, 2023 through June 30, 2026.

Submission deadline: 1:00 p.m. on the 7th day of February, 2023. Location for submission of proposals:

North Penn School District
Attn: Dawn Johnston, Procurement Supervisor
401 E. Hancock St.
Lansdale, PA 19446

Proposals should clearly indicate "NPSD OT/PT and Speech Services RFP" on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

The Request for Proposal for OT/PT and Speech Services and specifications may be obtained from the district's website at www.npenn.org/bidspec. Any questions should be directed to Mrs. Johnston by e-mail at NPprocure@npenn.org. Responses to questions will be posted on the aforementioned website.

The North Penn Board of School Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

No proposal may be withdrawn before 90 days after the date of the opening of the proposals. Tentative plans call for the North Penn Board of School Directors to review the proposals and to take action to award a contract at its regular meeting on Thursday, March 16, 2023. First round interviews are tentatively scheduled to be conducted the afternoon of Tuesday, February 21, 2023. If needed, second round interviews will tentatively be scheduled the afternoon of Tuesday, February 28, 2023.

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I. RFP PROCESS AND OT/PT SERVICES OVERVIEW

1. Background and Objectives

North Penn School District (NPSD) is a School District of the Second Class, organized and existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"). NPSD provides education services to students living within its community. The governing body of the School District is a board of nine school directors who are each elected for a four-year term. The daily operation and management of the School District is carried out by the administrative staff of the School District, headed by the Superintendent of Schools who is appointed by the Board of School Directors.

NPSD is seeking proposals from providers qualified and experienced in providing therapeutic services. The vendors will have direct contact with students and/or district personnel delivering curriculum, coaching or influencing instruction. The scope of work may be completed by highly qualified licensed Occupational Therapists (OT) and Physical Therapists (PT).

NPSD will use the objective criteria specified within this RFP to review proposals and will select a vendor that meets the requirements of the RFP. Any agreement issued as a result of the RFP does not guarantee any minimum amount of service or payment. A provider shall not perform services for NPSD without a fully executed agreement. A provider will be compensated by NPSD, for services satisfactorily performed in accordance with contract requirements.

Service providers must be in compliance with the Code of Federal Regulations. The provision of services pursuant to 34 CFR 300.138 through 300.143 must be provided by employees of a public agency or through contract by the public agency with an individual, association, agency, organization, or other entity. [34 CFR 300.138(c)(1)] [20 U.S.C. 1412(a)(10)(A)(vi)(I)]. Special education and related services provided to parentally-placed private school children with disabilities, including materials and equipment, must be secular, neutral, and non-ideological. [34 CFR 300.138(c)(2)] [20 U.S.C. 1412(a)(10)(A)(vi)].

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"

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.

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Physical therapy means "services provided by a qualified physical therapist". 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 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. NPSD is audited for compliance of service delivery.

2. Term of Agreement

The District is interested in establishing a stable relationship with the awarded vendor. To do this, the District would like to develop an agreement with a term of three (3) years, July 1, 2023 through June 30, 2026.

The District may terminate this agreement for any reason at any time by giving ninety (90) days written notice to the institution of its intention to terminate as of the date specified in the notice. Should the provider terminate prior to the expiration of the agreement, all District costs to establish a new service agreement will be the responsibility of the terminating provider. If the provider fails to perform duties to the satisfaction of NPSD, or if the provider fails to fulfill in a timely and professional manner their obligations under this agreement, or if provider violates any of the terms or provisions of this agreement, then NPSD shall have the right to terminate this agreement effective immediately upon NPSD giving written notice thereof to the provider.

3. Selection Criteria

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the provider(s) submitting the lowest priced proposal. Award(s) will be made to the provider(s) submitting the best responsive proposal satisfying all NPSD requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all providers to give an oral presentation to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.

NPSD will evaluate each provider's proposal in the areas of the proposed plan, experience, service capabilities, product quality, cost, and best value on the pre-determined evaluation criteria below.

