

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road - P. O. Box 417 - Russellville, KY 42276

Phone 270-726-2436 Fax 270-726-8892

Dr. Dan Costellow, Superintendent

May 23, 2025

To Whom It May Concern:

You are hereby notified as a potential vendor that the Logan County Board of Education is soliciting bids for **Bid Number 2025-01: Occupational Therapist**. The opening for this bid number is Tuesday, June 17, 2025 at 11:00 AM at the District Office.

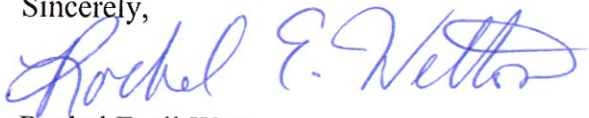
You will find all necessary information on the following enclosures:

1. A copy of the Bid Advertisement,
2. A Notice to Bidders containing generic instructions to all bidders, and
3. Specifications specific to this bid, and
4. A Bid Form that must be used to submit all bids.

If you require further information contact me at the address and/or phone number above. Be advised that all bids should be addressed to the Bid Officer/Director of Special Education and should be CLEARLY LABELED AS BID FOR BID NUMBER 2025-01.

On behalf of the Board of Education, I thank you for your acceptance of this invitation,

Sincerely,



Rachel Ezell Wetton
Director of Special Education

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road - P. O. Box 417 - Russellville, KY 42276

Phone 270-726-2436 Fax 270-726-8892

Dr. Dan Costellow, Superintendent

May 23, 2025

To Whom It May Concern:

You are hereby notified as a potential vendor that the Logan County Board of Education is soliciting bids for **Bid Number 2025-01: Occupational Therapist**. The opening for this bid number is Tuesday, June 17, 2025 at 11:00 AM at the District Office.

You will find all necessary information on the following enclosures:

1. A copy of the Bid Advertisement,
2. A Notice to Bidders containing generic instructions to all bidders, and
3. Specifications specific to this bid, and
4. A Bid Form that must be used to submit all bids.

If you require further information contact me at the address and/or phone number above. Be advised that all bids should be addressed to the Bid Officer/Director of Special Education and should be CLEARLY LABELED AS BID FOR BID NUMBER 2025-01.

On behalf of the Board of Education, I thank you for your acceptance of this invitation,

Sincerely,

Rachel Ezell Wetton
Director of Special Education

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road - P. O. Box 417 - Russellville, KY 42276

Phone 270-726-2436 Fax 270-726-8892

Dr. Dan Costellow, Superintendent

BID ADVERTISEMENT

Sealed bids will be received by the Logan County Board of Education at the District Central Office, Russellville, Kentucky, until 11:00 AM on Tuesday, June 17, 2025 at which time they will be opened publicly and read aloud, Bids to be opened at that time are for the following services:

- Bid # 2025-01: Occupational Therapist

Bid forms and complete specifications may be obtained by contacting the District Central Office by phone (270-726-2436) or by mail at 2222 Bowling Green Road, Russellville, Kentucky 42276.

The above advertised bids will be submitted to the Logan County Board of Education at the next regular or special called board meeting following the bid opening, along with the recommendation of the Superintendent after evaluation of bids, concerning the award of the contract to the lowest best responsible, responsive bidder.

Rachel Ezell Wetton, Director of Special Education
Logan County Board of Education

The Logan County Board of Education anticipates services on a contract basis and invites you to submit a sealed bid as per specifications detailed herein.

Bid Form — Bid Form must be the Original Bid Form or Exact Duplicate. Bid Form must be dated and signed by an authorized representative of the bidding company. Submit the original copy of the completed bid in a sealed envelope clearly marked "Bid" on the front of the sealed envelope, including the item name, date and time of the bid opening.

Bid Period — Bids presented shall remain valid for a thirty (30) day period from the date of opening. No bid may be withdrawn during this period.

Bid conditions — Bids, to receive consideration, must be received prior to time designated in this invitation, and none will be accepted thereafter, any bid received after scheduled time of opening will be returned unopened to the bidder. The Board of Education assumes no responsibility for errors or omissions on the part of any bidder. No bid may be altered or signed after opening and the failure to sign a bid will result in the proposal being rejected. Bid form must be signed by some officer or member of the bidding firm.

Bid Acceptance — The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items, or lot.

Bid Award — Contracts will be awarded on the lowest or best bid meeting all specifications and conditions. The Board of Education reserves the right to make any choice it deems in the interest of the public.

Bid Contract - The contract will be concurrent with the fiscal year. For the 25/26 school year, it will be effective from July 1, 2025 - June 30, 2026.

Hold Harmless - The bidder agrees, if awarded an award or contract, to protect, defend, and save harmless the Logan County Board of Education from any suits or demands for payment that may be brought against it arising from the use of any patented material, process, article or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of, injuries or damages received or sustained by any part or parties by, or for, any of the acts of the contractor, his servants, or agents.

Location of Services - Adairville School, Auburn School, Chandlers School, Lewisburg School, Olmstead School, Logan County High School and/or home addresses as assigned for homebound programs.

