



**REQUEST FOR PROPOSAL FOR OCCUPATIONAL & PHYSICAL THERAPIST SERVICES  
February 3, 2025**

The West Chester Area School District (WCASD) is soliciting proposals for “Occupational and Physical Therapist Services” from qualified organizations for a term of three (3) years, July 1, 2025 through June 30, 2028.

**Submission deadline: 10:00 a.m. on the 12<sup>th</sup> day of March, 2025. Location for submission of proposals:**

West Chester Area School District  
Attn: Lynn Scott, Purchasing Agent  
782 Springdale Drive  
Exton, PA 19341

Proposals should clearly indicate “WCASD OT/PT Services RFP” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

The Request for Proposal for OT/PT Services and specifications may be obtained from the district’s website at our [Bid and RFP Opportunities](#) page. Any questions should be directed to Lynn Scott by e-mail at [lscott@wcasd.net](mailto:lscott@wcasd.net). Responses to questions will be posted on the aforementioned website.

The West Chester Area School District Board of School Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

No proposal may be withdrawn before 90 days after the date of the opening of the proposals. Tentative plans call for the West Chester Area School District Board of School Directors to review the proposals and to take action to award a contract at its regular meeting on Monday, April 28, 2025. First round interviews are tentatively scheduled to be conducted the week of Monday, March 24, 2025.

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**I. RFP PROCESS AND OT/PT SERVICES OVERVIEW**

**1. Background and Objectives**

West Chester Area School District (WCASD) is a School District of the Second Class, organized and existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"). WCASD provides education services to students living within its community. The governing body of the School District is a board of nine school directors who are each elected for a four-year term. The daily operation and management of the School District is carried out by the administrative staff of the School District, headed by the Superintendent of Schools who is appointed by the Board of School Directors.

WCASD is seeking proposals from providers qualified and experienced in providing therapeutic services. The vendors will have direct contact with students and/or district personnel delivering curriculum, coaching or influencing instruction. The scope of work may be completed by highly qualified licensed Occupational Therapists (OT) and Physical Therapists (PT).

WCASD will use the objective criteria specified within this RFP to review proposals and will select a vendor that meets the requirements of the RFP. Any agreement issued as a result of the RFP does not guarantee any minimum amount of service or payment. A provider shall not perform services for WCASD without a fully executed agreement. A provider will be compensated by WCASD, for services satisfactorily performed in accordance with contract requirements.

Service providers must be in compliance with the Code of Federal Regulations. The provision of services pursuant to 34 CFR 300.138 through 300.143 must be provided by employees of a public agency or through contract by the public agency with an individual, association, agency, organization, or other entity. [34 CFR 300.138(c)(1)] [20 U.S.C. 1412(a)(10)(A)(vi)(I)]. Special education and related services provided to parentally-placed private school children with disabilities, including materials and equipment, must be secular, neutral, and non-ideological. [34 CFR 300.138(c)(2)] [20 U.S.C. 1412(a)(10)(A)(vi)].

Occupational therapy (OT) services can enhance a student's ability to function in an educational program. These services are "provided by a qualified occupational therapist" and include:

1. "improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation;
2. improving [a child's] ability to perform tasks for independent functioning if functions are impaired or lost; and
3. preventing, through early intervention, initial or further impairment or loss of function"

Occupational therapy services in schools may include such services as:

1. self-help skills or adaptive living (e.g., eating, dressing);
2. functional mobility (e.g., moving safely through school);
3. positioning (e.g., sitting appropriately in class);
4. sensory-motor processing (e.g., using the senses and muscles);
5. fine motor (e.g., cutting) and gross motor performance (e.g., walking, athletic skills);
6. life skills training/vocational skills; and
7. psychosocial adaptation.

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Physical therapy means "services provided by a qualified physical therapist". These services generally address a child's posture, muscle strength, mobility, and organization of movement in educational environments.

Physical therapy may be provided to prevent the onset or progression of impairment, functional limitation, disability, or changes in physical function or health resulting from injury, disease, or other causes. Qualified providers of these services may:

1. provide treatment to increase joint function, muscle strength, mobility, and endurance;
2. address gross motor skills that rely on the large muscles of the body involved in physical movement and range of motion;
3. help improve the student's posture, gait, and body awareness; and
4. monitor the function, fit, and proper use of mobility aids and devices.

Providers of occupational therapy and physical therapy are members of the student's IEP team. Related services must be provided to the student if written into an IEP as long as the student is not absent from school. If the student is present and sessions are missed, those sessions must be made up in a timely manner. WCASD is audited for compliance of service delivery.