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The District will evaluate each proposal received based upon the following criteria:

- **30 Points - Program Plan:** The adequacy and completeness of the plan offered addressing the Scope of Services.
 - Clearly defined components of service delivery and implementation
 - Evidence of school-based therapy/instructional supports
 - Clear explanation of organizational structure and contacts
- **40 Points - Contractor's Capabilities:** The demonstrated ability of the Contractor to provide services.
 - Vendor experience and level of knowledge
 - List of references
 - Resume(s)
 - Ability to provide all necessary materials and supplies
 - Explanation of how the vendor is organized and how its resources will be utilized
- **30 Points - Financial Proposal:** Reasonable and customary fees for providing services

4. Terms and Conditions

Be aware that this is a request for professional services, and not a competitive bid. The District is not required to conduct its request for professional services in accordance with competitive bidding laws.

The terms and conditions of this proposal are that the District:

- Reserves the right to reject any or all proposals.
- Reserves the right to waive any irregularities or informalities and select the best proposal in the opinion of the District.
- May render the bid invalid due to unauthorized modifications of bid specification forms or terms.

5. Instructions for Submission of Applications

- Submission deadline: **1:00 p.m. on the 7th day of February, 2023.** Location for submission of proposals:

North Penn School District
Attn: Dawn Johnston, Purchasing Supervisor
401 E. Hancock St.
Lansdale, PA 19446

A provider must submit an original application, three (3) copies of the application, and an electronic copy on a flash drive in a sealed envelope, clearly marked "**NPSD OT/PT and Speech Services RFP.**" Late applications will not be evaluated.

- Proposals must be signed by an official authorized to bind the contractor to the provisions of this RFP.
- The District will not accept faxed or electronic submission of proposals.

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6. Schedule

1. Proposals received by North Penn School District: February 7, 2023, at 1:00 p.m.
2. 1st Round Interviews: February 21, 2023
3. 2nd Round Interviews (If Necessary): February 28, 2023
4. Tentative Award announcement: March 16, 2023
5. Contract review and execution: February 7, 2023-March 6, 2023
6. Contract Start Date – July 1, 2023

7. Directions for Completion of Application

All applicants must provide applicant information using the standard forms provided in Attachment A – Applicant Contact Information and Attachment C – Certification of Proposal Documents. A secondary packet of information should be submitted to support the information requested in Attachment B – Additional Information to be Provided.

II. SCOPE OF SERVICES

This section describes the services the District intends to use as a customer. NPSD is seeking experienced and credentialed Therapists and Speech Language Pathologists to provide therapeutic and educational services based on students' needs.

Vendors are required to provide any materials, technology, and office supplies which are personal in nature. Related service providers may use district testing materials and protocols. District internet and student access is provided as determined by service agreement and the scope of work. Hours of therapy may range up to five per week based on scope of each individual students' need. The services are based on IEPs which vary and fluctuate throughout the school year. Related service providers may provide services for students ranging from 5 to 21 years of age and caseload depends on scope of work.

- Pennsylvania licensed OTs and PTs to conduct initial evaluations and re-evaluations utilizing various assessment instruments and techniques to determine the need for continuing special education services for students identified with a disability or for identifying students suspected of having a disability requiring special education services and related services.
- Provide direct and/or indirect therapy services according to the student's IEP.
- Work collaboratively with a multidisciplinary team in completing the evaluations and providing services within state and federal mandated timelines.
- Attend staff development as determined by the Special Education Director
- Participate in the district's Medicaid initiatives by tracking direct services for reimbursement.
- Accommodate a typical school calendar as well as any ESY deemed appropriate for school-based services.
- Must have familiarity with basic computer operations and applications and ability to learn and use an electronic software program for writing reports.
- Must complete Progress Reports based on student goals from the IEP. Progress reports should reflect quantifiable progress.
- An itemized invoice form detailing specific student services rendered each month will be generated and furnished to NPSD for each therapy service provided. Must provide an invoice by the 15th of each month for the prior month.

