



**Announcement:**

Request for Proposal RFP#2018-003 Occupational Therapy Assistant (COTA) Services

**Release Date:**

Friday, March 2, 2018

**Purpose:**

Inspire Development Centers (IDC) is a federal and state funded non-profit organization providing comprehensive early care, education, and family services to young children and their families. Our services are largely in more rural areas and support families of farm workers. IDC is requesting proposals for Occupational Therapy Service Provider(s) for the agency's Migrant Seasonal Head Start and Migrant Early Head Start programs. The height of services required will be during the season that young children of migrant farmworker families are receiving services from our program; from approximately May to October. The role of the Occupational Therapist Assistant, **under the supervision of the Occupational Therapist**, is to provide early childhood therapy services to support the young children (age's birth-to-five) we serve as well as the Head Start classroom staff, expectant mothers, and families of these children. They will provide a broad range of services, including early childhood consultation in classrooms and through home visits; training and coaching staff; screening, assessments, and referral services. The Occupation Therapy Assistant will also collect data, maintain records and support compliance in all facets of Head Start Performance Standards, HIPPA, and state regulations.

IDC is seeking only qualified Occupational Assistants to provide onsite services to the identified IDC Child Development facilities located in the state of Washington, see **Attachment A**. Contract Service period is one (1) year with an option, if both parties are agreeable, to renew for two (2) additional years. IDC reserves the right to award contracts to multiple providers should this be in the best interest of the agency.

**Contact Person:** Purchasing Department  
Inspire Development Centers, 105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944  
Telephone: (509) 837-2225 extension 70829 Fax: (509) 839-8688  
Email: Procurement@inspire-centers.org

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, **preferably** via email.

**Proposal Deadline:**

All proposals will be noted and stamped by time and date submission. All contractors responding to this solicitation shall have until **5:00 PM PACIFIC STANDARD TIME ON FRIDAY, MARCH 16, 2018** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.



**Contractor Response Form (Part 1 of 2)**

Remit completed Contractor Response Forms (Part 1 and 2) by: Mail/Delivery: 105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944, attention Purchasing Department, Fax: (509) 839-8688, or Email: [procurement@inspire-centers.org](mailto:procurement@inspire-centers.org)

Deadline for Submission: **5PM PST on Friday, March 16, 2018.**

**Contact Information:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

[  ] 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?      Yes      No

If no, please explain: \_\_\_\_\_

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

Occupational Therapy Assistant Services

- Region One:    [  ] Wapato      [  ] Parker Heights    [  ] Toppenish      [  ] Harrah      [  ] Granger
- Region Two:    [  ] Sunnyside I    [  ] Sunnyside II      [  ] Grandview    [  ] Mabton      [  ] Whitstran    [  ] Mattawa
- Region Three: [  ] Pasco I      [  ] Pasco II      [  ] Basin City    [  ] College Place [  ] Connell
- Region Four:  [  ] Quincy      [  ] George      [  ] Royal City    [  ] Moses Lake [  ] Othello      [  ] Warden
- Region Five:  [  ] Burlington [  ] Mt Vernon      [  ] Lynden

5. Identify Proposed Rate:

- a. Direct Services, hourly rate: \$\_\_\_\_\_, Training/Preparation Time, hourly rate: \$\_\_\_\_\_, Travel hourly rate \$\_\_\_\_\_ (mileage is not reimbursable under this contract).
- b. 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. Have you discounted your rate for Inspire Development Centers? If so, please indicate the discount value: Discount value for Direct Services Rate: \$\_\_\_\_\_ and Discount value for Travel Rate: \$\_\_\_\_\_.



## Contractor Response Form (Part 2 of 2)

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

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

Yes       No (not required)

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

Reference 1:

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

Contact: \_\_\_\_\_

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

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

Description of Services: \_\_\_\_\_

Reference 2:

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.*



## **Appendix I, 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.

- A. 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
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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:

- A. Degree –
  1. For Certified Occupational Therapist Assistant: Community College and/or Vocational School Degree with study in job related area. The minimum education requirement for an occupational therapist assistant is a two-year degree. The degree must be from a program accredited by the American Occupational Therapy Association.
  2. 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 CDC - 750 North 7<sup>th</sup> Avenue, Othello, WA 99344

### **Benton County**

Whitstran CDC – 101001 W. Foisy Road, Whitstran, WA 99350

### **Columbia County**

Connell CDC – 600 E. Adams Street, Connell, WA 99326

### **Franklin County**

Basin City CDC – 281 1<sup>st</sup> Avenue, Basin City, WA 99343

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

Pasco II CDC - 1010 S. 6<sup>th</sup> Street, Pasco, WA 99301

### **Grant County**

George CDC– 403 S Washington Way, George, WA 98848

Mattawa – 19429 Columbia Street, Mattawa, WA 99349

Moses Lake CDC – 1109 Juniper Drive, Moses Lake, WA 98837

Quincy CDC – 310 H Street SW, Quincy, WA 98848

Royal City CDC – 120 Acacia Street West, Royal City, WA 99357

Warden CDC – 118 West 2<sup>nd</sup> Street, Warden, WA 98857

### **Skagit County**

Burlington CDC – 20237 La Fayette Road, Burlington, WA 98233

Mt Vernon CDC – 2405 Kulshan Drive, Mt. Vernon, WA 98273

### **Walla Walla County**

College Place CDC – 213 Farmland Road, Walla Walla, WA 99362

### **Whatcom County**

Lynden CDC – 8872 Northwood Road, Lynden, WA 98264

### **Yakima County**

Grandview CDC – 1005 Grandridge Grandview, WA 98930

Granger CDC – 300 E 1<sup>st</sup> Street, Granger, WA 98932

Harrish CDC – 7871 West Branch Road, WA 98933

Mabton CDC – 207 North 3<sup>rd</sup>, Mabton, WA 98935

Parker Heights CDC – 5420 Konnowac Pass, Wapato, WA 98951

Sunnyside I CDC - 1751 Washington Court, Sunnyside, WA 98944

Sunnyside II CDC – 605 North 16<sup>th</sup> Ave, Sunnyside, WA 98944

Toppenish CDC – 1200 Jackson Street, Toppenish, WA 98948

Wapato CDC – 607 W Third, Wapato, WA 98951



## **Attachment B: General Requirements**

This procurement will be conducted in accordance with the Inspire Development Center's (IDC) 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 professional service rate, travel rate based on miles from home base to proposed service site(s).**

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 IDC in 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**

IDC 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 IDC and will not be returned.