



Announcement:

Request for Proposal #2018-004 - Occupational Therapy Services (OT)

Release Date:

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 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 Therapist 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 Therapists 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 6th 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 6th Street, Sunnyside, WA 98944, Attention Purchasing Department, Fax: (509) 839-8688, or Email: procurement@inspire-centers.org
Deadline for Submission: **5PM PST, Friday, March 16, 2018.**

Contact Information:

Name _____ Address _____

Phone _____ Email _____

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

[] Certified Occupational Therapist

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 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: \$_____ 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 - Occupational/Physical Therapy

SERVICE OVERVIEW

Occupational/Physical Therapy services are to be provided on site at the Inspire 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 – 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 : 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. 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.



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

Adams County

Othello CDC - 750 North 7th 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 1st Avenue, Basin City, WA 99343

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

Pasco II CDC - 1010 S. 6th 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 2nd 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 1st Street, Granger, WA 98932

Harrah CDC – 7871 West Branch Road, WA 98933

Mabton CDC – 207 North 3rd, 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 16th 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.