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Norwalk Public Schools  
REQUEST FOR PROPOSAL  
Occupational and Physical Therapy  
Request for Proposals  
June 12, 2018

Proposal Response Date:  
June 26, 2018, 2:00p.m.

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## **Overview**

Norwalk Public School System is the 6<sup>th</sup> largest school district in the state of Connecticut with more than 11,000 students in 19 schools (27.7 square miles). There are 12 elementary schools, four middle schools, two high schools, and one early childhood center. Norwalk Public School administrative offices are located at: 125 East Avenue, Norwalk, CT 06852.

Proposals will be accepted until \_\_\_\_\_ at which time they will be opened. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Norwalk Public Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by Norwalk Public Schools on time at the place specified.

All proposals must be sealed and must be submitted in a plain opaque envelope.

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The Norwalk Public Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Norwalk Public Schools will consider cost, experience and service history in the award of this proposal. The Norwalk Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Norwalk Public Schools even if such proposal is not the lowest cost proposal. The Norwalk Public Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Norwalk Public Schools, in its sole discretion, deems to be in its best interests.

## **I. Request for Proposals**

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked with the Request for Proposal title, date and time.

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to have inspected the sites (if necessary) so as to be fully informed of NORWALK PUBLIC SCHOOLS's needs as they pertain to performance of this contract. It is strongly recommended that the proposer sign up for additional addendums on either the DAS or City of Norwalk websites (see below). The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

### **Posting Websites/Links for RFP's and Bids:**

State Website (DAS)

Sign up for notifications for future rfp/bids for NPS and other districts:

<http://das.ct.gov/cr1.aspx?page=372>

NPS website (no notification mechanism):

<http://norwalkps.org/district/purchasing>

City of Norwalk:<http://www.norwalkct.org/bids.aspx>

#### **1.01 Primary Contact**

All questions regarding this Request for Proposal shall be submitted via e-mail to:

Karen Bartron  
Norwalk Public Schools  
125 East Avenue  
Norwalk, CT 06852.  
bartronk@norwalkps.org

#### **1.02 Response Date**

A copy of the proposal must be received at the Business Office prior to **date and time listed in the rfp**. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be unopened. Proposals received after the deadline will be late and ineligible for consideration.

#### **II. Consideration and Award**

The NORWALK PUBLIC SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The Norwalk Public School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any

time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

The awardee vendor must supply all new equipment; no refurbished equipment will be accepted. Award of the proposal will be based upon the following criteria:

- Experience (new vendors should provide a brief narrative of past experiences with Norwalk Public Schools or references of work with other school districts, or of other facilities of similar size.)
- Flexibility of the vendor to work with the school district (predominantly while school is not in session or after hours).
- Quality of equipment/services offered.
- Pricing
- Availability (ability to provide all products/services in a timely manner).

### **III Instructions to Proposers**

#### **3.02 Pre-Proposal Inspections**

All proposals are awarded with the understanding that the Proposer is acquainted with all of the requirements. The Proposer shall not at any time after the submission of a proposal, make any claim whatsoever based on insufficient data or a misunderstanding of the requirements, nature, conditions, or extent of the work under the contract. Prior to any site visits proposers must obtain permission and date and time from the administration.

#### **3.03 Discrimination Prohibited**

- (a) That in the hiring of employees for performance of work under this contract, or any subcontract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color, discriminate against a anyone who is qualified and available to perform the work to which the employment relates.
- (b) That no contractor, subcontractor, nor any person on his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.
- (c) That this contract may be canceled or terminated by Norwalk Public Schools and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

#### **3.04 Insurance**

Contractor will maintain commercial general liability insurance coverage, including sexual abuse, molestation and contractual liability on an occurrence basis, for bodily

injury and property damage Contractor will also maintain errors and omissions insurance for liability resulting from the negligent performance of professional duties or operations, Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to Norwalk Public Schools evidence of insurance demonstrating that the contractor has coverage for all insurances with the minimum limits of liability set forth herein. contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to Norwalk Public Schools and the Norwalk Board of Educations. Insurance shall be provided only by companies licensed to do so in Connecticut and shall have a current A.M. Best Rating of "B+" or greater. Insurance policy certification must accompany the proposal. Certificates identify the City of Norwalk and the Norwalk Board of Education as Certificate Holders prior to the rendering of the services and will maintain such coverage throughout the term of any contract with NPS with renewal certificates of insurance provided to Norwalk Public Schools and the Norwalk Board of Education no less than twenty (20) days prior to the expiration of the prior certificate

- (a) **Worker's Compensation Insurance** shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- (b) **General Liability Insurance** to include sex abuse, molestation and contractual liability, shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000) with coverage for up to three years after termination of the contract..
- (c) **Property Damage Insurance** shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate liability; and
- (d) **Errors and Omissions Insurance shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) for each aggregate liability; and**

### 3.05 Invoices

Invoices received and approved by Norwalk Public Schools, by the first of the month, will be paid with forty-five (45) days.

