



Board of Education

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Request for Proposals
Occupational Therapy Services
RFP 20-009

General Information

A. Purpose

Ogden City School District (the “District”) is accepting proposals for services of qualified licensed registered Occupational Therapists to work with students with motor needs and to be able to access the curriculum.

Ogden City School District reserves the right to hire an Occupational Therapist as our employee in lieu of the contract if the district deems appropriate and in the best interest of the students.

The District reserves the right to hire an Occupational Therapists in lieu of offering a contract if the District deems it meets the student’s needs. Respondents are strongly encouraged to carefully read the entire request for proposals.

It is anticipated this RFP may result in a contract award to multiple contractors.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant or essential data. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

The District reserves the right to reject any and all proposals or waive any non-statutory informality. The District further reserves the right to make the contract award deemed by the Ogden City School Board of Education to be in the best interest of the district. The board's decision to accept or reject the contract will be final.

B. Background

Ogden City School District has a student enrollment of approximately 11,500 students. The District currently operates 12 elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices are located at 1950 Monroe Blvd, Ogden, Utah.

C. Scope of Services

The vendor shall evaluate referred student and provide consistent Occupational Therapy (OT) services for students with disabilities with motor goals on their Individual Educational Plans (IEP).

1. Students: Age 3-22
2. Schools: Contract covers all schools in the District
3. Number of Students: Based on an individual evaluations and educational need, OT's may be working one on one, or in small groups. The District currently provides OT services to approximately 160 students.
4. School Hours: Hours differ depending on the school. High schools begin at 7:45 a. m. to 2:45 and elementary schools begin at 8:00 and some run until 3:30.
5. Days needed for the year: The school calendar begins for students in Mid- August and ends in late May. The possibility of 12-15 days may be added for Extended School Year services.
6. Travel: The OT must provide their own transportation to schools and between schools.
7. Supervision: The contracting agency will be responsible for the direct clinical supervision of the Certified Occupational Therapy Assistants (COTA). The OT/COTAs are assigned to work with the students in the classroom or other designated areas. The OT/COTA will be working closely with other educational professionals. The agency will invoice the district monthly.
8. Occupational Therapists Duties:
 - a. The therapists will evaluate all students referred and attend the IEP meeting.
 - b. The therapists will implement the IEP goal for the student.
 - c. The therapists will complete the required documentation and make available to the Director of Special Education quarterly.
 - d. The therapists will provide the supervision of the COTAs
 - e. The therapists will collaborate with the district Occupational Therapy team.
1. Additional Requirements: successful bidders will provide after contract is awarded:
 - a. Background Check: That would include a BCI, 5 point Fingerprint based background check.
 - b. Validation from Office of Inspector General exclusion list for professional licensure,
 - c. Drug screen,
 - d. A copy of the Occupational Therapists valid license. Agency will certify the therapists are not presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participating by any federal governmental department.
 - e. Agency will validate that assigned therapists can demonstrate proficiency of the skill(s) required to serve the students to which they are assigned. The agency will provide the validation upon request.

D. Proposal Response

Each respondent should set forth its most compelling case to provide Occupational Therapy Services based on the scope of services required. All proposals must be organized in the following order (#1-3) and tabbed to comply with the following sections:

1. Transmittal Letter (2 pages Maximum)

The letter of transmittal should include: a) an introduction of the agency, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your agency apart from other potential respondents.

480146184. Executive Summary (2 pages Maximum)

The executive summary should briefly describe the agencies philosophical approach to Occupational Therapy and its summarized approach to completing the scope of services outlined. Clearly indicate any options or alternatives being proposed and clearly disclose any major requirements included in the scope of services the agency cannot address.

480146464. Detailed Discussion (6 pages Maximum)

This section constitutes the major portion of the proposal and must contain at least the following information:

- a. Provide a brief narrative of your agency. Describe the agency and list of the agency's personnel available to the District.
- b. Briefly summarize your agency's experience and overall qualifications as an Occupational Therapy provider. Provide three (3) to five (5) references of existing clients
- c. Provide summary resumes and credentials for the professionals anticipated to be assigned to work with the District. (Professional resumes will not count toward six page maximum.)
- d. Provide a statement regarding your agency's ability to provide the scope of services requested.

4. Protected / Proprietary Information

Ogden City School District, as a state governmental entity, is subject to the requirements of the Government Records and Access Management Act (GRAMA). Utah Code Ann. § 63G-2-309 provides that the Ogden City School District may classify information in your proposal as "protected" if you provide the Ogden City School District with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality, and the request meets the parameters set forth in 63G-2.

If you are claiming business confidentiality, please provide the Ogden City School District with a determination of what, if any, information in the proposal warrants business confidentiality and a concise statement of reasons supporting the claim of business confidentiality for that information by submitting the claim of business confidentiality form, 1 redacted copy and an electronic copy of the redacted proposal. A claim of business confidentiality for information contained within your proposal may be based upon:

- (a) “trade secrets,” which are statutorily defined as “information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (1) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;” or
- (b) commercial information if the disclosure of the information could reasonably be expected to result in unfair competitive injury to your company and your company has a greater interest in prohibiting access than the public in obtaining access.

5. Fee Proposal (1 page Maximum --- Separately Sealed)

- a. The District is interested in a Fee for Services arrangement under this agreement. All respondents must include a fee for services proposal.
- b. Fee proposals should enumerate any costs the District can expect to be charged and specify the types of services that would generate any additional charges.
- c. Respondents are welcome to submit alternative fee proposals for consideration.
- d. Fees will be arranged by hourly rates for services and/or employee. E.g. cost per hour of direct service provision, cost per hour for evaluations etc. apples)

E. Evaluation Criteria

The proposals will be analyzed and respondents may be requested to meet with a committee of District officials for an oral presentation. Proposals, however, may be accepted without oral presentation and the District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

Evaluation Rubric

Overall qualifications, experience and references	30%
Perception of Agency’s Ability to Accomplish Scope of Service	40%
Fee Proposal and Fee Schedule	30%

Award shall be made to the respondent deemed most capable of accomplishing the Scope of Services required, taking into account the proposals and evaluation factors here outlined.

F. Term of Agreement:

The Contract resulting from this RFP shall be renewable annually for up to five (5) years. Tentative date for formal approval by the Board is November 21st , 2019
Effective date of contract will be November 2019.

Annual renewal is contingent upon the District's satisfaction with the services provided and overall performance of the firm.

G. Due Date

To qualify as a responsive proposal, five (5) hard copies of the proposal and 1 electronic copy on a flash drive (you may also submit 1 redacted copy but must include an electronic copy as well) must be received by the office of Ken Crawford, Director of Purchasing (1950 Monroe Blvd. BLDG #1, RM # 210, Ogden, Utah 84401) not later than 2:00 PM Friday November 1st 2019. Submission must be marked **RFP 20-009** Occupational Services.

H. Tentative Timeline (Subject to modification)

RFP Advertised: October 16th, 2019

Deadline for Questions: October 25th, 2019

RFP Response Deadline: --- November 1st, 2019

Proposal Evaluation: --- November 8th, 2019

Board Action: --- November 21st, 2019

Contract effective date: --- November 22nd, 2019

I. Questions and Contact Info.

All questions should be directed to Ken Crawford and be received before 12:00 PM Thursday, October 25th, 2019. Questions *must be submitted electronically via SciQuest*. <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> Contact with any other district employee or school board member during the tentative timeline period may be grounds for disqualification.

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