

**DARDANELLE SCHOOL DISTRICT
REQUEST FOR PROPOSALS FOR
OCCUPATIONAL, PHYSICAL, AND/OR SPEECH THERAPY SERVICES**

I. The Dardanelle School District is requesting proposals for Occupational, Physical, and/or Speech Therapy Services for the fiscal year beginning July 1, 2019, with the option of extending the relationship in subsequent years.

A. GENERAL

There is no expressed or implied obligation for the Dardanelle School District to reimburse responding providers for any expenses incurred in preparing proposals in response to this request.

Providers may make proposals for Occupational, Physical, and Speech therapy individually, two services, or all three.

To be considered, the proposal must be received by noon on February 14, 2019. Proposals may be submitted via email, fax, hand delivered, or mailed to:

Dardanelle School District
John Thompson, Superintendent
102 South Front Street
Dardanelle, AR 72834
479-229-4111 (Phone) 479-229-1387 (Fax)
john.thompson@dardanellelizards.com (Email)

During the evaluation process, the Dardanelle School District reserves the right to request additional information and clarification from providers or to allow the corrections of errors or omissions. Proposals shall be awarded after careful examination of the details to determine the best overall value to the District. Cost will not be the sole factor in the selection of a provider.

B. TERM OF ENGAGEMENT

A one-year contract will be considered with the District reserving the right to extend or renew the contract as allowed under Board Policy 7.5. Following the notification of the selected provider, a contract will be executed between both parties.

II. Nature of service required.

A. SCOPE OF WORK TO BE PROVIDED

The provider shall oversee the following services during the contracted period:

- Responsible for therapy casework in a program designed to meet therapeutic needs of selected individuals in a school district setting;
- Responsibilities include evaluating, planning, and providing therapy treatment to students in accordance with a referral from a physician or from a review committee;

- Performs initial and annual screening, evaluation, and consultation for students referred to the program;
- Provides therapy to students identified in need of service including implementation of sensory processing techniques, fine motor activities, and visual perception motor planning.
- Develops school-based goals, treatment objectives, therapeutic activities, and tasks to be incorporated into the student's individualized education plan;
- Implements pediatric therapy and/or oversees activities implemented by therapy assistants, providing supervision and guidance as necessary;
- Maintains written case notes and other written documentation as required by school policy or by state law;
- Attends and participates in staff conferences on students' needs and progress;
- Communicates with physicians, teachers, classroom support staff, and other staff who have student contact to ascertain progress or additional needs;
- Develops home based programs where appropriate;
- Conducts regular staff meetings with therapy assistants to review student progress and to adjust goals and activities as necessary;
- Performs a variety of related activities as required.

III. Please include the following information and any additional information that may help us profile you as a provider.

A. DEMONSTRATION OF THERAPY SERVICES

- ❖ Statements, examples, and references of work done as a provider of therapy must be attached.

B. PROVIDER QUALIFICATIONS, EXPERIENCE, AND RATES

- ❖ State the size of your company, location of main office, and the number of professional staff to be employed in this proposal.
- ❖ Describe your experience in providing therapy services, knowledge of and compliance with the "Family Educational Rights and Privacy Act" (FERPA) as well as the "Health Insurance Portability & Accountability Act of 1996" (HIPAA).
- ❖ Provide evidence of sufficient amounts of liability insurance.
- ❖ Provide hourly rate per treatment hour for Occupational Therapy/Physical Therapy/Speech Services.
- ❖ Provide hourly rate per treatment hour for Occupational Therapy Assistant and/or Physical Therapy Assistant Services.
- ❖ Provide hourly rate for attending conferences set up by the school district. (Example: IEP meetings, annual reviews, and kindergarten transitions)