



RFP#2013-003 Occupational/Physical Therapist and Therapy Assistant Service Providers

Proposal Deadline: Proposals will be accepted until **4PM PST on Friday, May 31, 2013**

Purpose

Inspire Development Centers (Inspire) is a federal and state funded non-profit organization providing child care and other human services to farm workers and rural families. Inspire is requesting proposals for Occupational/Physical Therapist (OT) and Therapy Assistant (COTA) services for the 2013 Migrant Seasonal Head Start Program (MSHS) and Migrant Early Head Start (MEHS) for the months of **May, June, July and August with final examinations provided by mid August 2013.**

Service Overview

- Service Hours – contract hours will be scheduled on an as needed basis; **Inspire does not guarantee set contract hours.** MSHS/MEHS begins enrolling children into the programs in spring of 2013 and offers services to 2,989 children.
- Inspire is seeking only qualified contractor(s) to provide the services outlined in **Appendix I and II, Service Overview.**
- Service Area – services are to be provided onsite at Inspire Child Development facilities located throughout the state of Washington, see **Attachment A, Service Area.**
- Design – to the extent possible, Inspire would like to obtain the services of both an OT and COTA for each service site,
 - OT services would include child evaluations, preparing required summaries and forms, provide direct therapy, and trainings and orientations.
 - COTA services would include, under **the supervision of a Certified Occupational Therapist**, child evaluations, preparing required summaries and forms, provide direct therapy, and trainings and orientations.

Note: In the absence of a COTA provider, OT services will be sought.

General Bid/Proposal Requirements

Attachment B for general bid/proposal requirements

Contact Information

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, preferably via email to: procurement@inspire-centers.org

Submission Requirements

Proposals may be delivered or mail to: 105 B South 6th Street, Sunnyside, WA 98944, attention Purchasing Department, or Faxed to: (509) 839-5220. Proposal may also be submitted electronically by emailing proposal to: procurement@inspire-centers.org

Proposals will be accepted until 4PM PST on Friday, May 31, 2013. Proposals received after this deadline will not be considered.

Contract Terms

The contract resulting from this request for proposals shall be for the period of May – August 2013.



Contractor Response Form (Part 1 of 2)

Contact Information:

Name _____

Address _____

Phone _____ Email _____

1. Please identify [✓] the services you are qualified to provide:

Certified Occupational Therapist Certified Occupational Therapy Assistant

2. Credentials can be provided upon request? Yes No

3. I have read and understand the services provided in Appendix I and II? Yes No

If no, please explain: _____

4. Please identify [✓] which locations you are proposing to service, **see Attachment A, Service Area addresses:**

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Basin City | <input type="checkbox"/> College Place | <input type="checkbox"/> Pasco I & II (OT Only) |
| <input type="checkbox"/> George | <input type="checkbox"/> Malott | <input type="checkbox"/> Whitstran (OT Only) |
| <input type="checkbox"/> Ferndale | <input type="checkbox"/> Moses Lake | <input type="checkbox"/> Mabton (OT Only) |
| <input type="checkbox"/> Othello | <input type="checkbox"/> Warden | |

5. What is your rate for:

- Direct Services, hourly rate: _____
- Training/Preparation Time, hourly rate: _____
- Travel, hourly rate or mile reimbursement rate: _____
- In-Kind, amount regular rate or fee has been discounted (*see below*): _____

*In-Kind - Head Start Grantees, such as Inspire, are required to generate in-kind (donated goods/services) which benefit the program and which are contributed by non-federal sources without charge to the program. In-Kind services are not limited to, but may include; donated indirect or direct services such as; client file management, consultation time and travel. **In relation to Contract Services, this may be the difference between a Contractor's normal rate and the reduced rate offered to Inspire based on the services the organization provides to its clients.***

6. Please provide brief description of previous experience (preferably with Early Childhood Education Programs):



Contractor Response Form (Part 2 of 2)

7. Can the services be provided in both English and Spanish?

Yes No (not required)

8. Please provide Client or Professional References (minimum of three references):

Reference 1:

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Description of Services: _____

Reference 2:

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Description of Services: _____

Reference 3:

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Description of Services: _____

PRINTED NAME

SIGNATURE

DATE

By signing you acknowledge that you have the authority to enter into a contractual obligation and are not suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Remit completed Contractor Response Forms (Part 1 and 2) by:
Mail/Delivery: 105 B South 6th Street, Sunnyside, WA 98944, attention Purchasing Department,
Fax: (509) 839-5220, or Email: procurement@inspire-centers.org

Deadline for Submission: **4PM PST on Friday, May 31, 2013**



Appendix I, Disabilities Services - Occupational/Physical Therapy

SERVICE OVERVIEW

Occupational/Physical Therapy services are to be provided on site at Inspire's Child Development Centers. Services include child evaluations, preparing required summaries and forms; provide direct therapy, and trainings and orientations which are further detailed below.