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- Must have own transportation and be willing to travel throughout the district.
- Reimbursement will include, but is not limited to, the following: on-site evaluation/consultation/treatment time; off-site follow-up documentation/consultation time; and travel time between PSD buildings.

Insurance

The school district will require the contractor, at the contractor's expense, to provide professional liability, general liability, and workers compensation insurance as required in the general conditions of these specifications and to name the North Penn School District as an additional insured. The contractor is required at all times during this contract period to provide insurance coverage as follows:

1. General Liability Coverage \$1,000,000
2. Professional Liability Coverage \$1,000,000
3. Workers Compensation Each Accident \$ 500,000
4. Workers Compensation Each Disease/Per Employee \$ 500,000
5. Workers Compensation Each Disease/Policy Limit \$ 500,000

Right to Monitor and Audit

District shall have the right to monitor all work performed, as well as to review all records and procedures to ensure that the expenditure of funds is in conformity with this agreement and applicable Federal and State regulations.

Providers are required to provide a copy of a certificate of liability insurance to provider prior to commencement of services and may be required to provide a copy of their business license.

Record Retention

Contractor shall maintain and preserve all records related to this agreement in its possession (or will ensure the maintenance of such records in the possession of any third-party performing work related to this agreement) for a period of not less than seven (7) years from the effective date of this agreement or until all State audits are complete, whichever is later.

Confidentiality/Privacy

Personally Identifiable Information ("PII") is defined as an individual's first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to: social security number, passport number, credit card number(s), clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.

To the extent that the work under this Agreement requires the provider to have access to PII, the provider shall, after receipt thereof, treat such PII as confidential and safeguard such information from unauthorized use and disclosure. Provider agrees to execute a Confidentiality

Agreement protecting PII, when necessary, and further agrees not to appropriate such PII for its own use or to disclose such information to third parties unless specifically authorized by the district, in writing. If and when provider becomes aware of, or should reasonably have been aware of a breach of PII, Contractor shall notify the district within two (2) business days.

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The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and other applicable laws relating to the security and confidentiality of protected health information.

Non-Exclusive Agreement

Provider understands that this is not an exclusive agreement, and district shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by provider, or to perform such services with provider's own forces.

Human Relations Act

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.

Clearances

All contractor staff members, who will work with North Penn students, must have all of the required Federal and State Criminal and Child Abuse clearances in effect during the duration of this contract. Original documentation of these clearances must be presented to the appropriate personnel who will make appropriate copies for the district records. All new or substitute individuals must provide this documentation before working with the students. At the time of this request for proposal, required clearances include:

1. Act 34, Section III of the Public School Code (Criminal Record Check)
2. Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History)
3. Act 114 (F.B.I. Fingerprinting Clearances)
4. Act 168 (Sexual Misconduct/Abuse Disclosure Release)

Provider agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 126 of 2012, Child Abuse Recognition and Reporting Training.

Compliance with Policy/Law

Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.

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ATTACHMENT A - APPLICANT CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

WEBSITE ADDRESS: _____

FAX NUMBER: _____

ALL PROPOSALS MUST BE RECEIVED BY THE NORTH PENN SCHOOL DISTRICT BY 1:00 P.M. ON THE 7TH DAY OF FEBRUARY 2023. Location for submission of proposals:

**Dawn Johnston, Purchasing Supervisor
North Penn School District
401 E. Hancock St.
Lansdale, PA 19446
NPprocure@npenn.org
www.npenn.org**

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ATTACHMENT B - ADDITIONAL INFORMATION TO BE PROVIDED

1. Provide a description of the provider's experience in performing the required therapy services in school setting. Describe what type of provider you are, type of service history (occupational therapy, teaching auditorily impaired students, instructional support, years of experience, etc.). Provide resumes of the individual or staff to be assigned to work with NPSD, including their areas of expertise, years of experience, and licensure and/or teacher certification.
2. Provide current number of personnel on staff that would be available to accommodate the needs of NPSD. See Attachment D for current service needs.