**2. Term of Agreement**

The District is interested in establishing a stable relationship with the awarded vendor. To do this, the District would like to develop an agreement with a term of three (3) years, July 1, 2025 through June 30, 2028. Upon the expiration of the initial three-year contract term, the agreement shall automatically renew in subsequent years, without the need for a new request for proposal (RFP) process, unless either party provides written notice of intent not to renew within the timeframe specified in the contract.

The District may terminate this agreement for any reason at any time by giving ninety (90) days written notice to the institution of its intention to terminate as of the date specified in the notice. Should the provider terminate prior to the expiration of the agreement, all District costs to establish a new service agreement will be the responsibility of the terminating provider. If the provider fails to perform duties to the satisfaction of WCASD, or if the provider fails to fulfill in a timely and professional manner their obligations under this agreement, or if provider violates any of the terms or provisions of this agreement, then WCASD shall have the right to terminate this agreement effective immediately upon WCASD giving written notice thereof to the provider.

**3. Selection Criteria**

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the provider(s) submitting the lowest priced proposal. Award(s) will be made to the provider(s) submitting the best responsive proposal satisfying all WCASD requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all providers to give an oral presentation to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.

WCASD will evaluate each provider's proposal in the areas of the proposed plan, experience, service capabilities, product quality, cost, and best value on the pre-determined evaluation criteria below.

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**The District will evaluate each proposal received based upon the following criteria:**

- **30 Points - Program Plan:** The adequacy and completeness of the plan offered addressing the Scope of Services.
  - Clearly defined components of service delivery and implementation
  - Evidence of school-based therapy/instructional supports
  - Clear explanation of organizational structure and contacts
- **40 Points - Contractor’s Capabilities:** The demonstrated ability of the Contractor to provide services.
  - Vendor experience and level of knowledge
  - List of references
  - Resume(s)
  - Ability to provide all necessary materials and supplies
  - Explanation of how the vendor is organized and how its resources will be utilized
- **30 Points - Financial Proposal:** Reasonable and customary fees for providing services

**4. Terms and Conditions**

Be aware that this is a request for professional services, and not a competitive bid. The District is not required to conduct its request for professional services in accordance with competitive bidding laws.

**The terms and conditions of this proposal are that the District:**

- Reserves the right to reject any or all proposals.
- Reserves the right to waive any irregularities or informalities and select the best proposal in the opinion of the District.
- May render the bid invalid due to unauthorized modifications of bid specification forms or terms.

**5. Instructions for Submission of Applications**

- Submission deadline: **10:00 a.m. on the 12<sup>th</sup> day of March, 2025.** Location for submission of proposals:

West Chester Area School District  
Attn: Lynn Scott, Purchasing Agent  
782 Springdale Drive  
Exton, PA 19341

A provider must submit an original application, three (3) copies of the application, and an electronic copy on a flash drive in a sealed envelope, clearly marked **“WCASD OT/PT Services RFP.”** Late applications will not be evaluated.

- Proposals must be signed by an official authorized to bind the contractor to the provisions of this RFP.
- The District will not accept faxed or electronic submission of proposals.

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**6. Schedule**

1. Proposals received by the West Chester Area School District: March 12, 2025, at 10:00 a.m.
2. 1<sup>st</sup> Round Interviews: Week of March 24, 2025
3. 2<sup>nd</sup> Round Interviews (If Necessary): Week of March 31, 2025
4. Tentative Award announcement: By April 7, 2025
5. Contract review: By April 14, 2025
6. Board approval of contract: April 28, 2025
7. Contract Start Date – July 1, 2025

**7. Directions for Completion of Application**

All applicants must provide applicant information using the standard forms provided in Attachment A – Applicant Contact Information and Attachment C – Certification of Proposal Documents. A secondary packet of information should be submitted to support the information requested in Attachment B – Additional Information to be Provided.

**II. SCOPE OF SERVICES**

This section describes the services the District intends to use as a customer. WCASD is seeking experienced and credentialed Occupational and Physical Therapists to provide therapeutic and educational services based on students' needs.

Vendors are required to provide any materials, technology, and office supplies which are personal in nature. Related service providers may use district testing materials and protocols. District internet and student access is provided as determined by service agreement and the scope of work. Hours of therapy may range up to five per week based on scope of each individual students' need. The services are based on IEPs which vary and fluctuate throughout the school year. Related service providers may provide services for students ranging from 5 to 22 years of age and caseload depends on scope of work.

