



Drexel R-IV School District

**REQUEST FOR PROPOSAL FOR OCCUPATIONAL AND  
PHYSICAL THERAPY SERVICES**

RELEASE DATE: July 21<sup>st</sup>, 2021

SUBMITTAL DEADLINE: August 4<sup>th</sup>, 2021

NO LATER THAN: 10:00 AM CST

BID OPENING: August 4<sup>th</sup>, 2021 at 10:00 AM in the  
Superintendent's Office

***Notice of Request for Proposal (RFP) for Occupational and Physical Therapy Services***

The Drexel R-IV School District is presently undertaking a process to evaluate its Occupational and Physical Therapy Services.

Sealed proposals will be accepted no later than 10:00 AM on August 4<sup>th</sup>, 2021 in the District Central Office located at 207 S. Fourth Street, Drexel, MO 64742.

Bid opening will take place at 10:00 AM on August 4<sup>th</sup>, 2021 in the Superintendent's Office at 207 S. Fourth Street, Drexel, MO 64742.

Request for proposals are available in the District Central Office and requests for copies may be made by phone at 816-652-0401 or by email at:

Terry Mayfield  
Superintendent  
[tmayfield@drexelbobcats.net](mailto:tmayfield@drexelbobcats.net)

While your ability to provide all the services identified in the following pages is important, the primary initiatives will be centered around:

- Occupational Therapy
- Physical Therapy
- Overall customer service history with respect to verified references

## PROPOSAL REQUIREMENTS

### **Instructions and General Conditions**

- Proposal Closing: all proposals shall be delivered/received at 207 S. Fourth Street, Drexel, MO 64742 before 10:00 am August 4, 2021.
- The district may not accept proposals returned after 10:00 am and will return such proposals to the offeror.
- Proposals must be submitted in a sealed envelope identified with “Response to Occupational and Physical Therapy Services Request for Proposal enclosed”.
- Bid opening at 10:00 am August 4, 2021 in the Superintendent’s Office.

### **Introduction**

This document constitutes a request for sealed proposals for Occupational and Physical Therapy Services as set forth herein.

### **Organization**

This document, referred to as a Request for Proposal (RFP), can be divided into the following parts:

1. Instructions and General Conditions
2. Introduction and General Information
3. Current Occupational and Physical Therapy Offerings/Services
4. Scope of Work/Services 5. Response to Proposal 6. Evaluation and Award

### **Current Services**

The District provides Occupational and Physical Therapy Consult and Treatment services to students as outlined within a student’s Individual Education Plan (IEP) or Section 504 Plan.

#### **Occupational Therapy Treatment/Consult**

- Currently the District is servicing approximately 360 minutes per week. District is provided with monthly therapist logs for services, diagnostic evaluations, staffing at IEP meetings, quarterly reporting, and consultation as needed.

#### **Physical Therapy Treatment/Consult**

- Currently the District is servicing approximately 0 minutes per week.

## Scope of Work/Services

- The District will expect the contractor to perform the services noted below.
  1. Direct therapy to children with disabilities (ages 5-21) as specified with the IEP.
  2. Consultative services.
  3. OT/PT Evaluations
  4. Participation in diagnostic evaluations/staffing and IEP meetings.
  5. Preparation of required reports including Medicaid and documentation of services, progress reports, as well as others as needed.
  6. Consultation on assistive technology and equipment needs.
  7. Training for classroom teachers/paraprofessionals and other implementers of the students' goals and objectives.
  8. Homebound services as needed.
  9. Extended School Year Coverage (up to six weeks half or full days as determined by district)
  10. Direct therapy on consultative services for children with disabilities (ages 5-21) as specified per 504 plan.
  11. Other therapy-related assistance to the IEP committee/school district as needed.

## General Information

You will be expected to provide the following information in your response to the RFP. Any undisclosed information in the Offerors response will be deemed an unavailable service on behalf of the Offeror. List any and all fees associated with specific services listed in your response.

- A brief description of the offeror's related experience in providing said services.
- Certifications and licenses of therapists and assistants providing said services.
- Agency supervision of staff and coordination of OT/PT programs provided.
- Specify hourly rates for:
  - 1. Treatment rate
  - 2. Evaluation rate
  - 3. Consultation rate/Meeting rate
  - 4. Documentation rate
  - 5. Travel time within and to the District
- Agency ability to provide appropriate staff with caseload increases throughout the year and/or when assigned staff are unable to fulfill assignments, i.e. illness, maternity, continuing education, etc.
- Agency is required to be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit

that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

- In compliance with the School Board Policy: GBEC, the Drexel R-IV School District requires criminal background checks of all employees. The agency will be required to obtain background checks, at agency expense, on all potential candidates prior to their consideration by the district for employment. The background check must include: a search of the FBI criminal history files; the Missouri Highway Patrol's criminal database and sexual offender registry; and the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services.

**Submission:** When submitting a proposal, the Offeror should include the original and three (3) copies.

- The Offeror should submit the proposal to: Terry Mayfield, Superintendent, 207 S. Fourth Street, Drexel, MO 64742.
- The proposal should be submitted no later than 10:00 a.m. CST on August 4, 2021. Proposals will not be accepted after this date and time.
- The signed and dated response page from the original RFP should be included at the beginning of the proposal.
- The proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the services will be performed and what hardware/software (if any) is required by the District to access the service(s).

### **Offeror Contacts:**

Offerors and their agents must direct all questions regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any District employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion for specific procurements. Offerors who have questions regarding this matter should contact the buyer of record.

### **Evaluation and Award Process**

After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements of the RFP, the evaluators shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria listed as follows:

- Method of Performance
- Experience and Expertise
- Cost
- References

**Rejection of Proposals:**

The right is reserved by the District at its discretion to reject any or all proposals or parts thereof. The District reserves the right to waive defects or informalities, to negotiate with bidders and accept the proposal deemed to be in the best interest of the District.

Withdraw of Proposals: proposals may be withdrawn at written request of the bidder at the address shown in the solicitation prior to the timeline of acceptance

Negligence on the part of the bidder in preparing the proposal confers no right of withdraw after the time fixed for the acceptance of the proposals.

**Validity of Response**

Bidders agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of the proposals.

**Confidentiality of the District and the Offeror**

The contractor shall be responsible for maintaining confidentiality of the Districts records and data, which cannot be sold, shared, or otherwise disclosed to other companies or individuals without written permission from the Superintendent of Schools, Terry Mayfield, of the District.

**Response and Pricing**

In compliance with the RFP and subject to all of the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies and proposed and certifies there he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: this form must be signed. All signatures must be original and not photocopies).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security Number): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total cost for professional services including any related charges. Show hourly rates, anticipated professional fees, estimated expenses and projected total cost including a maximum figure annually.

Optional work for future benefit services should be identified separately by category and include task and cost.

First year contract rates with second- and third-year rate adjustment, if applies, shall be provided.

\*\*Additional information about the District and its current Occupational and Physical Therapy Services or RFP clarification can be obtained by contacting:

Patty Stark, Director of Special Education  
Drexel R-IV School District  
207 South Fourth Street, Drexel, MO 64742  
[pstark@drexelbobcats.net](mailto:pstark@drexelbobcats.net)  
816-652-0401