Employment Requirements - Background Check

SPECIFICATIONS
LOGAN COUNTY BOARD OF EDUCATION
BID 2025-01
Occupational Therapist

Role of the Occupational Therapist in the Educational Setting Occupational Therapists (OTs) support a student's ability to participate in desired school activities or "occupations". Through expertise in environmental analysis and modifications of activities, the OT works to reduce impediments to participation, minimize the effect of a student's disability and facilitate the student's success in school. OTs support student independence in a variety of ways. They work to facilitate students' occupational performance skills necessary for school success through activities designed to address instrumental activities of daily living, fine motor skill development and integration, sensory processing, social participation, self-management and students' assistive technology needs. Based on student strengths, the OT designs and implements programs to promote the student's successful inclusion across education settings. OT practitioners use the American Occupational Therapy Association (AOTA) Practice Framework to guide service delivery. An OT's responsibilities often include, but are not limited to: conducting activity and environmental analyses; reducing student participation barriers through skill attainment; promoting student generalization of skills across settings through strategies; suggesting and implementing environmental adaptations; recommending and providing assistive technology; and preparing students with disabilities to become college and career ready. OTs address individual student needs and may also serve the entire educational community through activities that promote general wellness, health and safety. As a requirement for Kentucky OT licenses, the OT must develop a plan of care for each student on their workload. The plan of care relates to the student's IEP goals. For additional information regarding the OT plan of care and the role of the OT in the public school setting, refer to the Kentucky Board of Licensure for Occupational Therapy.

Occupational Therapy Evaluation Areas When completing a student's evaluation, the OT must consider how the identified areas of concern are impacting the student's ability to access, participate and progress in their education program and anticipated future needs to achieve employment, postsecondary education, independent living and self-sufficiency. The OT should refer to the professional guidelines published in The Occupational Therapy Practice Framework: Domain and Process (AOTA, 2014) to guide evaluation considerations. The initial step in the occupational therapy evaluation process is the completion of the occupational profile. This profile provides an understanding of the student's occupational history and experiences, patterns of daily living, interests, values and needs. The profile also identifies concerns expressed by the student, teachers, parents or other involved persons and determines priorities for focus. The process may include a review of records, interviews and observations. After completion of the profile, the evaluation will provide an analysis of the student's occupational performance. This analysis more clearly identifies and describes the student's strengths and limitations. Often, the occupational therapy evaluation process will include assessing the student's actual performance as observed in context to identify which factors contribute to the student's educational performance and which

factors hinder the student's educational performance. The occupational therapy evaluation typically considers the student's performance skills, performance patterns, environmental contexts, activity demands and other student factors. However, evaluation planning may only select relevant aspects for targeted assessment. According to The American Occupational Therapy Association's Guidelines on OT Services in Early Intervention and Schools (AOTA, 2017) and The Occupational Therapy Practice Framework: Domain and Process (AOTA, 2014), an OT evaluation should address factors that influence occupational performance, including:

- Performance skills: Motor skills, praxis skills, sensory-perceptual skills, emotional regulation, cognitive skills, communication and social skills
- Performance patterns: Habits, routines, ritual, roles
- Contexts and environments: Physical, social, cultural, virtual, personal, temporal
- Activity demands: Required actions, space and physical demands, sequencing and timing, underlying body functions
- Client factors: Values and beliefs, mental, neuromuscular, sensory, visual, perceptual, digestive, cardiovascular, and integumentary functions and structures

For further information on evaluation, the OT should be familiar with professional guidelines and documents published by AOTA such as: The Occupational Therapy Practice Framework: Domain and Process (AOTA, 2014), Guidelines on OT Services in Early Intervention and Schools (AOTA, 2017) and Statement: Occupational Therapy for Children and Youth Using Sensory Integration Theory and Methods in School-Based Practice (2015).

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road - P. O. Box 417 - Russellville, KY 42276

Phone 270-726-2436 Fax 270-726-8892

Dr. Dan Costellow, Superintendent

OCCUPATIONAL THERAPY SERVICE QUESTIONNAIRE

BIDDER MUST PROVIDE WRITTEN RESPONSES AND SUBMIT AS PART OF THE INVITATION TO BID. (A separate sheet may be used. Some questions are only applicable if you are a company submitting a bid)

- A. Describe your experience providing occupational therapy for K-12 Kentucky districts and postsecondary students with disabilities. Include your experience with the Kentucky IEP process and Federal IDEA regulations and how your services are implemented into these processes.
- B. Describe training services provided to personnel.
- C. Provide resumes of all members who will be assigned to this project.
- D. List any current or previous litigation issues.
- E. Number of years that the firm has been in business?
- F. Reasons why we should use you/your company to handle our occupational therapy needs.
- G. Has the license of any certified position(s) employed by you/your firm ever been suspended or revoked? If yes, state the number of employees, their classification, reason and number of occurrences of suspension or revocation.
- H. Provide a list of 3 references (school districts preferred) where your firm has provided OT, Include name of organization, contact name and phone number.

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road - P. O. Box 417 - Russellville, KY 42276
Phone 270-726-2436 Fax 270-726-8892

Dr. Dan Costellow, Superintendent

OFFICIAL BID FORM

Bid Number 2025-01: Occupational Therapist

We, the undersigned in compliance with the specifications will provide physical and occupational therapy services for the bid amounts listed below. We acknowledge that we have read and understand the specifications and hereby submit our bid in accordance with the terms and conditions of the proposal specifications:

\$_____ per hour Occupational Therapist services

\$_____ per hour Occupational Therapist Assistant services

NAME OF COMPANY or INDIVIDUAL _____

SIGNATURE (& TITLE REPRESENTATIVE): _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE: _____ DATE: _____