- A. Conduct occupational/physical evaluations on all children who fail fine/motor screenings, which are provided by the Child Development Center staff. The evaluations will include:
 1. Documentation of all testing completed
 2. Individual Evaluation Summary
 3. Review screening conducted by COTA(s)
- B. Prepare the Evaluation Summary Report in preparation for the Eligibility Decision Meeting. The Migrant & Seasonal Head Start Diagnostic Eligibility Criteria and Washington State Special Education **WAC's** will be used.
- C. Present Evaluation Summary Report to staff and parents during the Eligibility Decision Meeting.
- D. Individualized Education Plan (IEP)/Individualized Family Service Plan (ISFP) Meeting – Write individualized objectives and programs for all children who qualify for occupational therapy services. Meeting with the parent and appropriate Inspire staff to discuss the child's therapy or program as determined by parents, staff and therapist. Writing the IEP/IFSP addendum for children entering with an IEP/IFSP to start occupational therapy services within two weeks of child's entry if there is not a service providing said needed services.
- E. Provide consultation to COTA to ensure direct therapy as stated in the IEP/IFSP in either small group or individual therapy in a pull out or classroom model. Document said service on the Activity/Progress Log in the Family File.
- F. Provide consultation/supervision to the child's teacher and COTA(s), a minimum of one time a month, as stated in the IEP/IFSP to discuss activity planning and progress of child. Document said services on the Activity Progress Log in the Head Start Family File. Meeting with local school districts special services staff to coordinate transition efforts toward the end of the program year.
- G. Provide an orientation to parents on Contractor's role with the center and general guidelines on promoting child development and signs to look for in delays.
- H. Provide training to center staff on child growth and development, Occupational/Physical Therapy activities, and/or special education related topics. The training topics can be chosen by Inspire and/or Contractor based on the center's needs.
- I. Planning and coordination will include an orientation by Inspire staff on systems, processes, and forms with Contractor. A planning meeting at the end of program to discuss strengths and weaknesses, and general planning/coordinating activities to ensure a smooth delivery of services to children and families.



Appendix I, Disabilities Services - Occupational/Physical Therapy

EDUCATION REQUIREMENTS Cont.

Education Staff Associates (ESA) in public schools in Washington State are required to hold a valid certificate or temporary permit for the specific role in order to be employed or utilized as a contractor. The certificate is an official document which attests to minimum prerequisites, which include the following:

- A. Degree –
 - 1. For school counselor, psychologist, social worker and speech language pathologist/audiologist: Master’s Degree from a regionally accredited institution.
 - 2. For School Occupational Therapist, Physical Therapist and Nurse: Bachelor’s Degree from a regionally accredited institution.

- B. Preparation – Qualifications for Preparation must include at least one of the following:
 - 1. A State-Approved Preparation program for the particular ESA Role
 - 2. Certificate from another state plus 3 or more years experience in said role
 - 3. For Occupational Therapist, Physical Therapist and Speech Language Pathologist/Audiologist: Course – must have completed prior to, or within 180 days after temporary permit is issued, a 30 clock hour or 3 quarter hour (2 semester hour) course approved by the Profession Educators Standards Board which will include study in schools and society, human growth, development, and learning; American school law; legal responsibilities of the ESA; and the responsibilities of the specific ESA role in a school setting, including the state learning goals and essential academic learning requirements.

- C. Exam – For School Psychologist and Speech Language Pathologist/Audiologist: Must complete a written comprehensive examination or approved alternative. Details for the above basic requirements are outlined in the requirements for residency and initial ESA Certification

- D. License – For School Occupational Therapist, Physical Therapist and Nurse: Hold a valid license in the role issued by the Washington State Department of Health.

Inspire Development Centers reserves the right to request any documentation listed above for proof of certification prior to award of contract.



Appendix II, Disabilities Services - Occupational/Physical Therapy Assistant

SERVICE OVERVIEW

Occupational/Physical Therapy services under **the supervision of a Certified Occupational Therapist** are to be provided on site at Inspire's Child Development Centers. Services include child evaluations, preparing required summaries and forms; provide direct therapy, and trainings and orientations which are further detailed below.