### 3.06 Contractor's Responsibilities

- (a) **Licenses:** Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor.
- (b) **Safety Standards:** All items supplies on this contract shall comply with current applicable Occupational Safety and Health Standards of the State of Connecticut and other applicable safety standards.

- (c) **Performance Interference:** Contractor shall notify the School District immediately of any occurrence of conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.

### 3.07 Contractor's Qualifications

- (a) **Base of Operations:** Contractor shall maintain a base of operation within the tri-state area.
- (b) **References:** Provide a list of at least three school district or business references to include names and phone numbers.
- (c) **Service Personnel:** Provide a list of names and copy of personnel employed by the contractor.

### 3.09 Standard of Quality

The contractor shall at all times maintain on the job a sufficient force of personnel and support to provide efficiency in all work. The work shall be carried on to interfere as little as possible with the normal conduct of school activities and every reasonable care shall be taken to protect the safety of the children, school staff and other employees, as well as any School District property.

All grounds are smoke free and alcohol free.

## **IV. Specifications for Norwalk Contracted OT/PT Services**

1. Demonstrated capacity to provide school-based occupational therapy and physical therapy services with public school systems in the State of Connecticut.
2. Provide the services of qualified licensed occupational therapists, certified occupational therapy assistants, physical therapists, and physical therapy assistants, as NPS indicates its need specifically for Occupational Therapy and Physical Therapy services during the 2018-2019 school year (with possible extension for two additional years).
3. Contractor to provide supervisory and management level staff to coordinate services with school administration, and oversee the program and services.
4. Occupational therapy and physical therapy services will be provided in accordance with all federal, state and local regulations which impact service delivery of therapies within a public school setting and will meet all requirements of Medicaid Program for School Based Child Health Services.
5. Services will focus on removing barriers from students' ability to learn, and helping students to develop skills that increase independence and participation in the school

environment. In order to ensure service delivery within the least restrictive learning environment for students, contracted personnel will provide services to children using a collaborative consultative and integrative model to the maximum extent possible. It is understood that staff will not recommend specific services, intensity, or duration of services on an individual report which falls to the responsibility of the interdisciplinary team. The specific services to be provided will include:

- a. direct service, hands-on, educationally-related, including individual and group treatment programs
  - b. indirect service intervention, including collaborative consultation with educators and families, as well as the design, implementation and supervision of programs delivered within the classroom
  - c. monitoring of students, and informal consultation
  - d. skilled observation and preventative intervention
  - e. educationally-related evaluation
  - f. preventative service intervention, if required by NPS, for students under SRBI
6. Contracted staff will be responsible for the following duties:
- a. Provide pre-referral intervention services to support student and educators, when a student has been identified as having special learning needs.
  - b. Screen students for referral to occupational or physical therapy.
  - c. Perform educationally designed evaluations or specialized evaluations as appropriate.
  - d. Provide skilled interventions for each student, employing a continuum of service delivery models, appropriate to school-based practice. Service intervention includes, but is not limited to, utilizing the following frames of reference: Developmental Frame; Sensory Integration; Frames for NDT; Visual Perception; Teaching-Learning; Social Participation; Motor Learning and Control; and Skill Acquisition. Interventions include Fine Motor and Gross Motor interventions; Visual Motor; Sensory Motor; AT and ADL interventions.
  - e. Develop intervention plans in collaboration with the Planning and Placement Team.
  - f. Participate in IEP meetings, and other meetings as required.
  - g. Complete all documentation in a timely basis including evaluations, progress reports, discharge summaries, statistical reports (all as required by the district) including electronic data based attendance in real-time with session progress notes on a format prescribed by the District.
  - h. Provide in-service training to classroom teachers.
  - i. Prepare materials to be used in direct intervention, classroom programs or home use.
7. It shall be the responsibility of the contractor to perform the following activities:
- a. Recruit, hire and assign therapists who are qualified and specifically trained to meet the individual and unique needs of the student population; and matched to teacher need for specific and unique knowledge.
  - b. Provide continuing education and onsite training and supervision to therapists assigned to NPS.



