

Request for Proposal (RFP)
Occupational Therapist

Deadline for Submission: April 1, 2021

I. Notice to Companies/Firms

Copies of RFP can be printed from our website at www.carrolltoncityschools.net. Sealed proposals must be delivered to the address below or emailed to mary.raburn@carrolltoncityschools.net before 12:00 PM on April 1, 2021.

Support Services
288 Tom Reeve Drive
Carrollton, GA 30117

Proposals received after this date/time will not be accepted. No proposals shall be received at any other time or location unless mailed to Support Services. Proposals must be typed or clearly printed in ink and signed. Proposals must be enclosed in a sealed envelope bearing the name of the company/firm and the title of the bid on the outside of the envelope. Please do not submit binders, folders, or advertising materials. No company/firm shall modify, withdraw, or cancel its proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposals in the advertisement or Request for Proposal.

II. Instruction to Companies/Firms:

1. Errors in Price Calculation

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price written in words. Any discrepancy between rates or allocations multiplied by the quantity and a corresponding total price figure set forth in the RFP forms shall be resolved in favor of the total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all proposals have been read, the proposals will be tabulated and adjusted, if necessary in accordance with this paragraph. If any mathematical corrections must be made on any proposals, then the District may not award a contract until all tabulations are complete. Proposals with the total price figures that do not include a required corresponding hourly rate or allocation shall be deemed non-conforming and shall result in rejection of the bid.

2. Interpretation and Approval

Should any dispute arise respecting the true construction and meaning of the specifications, or whether a product or item is equal to that as called for, the same shall be decided by the District in its sole discretion.

3. Challenges to the RFP Specifications

Any prospective company/firm who wishes to challenge a specification shall file such challenges in writing with the purchasing agent no less than three (3) business days prior to the opening of the proposals. Challenges filed after that time shall be considered void and having no impact on the District and the award of a contract.

4. Exceptions to Notices, Instructions, and Specifications

Any condition, limitation, provisos, amendments, or other changes attached or added by the company/firm to any of the provisions of this RFP package shall result in rejection of the proposal by the District. Any changes made by the company/firm to any documents or form provided by the District and/or required by the District to be submitted by the company/firm with its proposal shall result in rejection of the proposal by the District. Any conditions, limitations, provisos, amendments, or other language included in the proposal which does not conform or is inconsistent with any of the provisions of the Notices to Companies/Firms, Instructions to

Companies/Firms, RFP Specifications, or District RFP forms shall result in rejection of the proposal by the District.

5. Compliance

The company/firm shall be familiar with and comply with all applicable local, state and federal laws, and regulations in the submission of its proposal and, if the company/firm is awarded the contract, in the performance of the contract.

6. Estimated Contract Term

It shall be understood and agreed that the contract term designated is only an estimate and may be increased or decreased in accordance with the actual requirements of the District. **It shall be understood that rates and allocations set forth in a proposal shall in no way be conditioned upon the contract term awarded.**

7. Notice of Award and Execution of Contract

Within fourteen (14) calendar days of the award of the contract, the District shall notify the successful company/firm in writing, at the address set forth in the proposal, and such notice shall specify the place and time for delivery of the executed contract and appropriate documentation. Failure to deliver the aforementioned documents as specified in the notice of award shall be cause for the District to declare the company/firm/individual non-responsive and to award the contract to another company/firm.

8. Resulting Contract

Any company/firm awarded a contract is required to enter into the form contract provided by the District. Any deletions, additions, conditions, limitations, provisos, amendments, or other changes by the bidder to any of the provisions of contract included in the bid-proposal shall be deemed non-conforming with the RFP specifications and shall result in rejection of the proposal by the District.

9. Termination of Contract

The District reserves the right, in its sole discretion, to cancel any contract awarded under this RFP at any time on ten (10) days notice to the company/firm.

10. Indemnification

To the fullest permitted by law, the contractor shall indemnify and hold harmless the District, its officers, agents, and employees from any and all claims, damages, losses, and expenses of any kind whatsoever (including but not limited to attorneys' fees) arising out of or resulting from its performance under its contract with the District.

11. Invoicing

All invoices for work performance must show a breakdown of the cost of services. All invoices for service shall be received by the District no later than five (5) business days after June 30th of the contract year. If an invoice is received by the District after such time, then the company/firm awarded the contract shall be deemed by the District to have waived his/her/its right to payment for such services and shall forfeit any right to payment from the District for such goods and or services.

Scope of Services Occupational Therapist

The Carrollton City Schools System Board of Education desires to appoint a firm(s) to provide Occupational Therapy services to the Board. It is the Board's intent to maintain or improve upon the current levels of credentials, skills and knowledge, expand the current length of the workday and work year, increase the current level of accountability for the performance of services, and significantly reduce the near-, mid-, and long-term costs of said services. Contracts may be awarded to different firms based upon services rendered and specific qualifications of individual firms responding.

Occupational Therapist

Qualifications:

- Bidders must hold Georgia Occupational Therapist Licensure
- Valid Driver's License
- Therapists will be subject to a background check completed by Carrollton City Schools

Reports to:

- Director of Student Services
- Special Education Program Coordinator

Performance Responsibilities:

- Complies with school, system, state, and federal regulations and policies, including the Teacher's Code of Ethics.
- Conducts therapy sessions in accordance with their Individual Education Plan (IEP) services
- Contributes in the development of the IEP for students receiving and/or referred for Occupational Therapy (OT) services
- Consults with parents, students, and school personnel to facilitate appropriate services for students
- Maintains progress monitoring records for each student receiving OT services
- Supports goals and objectives for IEPs
- Provides direct services to students
- Conducts formal/informal evaluations
- Maintains student records and data collection
- Provides training to teachers and assistants in safe/effective intervention styles, as well as, in-service school employees in a variety of areas
- Recommends equipment and assistive technology to support students
- Assist in ordering, fabricating, and modifying assistive technology devices
- Reviews medical records to assist in maintaining appropriate forms to meet state standards
- Assists with the proper placement and training of equipment needed
- Maintains appropriate proof of monitoring, consultation, and direct services
- Maintains professional competency regarding agency reimbursement (including a list of all students seen and the time/date services are provided with all invoices)
- Maintains confidentiality regarding students' medical and school related matters.
- Performs other duties as assigned