



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

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Request for Proposal

For

Staffing Agency – Occupational Therapist / Physical Therapists and Speech-Language Pathologists

For The

**Whitfield County Schools
Purchasing Department**

**1030 Hill Road
Dalton, GA 30721**

RFP # WCS-AD-2020-008

May 29, 2020

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

1.1 Product / Service: **Staffing Agency – Occupational Therapist / Physical Therapists and Speech-Language Pathologists**

1.2 Owner: **Whitfield County Board of Education
1306 South Thornton Ave.
Dalton, Georgia 30720**

1.3 Representative of Owner: **Jim Fugate
Procurement Officer**

1.4 Anticipated Time Frames:

Issue RFP to market	May 29, 2020
Pre-Proposal meeting	N/A
Questions on RFP due	June 2, 2020
Response to questions posted	June 3, 2020
RFP responses due in Procurement Office by 2:00pm	June 5, 2020
Proposal Evaluations	June 8, 2020
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	TBD

Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

N/A

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-AD-2020-008 Staffing Agency – Occupational Therapist / Physical Therapists and Speech-Language Pathologists”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on June 5, 2020**

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on July 1 of the year contract is signed by both parties and ending June 30 of the following year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at www.wcsga.net/TermsAndConditions

END OF SECTION

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SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Staffing Agency – Occupational Therapists / Physical Therapists and Speech-Language Pathologists

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

Titled: Staffing Agency – Occupational Therapists / Physical Therapists and Speech-Language Pathologists
Dated: May 29, 2020

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

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SECTION 3.0
PROPOSAL FORM (Continued)

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP **Staffing Agency – Occupational Therapists and Physical Therapists and Speech-Language Pathologists** and submits the proposal of:

_____ (Dollars) Hourly rate for Speech Pathologist (See 6.0).

_____ (Dollars) Hourly rate for Occupational Therapist (See 6.0).

_____ (Dollars) Hourly rate for Physical Therapist (See 6.0).

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Director of Exceptional Student Services**.

For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.

- BuyBoard**
- E&I Cooperative Services**
- OMNIA Partners**
- NCPA – National Cooperative Purchasing Alliance**
- Sourcewell**
- TIPS – The Interlocal Purchasing System**

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS
TAB 5 Cost

END OF SECTION

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SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 PROPOSAL CRITERIA

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 TECHNICAL

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:

TAB 1 Company and contact information

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

TAB 2 Understanding and Ability to meet all RFP Requirements

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 3 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

TAB 5 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

TAB 6 Additional information not requested.

END OF SECTION

SECTION 6.0

PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

6.1.1 Provide staffing of Therapists and Pathologists

6.2 SERVICE LEVEL AGREEMENT

- 6.2.1 Provide staffing for the school year similar to teacher days and hours.
- 6.2.2 Proposer must offer health care coverage consistent with the Affordable Care Act to all persons covered under this contract.
- 6.2.3 Proposer will perform all recruiting of personnel.
- 6.2.4 Perform all duties as required (i.e. bill Medicaid, etc.)

6.3 THE POSITIONS AND QUALIFICATIONS

6.3.1 Speech-Language Pathologist

- 6.3.1.1 Qualifications:
Valid Georgia service certificate for Speech and Language Pathology, minimum S-5. Masters degree required.

6.3.2 Occupational Therapist

- 6.3.2.1 Qualifications:
Valid Georgia licensure and experience providing school-based therapy for students ages 3-21.

6.3.3 Physical Therapist

- 6.3.3.1 Qualifications:
Valid Georgia licensure and experience providing school-based therapy for students ages 3-21.

6.4 GENERAL REQUIREMENTS

- 6.4.1 The Occupational Therapist / Physical Therapist serves as a resource to the teacher who delivers IEP services to the student daily.
- 6.4.2 Students will not be served outside of school hours. Distance learning must be approved by the superintendent or designee.
- 6.4.3 Experience with educational Occupational Therapy, Physical Therapy, and Speech-Language Pathology related to student Individual Education Plans.
- 6.4.4 Demonstrated knowledge of differences between Educational Occupational Therapy / Physical Therapy services vs Medical Occupational Therapy / Physical Therapy.
- 6.4.5 An understanding of Medicaid billable Occupational Therapy / Physical Therapy and Speech-Language services.
- 6.4.6 Expected to produce a daily service delivery log matching services in student IEPs.
- 6.4.7 Maximum daily billable workday will not exceed hours that students are in school (6 hours a normal school day).

- 6.4.8 The school system will not be billed for services on days when students are absent from school.
- 6.4.9 Mileage and administrative paperwork will be included in hours of service specifically logged per student served in accordance with their IEP. Meal breaks are not billable hours. (Submit log with name of child, service provided, times, etc.).
- 6.4.10 The WCS special education department secretary will review each bill, service log, student attendance record, and therapist sign-in and sign-out sheets.
- 6.4.11 Contracted therapists will not be responsible for attending IEP meetings or conducting evaluations for services. In order to prevent the perception of conflict of interest, these will be performed by Occupational Therapists / Physical Therapists and Speech-Language Pathologists employed by WCS.
- 6.4.12 As per stated in Section 5.0, Tab 3, Line 2 – Please provide references from other school systems where similar services have been performed.
- 6.4.13 If Parents/Guardians agree, students may be served in groups if they have similar goals and objectives in their IEP (avoid billing separately when reasonable to do so).

6.5 THE FACILITIES WHERE WORK IS TO BE PERFORMED

Various Whitfield County Schools locations.

Base of operation: Student Services Center
201 East Tyler Street
Dalton, GA 30721

END OF SECTION

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SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

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SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

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SECTION 9.0 EVALUATION MATRIX / COMMITTEE

RFP Respondent Selection Matrix
WCS-AD-2020-008
Staffing Agency - Therapist

Categories

Respondents		Ranking	Weighted	Ranking	Weighted	Ranking	Weighted
Price	30%		0		0		0
Suitability for Purpose	25%		0		0		0
Met RFP Response Requirements	20%		0		0		0
Experience with Company	15%		0		0		0
Management Expertise	10%		0		0		0

Total Points 0 0 0

Note: All RFP responses must include Certificate of Insurance that meets RFP stated requirements.

Signed

Date

Sarah Hoskins - Director of
Exceptional Student Services

Karey Williams - Asst. Superintendent
Teaching and Learning

Jim Fugate - Procurement Officer