- Pennsylvania licensed OTs and PTs to conduct initial evaluations and re-evaluations utilizing various assessment instruments and techniques to determine the need for continuing special education services for students identified with a disability or for identifying students suspected of having a disability requiring special education services and related services.
- Provide direct and/or indirect therapy services according to the student's IEP.
- Work collaboratively with a multidisciplinary team in completing the evaluations and providing services within state and federal mandated timelines.
- Work collaboratively with a multidisciplinary team to ensure properly tiered interventions for all students.
- Attend staff development as determined by the Director of Pupil Services or designee.
- Participate in the district's School Based Medical Access Program initiatives by tracking direct services for reimbursement.
- Accommodate a typical school calendar as well as any Extended School Year (ESY) services deemed appropriate.
- Must have familiarity with basic computer operations and applications and ability to learn and use an electronic software program for writing reports.
- Must complete Progress Reports based on student goals from the IEP. Progress reports should reflect quantifiable progress.
- An itemized invoice form detailing specific student services rendered each month will be

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generated and furnished to WCASD for each therapy service provided. Must provide an invoice by the 15th of each month for the prior month.

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- Must have transportation and be willing to travel throughout the district.
- Reimbursement will include, but is not limited to, the following: on-site evaluation/consultation/treatment time; off-site follow-up documentation/consultation time; and travel time between WCASD buildings.

**Insurance**

The school district will require the contractor, at the contractor's expense, to provide professional liability, general liability, and workers compensation insurance as required in the general conditions of these specifications and to name the West Chester Area School District as an additional insured. The contractor is required at all times during this contract period to provide insurance coverage as follows:

1. General Liability Coverage \$1,000,000
2. Professional Liability Coverage \$1,000,000
3. Workers Compensation Each Accident \$ 500,000
4. Workers Compensation Each Disease/Per Employee \$ 500,000
5. Workers Compensation Each Disease/Policy Limit \$ 500,000

**Right to Monitor and Audit**

District shall have the right to monitor all work performed, as well as to review all records and procedures to ensure that the expenditure of funds is in conformity with this agreement and applicable Federal and State regulations.

Providers are required to provide a copy of a certificate of liability insurance to provider prior to commencement of services and may be required to provide a copy of their business license.

**Record Retention**

Contractor shall maintain and preserve all records related to this agreement in its possession (or will ensure the maintenance of such records in the possession of any third-party performing work related to this agreement) for a period of not less than ten (10) years from the effective date of this agreement or until all State audits are complete, whichever is later.

**Confidentiality/Privacy**

Personally Identifiable Information ("PII") is defined as an individual's first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to: social security number, passport number, credit card number(s), clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, Medicaid/Medical assistance number, etc.

To the extent that the work under this Agreement requires the provider to have access to PII, the provider shall, after receipt thereof, treat such PII as confidential and safeguard such information from unauthorized use and disclosure. Provider agrees to execute a Confidentiality.

Agreement protecting PII, when necessary, and further agrees not to appropriate such PII for its own use or to disclose such information to third parties unless specifically authorized by the district, in writing. If and when provider becomes aware of, or should reasonably have been aware of a breach of PII, Contractor shall notify the district within two (2) business days.

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The parties specifically agree to take such action as is necessary to implement the standards and requirements of FERPA, HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and other applicable laws relating to the security and confidentiality of protected health and educational information.

**Non-Exclusive Agreement**

Provider understands that this is not an exclusive agreement, and district shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by provider, or to perform such services with provider's own forces.

**Human Relations Act**

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.

**Clearances**

All contractor staff members, who will work with West Chester Area students, must have all of the required Federal and State Criminal and Child Abuse clearances in effect during the duration of this contract. Original documentation of these clearances must be presented to the appropriate personnel who will make appropriate copies for the district records. All new or substitute individuals must provide this documentation before working with the students and must be dated within a year of start date. At the time of this request for proposal, required clearances include:

1. Act 34, Section III of the Public School Code (Criminal Record Check)
2. Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History)
3. Act 114 (F.B.I. Fingerprinting Clearances – PDE version)
4. Act 168 (Sexual Misconduct/Abuse Disclosure Release)

Provider agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 31 of 2014, Child Abuse Recognition and Reporting Training.

**Compliance with Policy/Law**

Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.



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**ATTACHMENT A - APPLICANT CONTACT INFORMATION**

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

**ALL PROPOSALS MUST BE RECEIVED BY THE WEST CHESTER AREA SCHOOL DISTRICT BY 10:00 A.M. ON  
THE 12<sup>TH</sup> DAY OF MARCH 2025. Location for submission of proposals:**

**West Chester Area School District  
Attn: Lynn Scott, Purchasing Agent  
782 Springdale Drive  
Exton, PA 19341  
[Bid and RFP Opportunities](#)**

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**ATTACHMENT B - ADDITIONAL INFORMATION TO BE PROVIDED**

1. Provide a description of the provider’s experience in performing the required therapy services in school setting. Describe what type of provider you are, type of service history (occupational therapy, instructional support, years of experience, etc.). Provide resumes of the individual or staff to be assigned to work with WCASD, including their areas of expertise, years of experience, and licensure and/or teacher certification.
2. Provide current number of personnel on staff that would be available to accommodate the needs of WCASD. See Attachment D for current service needs.

