

HAMILTON COUNTY SCHOOL DISTRICT

**REQUEST FOR PROPOSALS
FOR
SPEECH/LANGUAGE THERAPY SERVICES**

PROPOSAL RETURN DATE

May 25, 2016

AT

3:00 P.M.

INVITATION TO BID

**Hamilton County School Board
Betty Linton, Coordinator
Exceptional Student Education
5683 US Highway 129 South – Suite 1
Jasper, Florida 32052
(386) 792-6515**

The **Hamilton County School Board** solicits your agency to submit a bid for a contract for professional services. This contract shall consist of **speech and language therapy** services.

Directions for Submitting Bids:

- I. Sealed bids marked **“Speech and Language Therapy Services”** will be received in the Office of the Superintendent, 5683 US Highway 129 South – Suite 1, Jasper, Florida 32052 until 3:00 p.m., on Wednesday, May 25, 2016
- II. Bids will be opened in the Office of the Superintendent at 3:00 PM, on Wednesday, May 25, 2016.
- III. Rights are reserved to reject any and all bids and to waive all technicalities.
- IV. The bid will be awarded during the regular School Board meeting on Monday, June 13, 2016, at 6:00 p.m.
- V. The bid must be accompanied by the qualifying credentials and proof of all required insurances of the speech and language therapist to provide the services.

Scope:

- I. **The Hamilton County School District** is seeking proposals for **speech and language therapy** services for eligible students enrolled in the Hamilton County School system. The award will be based on the ability of the agency or individual who can best meet and provide services.
- II. The awarded bidder shall designate one (1) person on its staff to be the official service provider and contact person in all matters related to the **speech and language therapy** services of students in the program.

- III. The specified person to provide therapy must be licensed by the State of Florida and must have prior acceptable experience in this area.
- IV. A vendor, individual, or entity under contract with the Hamilton County School Board, shall, prior allowing their contractual personnel access to school grounds when students are present, having direct contact with students; or access or control of school funds, have contractual personnel meet level 2 screening requirements of Sections 1012.32 & 435.04 Florida Statutes.

Contractual personnel level 2 screening for Hamilton County may be satisfied by supplying the Hamilton County School Board meeting current level 2 screening approval from another Florida School District.

Any costs of level 2 screening of contractual personnel shall be born by the vendor, individual, or entity contracting with the Hamilton County School Board.

A vendor, individual, or entity under contract with the Hamilton County School Board, shall maintain the following insurance under this contract:

- (a) Professional liability insurance in the amount of One Million Dollars (\$1,000,000);
- (b) Comprehensive/Commercial General Liability insurance in the amount of One Million Dollars (\$1,000,000); the third-party commercial general liability policy shall include coverage for sexual abuse and molestation coverage and there must be an unconditional commitment that the insurer give prior notice to The School Board Of Hamilton County, Florida, in the event the coverage shown on the certificate and in any endorsements is to be cancelled;
- (c) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the vendor, individual, or entity under contract, in an amount not less than five hundred thousand (\$500,000) combined single limit per occurrence for bodily injury and property damage; and
- (d) Workers' Compensation Insurance for all employees of the vendor, individual, or entity under contract as required by Florida Statutes.

The School Board of Hamilton County, Florida and its members, officers and employees" shall be an additional named insured on all those coverages/policies listed above except Workers' Compensation Insurance and Professional Liability Insurance.

The parties agree that in the event the vendor, individual, or entity fails to perform any of the duties described will constitute a material breach of the contract entitling the Hamilton County School Board to terminate the contract immediately with no further responsibility to make payment or perform any other duties under this contract.

The vendor, individual, or entity agrees to indemnify and hold harmless the Hamilton County School Board, its officers, and employees from any liability in the form of physical injury, death, or property damage resulting from vendor's, individual's, or entity's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.456, Florida Statutes.

- V. Services will commence on July 1, 2016 and end on June 30, 2017. The amount of hours per week for therapy services shall be determined by the number of students requiring services which will be considered as part-time hours per week during regular attendance times on regular attendance days and/or as directed by the ESE Coordinator.
- VI. **Hamilton County School Board** shall make payment for services monthly based on invoice and sign-in sheet documenting services rendered. The awarded bidder shall bill the School Board no later than the 15th of the month for services rendered the previous month. The School Board shall make payment by the 25th of the month.

Services:

- I. The services provided by the awarded bidder to the Hamilton County School District shall include the following:
1. Screening of students
 2. Annual evaluation/reevaluation of students
 3. Development of a plan of care for students who are evaluated
 4. Individual or small group therapy with students
 5. Parent and teacher consultation
 6. Attend Individual Educational Plan (IEP) meetings
 7. Attend eligibility and reevaluation staffings
 8. Develop individual educational plans relating to therapy goals
 9. Responsible for progress reports and therapy notes
 10. Written communication with outside agencies
 11. Completing direct Medicaid billing forms monthly
- II. The awarded bidders shall not deny services to anyone based on race, creed, color, national origin, ages, sex or economic status.

School Board Responsibility:

- I. Provide space for therapy at school site and/or other School Board approved site(s).
- II. Provide necessary forms for paperwork.
- III. Provide necessary student data to facilitate therapy, reports and Medicaid Billing.

Option of Renewal:

By mutual consent of the Hamilton County School Board and the successful bidder, this contract may be renewed for two additional one-year periods with the same terms, prices and conditions.

Termination:

The district or purchasing department reserves the right to cancel or modify this bid request at any time.

This contract may be terminated by the School Board or the awarded agency with thirty (30) days advance notice by certified mail and return receipt requested.

BID RESPONSE

In accordance with your request, we submit the following bid(s):

SPEECH/LANGUAGE THERAPY SERVICES \$ _____ **PER HOUR**

REASON FOR NO BID: _____

Bidder: _____

Contact: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Authorized Signature: _____

Title: _____

Date: _____