Position	# of FTE to be Assigned for NPSD Needs	# of FTE not Currently Employed by Provider
Occupational Therapist (OTR)		
Physical Therapist (PT)		
Certified Occupational Therapy Assistant (COTA)		
Physical Therapy Assistant (PTA)		

3. Describe your customer service philosophy, standards, and structure and how they will be provided to the District. Include the contact information for the dedicated customer service representative(s) for the District.
4. Service Costs
 - A. Occupational Therapist and Physical Therapist Per Hour Cost
 - B. Certified Occupational Therapy Assistant and Physical Therapy Assistant Per Hour Cost
 - C. Speech Per Hour Cost

		Year 1	Year 2	Year 3
		7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26
A.	OTR and PT (per hour)			
B.	COTA and PTA (per hour)			
C.	Speech (per hour)			

5. Have the employees you would be assigning to this contract had continuing education training to enhance their skills for working with children with disabilities?
6. Have you previously had or do you currently have contracts with other school systems in Pennsylvania? If yes, identify those school systems for the purpose of providing a reference. Detailed contact information and description of services provided.

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ATTACHMENT C - CERTIFICATION OF PROPOSAL DOCUMENTS

The provider certifies by signing this document that they:

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, NPSD employee or other proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the NPSD has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

Company Name _____

Signature _____

Printed Name _____

Title _____

Date _____

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ATTACHMENT D – CURRENT NPSD OT/PT SERVICES

Current School Age PT Services				
School	# Students/week	Total Hours/week	# Students (ESY)/week	Total Hours ESY/Week
Bridle Path	16	12.5	0	0
Gwyn Nor	19	16.6	0	0
Gwynedd Square	22	18.13	0	0
Hatfield	10	8.4	0	0
Inglewood	8	5	0	0
Knapp	21	7.5	0	0
Kulp	13	15.23	0	0
Montgomery	14	15.52	0	0
Nash	12	9.11	0	0
North Wales	7	6.27	0	0
Oak Park	11	6.01	0	0
Walton Farm	14	11	47	54.15
York Ave	12	14	0	0
Pennbrook	10	8	0	0
Penndale	18	18.33	0	0
Pennfield	15	12	0	0
NPHS	35	39.5	53	81.38
Other Locations	7	10.6	6	10
Current School Age OT Services				
School	# Students/week	Total Hours/week	# Students (ESY)/week	Total Hours (ESY)/Week
Bridle Path	0	0	0	0
Gwyn Nor	69	57	0	0
Gwynedd Square	90	85.5	0	0
Hatfield	0	0	0	0
Inglewood	44	27.75	0	0
Knapp	46	27.76	0	0
Kulp	91	62.38	0	0
Montgomery	51	73.5	0	0
Nash	61	56.15	0	0
North Wales	53	36	0	0
Oak Park	58	40.8	0	0
Walton Farm	50	36.6	119	103.5
York Ave	44	30	0	0
Pennbrook	42	22	0	0
Penndale	68	35.21	0	0
Pennfield	57	32.11	0	0
NPHS	106	85.9	134	125.25
Other Locations	10	10.5	8	10

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Current School Age Speech Services				
School	# Students/week	Total Hours/week	# Students (ESY)/week	Total Hours ESY/Week
Bridle Path	58	42.5	0	0
Gwyn Nor	77	55.25	0	0
Gwynedd Square	86	65.7	0	0
Hatfield	71	42.63	0	0
Inglewood	63	57	0	0
Knapp	95	70.38	0	0
Kulp	96	96.13	0	0
Montgomery	73	62.05	0	0
Nash	52	35.13	0	0
North Wales	70	51.5	0	0
Oak Park	77	73.81	0	0
Walton Farm	88	68.13	0	0
York Ave	46	41.04	0	0
Pennbrook	47	31.5	0	0
Penndale	77	44.63	0	0
Pennfield	79	49.88	0	0
NPHS	145	107.63	0	0
Other Locations	0	0	0	0
ESY Elementary - 176 Total Students (WF/GS)				132.5 Hours Total
ESY Secondary - 102 Total Students (NPHS)				78 Hours Total