- c. Supervise each therapist and monitor school-based practice competencies.
  - d. Notify school administration of any contracted staff resignations or transfer requests 30 days prior to the change. Contractor will identify staff to replace the resignation or leave of absence without break in services.
  - e. Make-up services due to periodic absences of staff will be provided within 30 days at no additional cost to the district.
  - f. Monitor productivity and efficiency of therapists.
  - g. Provide any statistical and narrative reports on services as requested by NPS.
  - h. Provide orientation and service delivery support to contracted staff.
  - i. Meet periodically with school administration to discuss issues and concerns, evaluate the program and implement any necessary changes as NPS requests
8. NPS will provide contracted staff with access to school records and any other pertinent information that may relate to or influence the course of services.
  9. NPS will provide an appropriate work environment, space and equipment at each location for the delivery of therapy services.
  10. NPS will provide information on the extent and scope of services required by students and adequate notice of new referrals, meetings and other responsibilities required of contracted staff. NPS shall also furnish contractor with information on any program changes that require changes in service on a timely basis.
  11. NPS will provide periodic feedback on the performance of contracted staff and will ask for re-assignment of staff as may be appropriate. In the event of lack of performance, NPS reserves the right to request a replacement of personnel. Whenever possible, NPS will provide 30 days notice.
  12. NPS administration will periodically meet with contractor management to evaluate the program and to discuss any program changes necessary.
  13. Contractor will provide NPS with a verification of credentials on each individual staff members including licenses, evidence of physical exams, finger-printing, freedom from communicable disease, competency testing results, immediately upon identification of staff for assignment.
  14. Contractor will take full responsibility for the salary, wages and benefits paid to its employees and for providing Workers Compensation coverage, and for payment of all federal and state payroll tax withholdings.
  15. Contracted staff members will not privately arrange to treat any student on the NPS caseload. Additionally providers will not arrange additional hours of treatment for any student on the NPS caseload via any other agency or contractor.

16. NPS will reimburse the contractor on an hourly basis, up to 8 hours a day at an agreed upon hourly rate. Invoices are to be broken out by OT or PT, individual therapist, school and student. Invoices will be based upon student contact hours for the following services:

- Screenings and SRBI related activities (if required)
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- Skilled, educationally-related evaluations
- PPT participation in excess of 2 hours per student
- Family/Team meetings
- Skilled interventions, utilizing a continuum of service delivery models
- Child specific data collection
- Service documentation
- Transition planning
- Classroom/Program interventions and consultation
- Communication & consultation with staff/parents/outside agencies
- Section 504 related activities
- Equipment acquisition, maintenance, and training
- Participation in school-wide activities, as requested

17. The following services will not be charged or billed to NPS:

- a. Eight hours per week supervisory time **free of charge**.
- b. Two hours per week program management/program consultation time **free of charge**.
- c. School vacation and holiday time – **not billed**
- d. Snow days - **not billed**
- e. Therapist benefit time (sick, personal or vacation days) - **not billed**
- f. Therapy staff orientation and capacity strengthening/professional development - **not billed**
- g. 8 hours of in-service education, prior to and during the school year, to NPS personnel - **not billed**
- h. Billing activities related to attendance or Medicaid – **not billed**
- i. Travel time – **not billed**
- j. PPT participation up to 2 hours per school year per student – **not billed**

18. Contractor will remove any of its individual staff members from assignment to NPS upon request of NPS administration, after it has been determined that performance does not meet the expectation of school authorities.

19. Contractor will indemnify and hold harmless the NPS, its officials and school administration and personnel, its officers and agents from and against any and all claims, damages, losses, liabilities, costs or expenses (including attorneys' fees) arising out of acts or omissions by contractor officers, directors or employees occurring during the term of contract.

20. NPS will indemnify and hold harmless contractor, its officers, directors, employees and affiliates for any and all claims, damages, losses, liabilities, costs or expenses (including attorneys' fees) arising out of acts or omissions by NPS officers, administrators or employees occurring during the term of contract.

## VI. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following lump sum pricing.

The undersigned further agrees, if awarded the contract on this proposal, to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Norwalk Public Schools, or any employee of the Norwalk Public Schools.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

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

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

**V. Response Sheet:**

Proposals are scheduled to be accepted or rejected by the Norwalk Public Schools within sixty (60) days of the proposal due date. The Norwalk Public Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

Occupational Therapy

Cost per hour: \_\_\_\_\_

Physical Therapy

Cost per hour: \_\_\_\_\_

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Submitted by: \_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**REFERENCES:**

1. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
RESPONSIBLE COMPANY AGENT:  
NAME: \_\_\_\_\_  
TYPE OF OPERATION (Bank, School, Industrial, etc.) \_\_\_\_\_

2. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
RESPONSIBLE COMPANY AGENT:  
NAME: \_\_\_\_\_  
TYPE OF OPERATION (Bank, School, Industrial, etc.) \_\_\_\_\_

3. FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
RESPONSIBLE COMPANY AGENT:  
NAME: \_\_\_\_\_  
TYPE OF OPERATION (Bank, School, Industrial, etc.) \_\_\_\_\_