Position	# of FTE to be Assigned for WCASD Needs	# of FTE not Currently Employed by Provider
Occupational Therapist (OTR)		
Physical Therapist (PT)		
Certified Occupational Therapy Assistant (COTA)		
Physical Therapy Assistant (PTA)		

3. Describe your customer service philosophy, standards, and structure and how they will be provided to the District. Include the contact information for the dedicated customer service representative(s) for the District.
4. Service Costs
  - A. Occupational Therapist (OTR) Per Hour Cost
  - B. Physical Therapist (PT) Per Hour Cost
  - C. Certified Occupational Therapy Assistant Per Hour Cost
  - D. Physical Therapy Assistant Per Hour Cost

		Year 1	Year 2	Year 3
		7/1/25-6/30/26	7/1/26-6/30/27	7/1/27-6/30/28
A.	OTR (per hour)			
B.	PT (per hour)			
C.	COTA (per hour)			
D.	PTA (per hour)			

5. Have the employees you would be assigning to this contract had continuing education training to enhance their skills for working with children with disabilities?
6. Have you previously had or do you currently have contracts with other school systems in Pennsylvania? If yes, identify those school systems for the purpose of providing a reference. Detailed contact information and description of services provided.

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7. Describe your service model delivery including the process for early-intervening and identifying students who possibly are in need of specialized instruction via their IEP.

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**ATTACHMENT C - CERTIFICATION OF PROPOSAL DOCUMENTS**

**The provider certifies by signing this document that they:**

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, WCASD employee or other proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the WCASD has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

**Company Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

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**ATTACHMENT D – CURRENT WCASD OT/PT SERVICES**

**PHYSICAL THERAPY**

Contacts are calculated in 30 min increments

<b><u>Current School Age PT Services</u></b>				
<b><u>School</u></b>	<b><u># Students on caseload*</u></b>	<b><u>Total Ind contacts per wk</u></b>	<b><u>Total Group contacts per wk</u></b>	<b><u>Total Consult contacts per wk</u></b>
East Bradford ES	11	7	6	1.2
East Goshen ES	8	4.75	2	0.375
Exton ES	10	13	0	0
Fern Hill ES	10	7.625	2.5	0.125
Glen Acres ES	5	2.75	1	0
Greystone ES	4	1	3	0
Hillsdale ES	5	1	4	0
Mary C Howse ES	2	1	1	0
Penn Wood ES	4	2	2	0
Starkweather ES	22	21	13	2.5
Westtown Thornbury ES	11	7	8	0.05
Fugett MS	5	5.375	0	0
Peirce MS	8	7	1	0.25
Stetson MS	2	2	0	0.175
East HS	4	4	0	0.25
Henderson HS	2	2	0	0
Rustin HS	8	7.375	2	0.625
Transition House (Years 18-22)	0	0	0	0
<b>Total</b>	121	95.875	45.5	5.55

\* # of students on caseload is the individual student count and are not duplicated if they receive more than one service delivery model (e.g. group, individual)

Note: Caseloads as of February 3, 2025 and are subject to change

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**OCCUPATIONAL THERAPY**

Contacts are calculated in 30 min increments

<b>Current School Age OT Services</b>				
<b><u>School</u></b>	<b><u># Students on caseload*</u></b>	<b><u>Total Ind contacts per wk</u></b>	<b><u>Total Group contacts per wk</u></b>	<b><u>Total Consult contacts per wk</u></b>
East Bradford ES	25	17.5	8	2.3
East Goshen ES	36	22	22	1.625
Exton ES	58	43	38.125	3.8
Fern Hill ES	42	29	25	2.375
Glen Acres ES	31	8.5	29.5	0.225
Greystone ES	30	2	15.5	5.1
Hillsdale ES	38	5	24	3.975
Mary C Howse ES	25	0	33.25	1
Penn Wood ES	42	3.75	46	0.5
Starkweather ES	42	22	30	1.55
Westtown Thornbury ES	21	2.75	15.625	0.225
Fugett MS	36	9	26.125	1.45
Peirce MS	24	5	7.5	3.5
Stetson MS	26	6	5.5	2.825
East HS	15	0	7.4	2.8
Henderson HS	14	3.5	3	1.925
Rustin HS	16	0.25	4	6.25
Transition House (Years 18-22)	2	.125	1	.375
<b>Total</b>	523	179.375	341.525	41.8

\* # of students on caseload is the individual student count and are not duplicated if they receive more than one service delivery model (e.g. group, individual)

Note: Caseloads as of February 3, 2025 and are subject to change