- B. Conduct occupational/physical screenings/observation in connection with the required screen on all children who fail the fine/motor screenings, which are provided at our Child Care Center(s) by Inspire staff. The evaluations will include:
 - 1. Documentation of screenings completed
 - 2. Consultation with Occupation Therapist for further evaluation
- J. Participate as requested by OTR in occupational/physical therapy evaluations on children who fail fine/gross motor screenings, which are provided in the Migrant & Seasonal Head Start centers by their staff.
- K. Participate, if requested by OTR, in the Eligibility Decision Meeting and share evaluation results with parents and signing on said form. The Migrant & Seasonal Head Start Diagnostic Eligibility Criteria and Washington State Special Education WAC's will be used.
- L. Participate in IEP/IFSP Meeting and programs for all children who qualify for occupation/physical therapy services. Meeting with the parent and appropriate Inspire Center, and Program Office Staff Members to discuss the child's therapy or program as determined by parents, staff and therapist.
- M. Provide direct therapy as stated in the IEP/IFSP in either small group or individual therapy in a pull out or classroom model with supervision from the occupational therapist. Document said service on the Activity/Progress Log in the Family File.
- N. Provide consultation to the child's teacher, a minimum of one time a month, as stated in the IEP/IFSP to discuss activity planning and progress of child. Document said services on the Activity Progress Log in the Head Start Family File. Meeting with local school districts special services staff to coordinate transition efforts toward the end of the program year.
- O. Planning and coordination will include an orientation by Inspire staff on systems, processes, and forms with Contractor and center staff. A planning meeting at the end of program to discuss strengths and weaknesses, and general planning/coordinating activities to ensure a smooth delivery of services to children and families.

EDUCATION REQUIREMENTS

Education Staff Associates (ESA) in public schools in Washington State are required to hold a valid certificate or temporary permit for the specific role in order to be employed or utilized as a contractor. The certificate is an official document which attests to minimum prerequisites, which include the following:

- E. Degree –
 - 3. For Certified Occupational Therapist Assistant: Community College and/or Vocational School Degree with study in job related area
 - 4. Valid Occupational Therapist Assistant license issued by Washington State Department of Health.

Inspire Development Centers reserves the right to request any documentation listed above for proof of certification prior to award of contract.



Attachment A – Service Area – Inspire Child Development Facilities by County

Adams County

Othello – 750 N. 7th Ave, Othello, WA 99344

Franklin County

Basin City – 281 1st Ave, Basin City, WA 99343

Pasco I – 315 W. Court St, Pasco, WA 99301

Pasco II – 1010 S. 6th St, Pasco, WA 99301

Grant County

George – 403 S. Washington Way, George, WA 98824

Mattawa – 310 4th St, Mattawa, WA 99349

Quincy – 310 H. St S.W., Quincy, WA 98848

Royal City – 120 Acacia St W, Royal City, WA 99357

Warden – 118 W 2nd St, Warden, WA 98857

Moses Lake – 1109 Juniper Dr, Moses Lake, WA 98837

Okanogan County

Malott – 7 School St, Malott, WA 98829

Whatcom County

Lynden – 8686 Vineup Rd, Lynden, WA 98264

Yakima County

Grandview – 1005 Grandridge, Grandview, WA 98930

Granger – 300 E. 1st, Granger, WA 98932

Harrah – 7871 W. Branch Rd, Harrah, WA 98933

Mabton – 207 N. 3rd St, Mabton, WA 98935

Sunnyside – 1751 Washington Court, Sunnyside, WA 98944

Toppenish – 1200 Jackson St, Toppenish, WA 98948

Wapato – 607 W. 3rd St, Wapato, WA 98951

Walla Walla County

College Place – 213 Labor Camp Rd, Walla Walla, WA 99362



Attachment B: General Requirements

This procurement will be conducted in accordance with the Inspire Development Center's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of INSPIRE to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

Proposal Submission

Prospective contractors shall provide one (1) original of the proposal and supporting documentation. All proposals must be submitted on the prescribed forms.

Proposal Award

Proposals will be evaluated and selected based on proposed services, experience/qualifications, and cost.

Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to Inspire a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

Rejection of Proposals

INSPIRE reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

Ownership of Proposals

All proposals and accompanying documentation become the property of Inspire and will not be returned.