



**Announcement:**

**Re-Post** Request for Proposal# 2018-008 Speech and Language Therapy Assistant (SLPA)

**Release Date:**

April 23, 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 Speech and Language Therapy Assistant 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 Speech and Language Therapy Assistant is to provide early childhood therapy services **under the supervision of a certified speech language pathologist** to support the young children (ages birth to five) we serve as well as the Head Start classroom staff, expectant mothers, and families of these children. The will provide a broad range of services, including child evaluations, preparing required summaries and forms, provide direct therapy, and trainings and orientations. The Speech and Language Therapist 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 Speech and Language Therapist 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, May 4, 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, May 4, 2018.**

#### Contact Information:

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

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

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

Certified Speech and Language 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:**

Speech and Language Therapy Services

Region Two:     Mabton       Mattawa

Region Three:     College Place     Connell

Region Four:     Quincy       George       Royal City     Moses Lake     Warden

Region Five:     Burlington     Lynden       Mt Vernon

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: \$\_\_\_\_\_ 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):

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 - Speech/Language Services Assistant**

### **SERVICE OVERVIEW**

Speech/Language services **under the supervision of a certified speech language pathologist** are to be provided on site at IDC'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 speech/language evaluations on all children who fail speech/language screenings, which are provided in the Head Start Center by their staff. The evaluations will include:
  - 1. Documentation of all testing completed
  - 2. Individual Evaluation Summary
- B. The Evaluation Summary Report will be shared at the Eligibility Decision Meeting. The Head Start Diagnostic Eligibility Criteria and Washing State Special Education **WAC's** will be used.
- C. Provide 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.
- D. Provide consultation/supervision 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.
- E. 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.
- F. Planning and coordination will include an orientation by IDC 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 for the next program year.

### **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 – For Speech Language Pathology Assistant (SLPA): Associate's Degree from a speech language pathology assistant program recognized by ASHA, OR completion of a college based speech language pathology assistant certificate.

**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 – IDC Child Development Facilities by County**

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### **Columbia County**

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

### **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**

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

## **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.