Technical Proposal for RFP #25-026 Therapeutic Day Program Services for Students with Autism

Submitted to: Beaufort County Schools
Submitted by: FBTC Transitional Sub LLC dba Bright Light
Date: May 23, 2025

1. Executive Summary/Company Overview

Bright Light ABA is a provider of high-quality autism therapy services rooted in Applied Behavior Analysis (ABA). We have a proven track record of delivering therapeutic day programming in school and clinical settings, including our ongoing partnership with Beaufort County School District.

Founded in 2018, our organization currently serves [#] clients across 4 regions and employs a multidisciplinary team of Board Certified Behavior Analysts (BCBAs), Registered Behavior Technicians (RBTs), and clinical leadership professionals. We specialize in designing customized, student-centered interventions that foster independence, skill development, and meaningful outcomes.

We are deeply committed to continued partnership with Beaufort County Schools and to ensuring that every student in the program receives thoughtful, responsive, and dignified care.

2. Narrative on Scope of Work

Understanding of Work
Bright Light ABA understands that Beaufort County School District is seeking to maintain and enhance a high-quality therapeutic day program for students with autism. This program plays a critical role in supporting students who require intensive, individualized intervention to make meaningful progress in their academic, social, behavioral, and adaptive functioning. We recognize the importance of delivering consistent, evidence-based treatment in a structured, school-aligned environment that fosters skill acquisition, behavioral stability, and long-term independence.

Program Description
Bright Light ABA currently provides therapeutic day program services for Beaufort County Schools using the principles of Applied Behavior Analysis (ABA) as the clinical foundation. Each student receives individualized instruction driven by their IEP goals and a comprehensive behavior intervention plan, developed and overseen by a Board Certified Behavior Analyst (BCBA).

Key components of our program include:

- **Evidence-Based Approach:** Individualized programming based on the principles of ABA, including naturalistic teaching, discrete trial training, and function-based behavior intervention.

- **Qualified Staff:** Each student is supported by a Registered Behavior Technician (RBT) providing 1:1 support, under the supervision of an onsite BCBA. Clinical leadership ensures quality, fidelity, and responsiveness to changing student needs.
- **Collaborative IEP Implementation:** Our team works closely with school personnel and families to align programming with IEP goals, contributing directly to data collection, progress reporting, and IEP meetings as appropriate.
- **Integrated Communication:** We utilize visual supports, AAC strategies, and individualized communication systems to support student expression and reduce frustration.
- **Family Partnership:** Families are considered essential partners in treatment. We offer caregiver training, regular updates, and open lines of communication to ensure continuity across environments.
- **Data-Driven Decisions:** We collect daily data on skill acquisition and behavior, analyze trends regularly, and adjust programming as needed to ensure student progress.
- **Whole-Child Focus:** Beyond core academic and behavioral goals, we incorporate activities that promote play, peer interaction, motor development, and emotional regulation.
- **Safe and Structured Environment:** Our classrooms are designed for therapeutic success—structured, visually clear, and adapted for individual sensory and behavioral needs.

Commitment to Perform the Work
Bright Light ABA is fully prepared to continue providing this program without disruption. We have a dedicated clinical and operational team in place, and we are committed to maintaining appropriate staffing, rigorous documentation standards, and compliance with all Medicaid and district reporting requirements. We are deeply invested in our partnership with Beaufort County Schools and look forward to building on the success of our existing collaboration. Our team is responsive, flexible, and solution-oriented—and we are committed to ensuring that each student entrusted to our care receives individualized, dignified, and impactful support.

3. Firm Information

Legal Name of Firm:
FBTC Transitional Sub LLC dba Bright Light

Address:
3319 Argent Boulevard
Ridgeland, South Carolina, 29936

Website:
Bright Light ABA: https://sevitahealth.com/brightlight

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Overview:
Bright Light ABA is a specialized provider of therapeutic services for children with autism, with a focus on delivering high-quality, evidence-based care in clinical, home, and school-based settings. We are a part of Sevita, a national leader in community-based health care, which brings over 50 years of experience supporting individuals with complex needs across the country.

With the support of Sevita's robust infrastructure and clinical leadership, Bright Light ABA is able to offer sustainable, high-quality programming tailored to the needs of local school districts. Our partnership with Beaufort County School District reflects our shared commitment to student growth, family engagement, and professional collaboration.

4. Financial Strength

Bright Light ABA is a division of Sevita, a national leader in community-based care that has operated successfully for over five decades. Sevita is a privately held company with a strong financial foundation and a diversified portfolio of programs across the U.S., including behavioral health, autism services, neurorehabilitation, and home- and community-based supports.

As part of Sevita, Bright Light ABA benefits from the financial stability and operational infrastructure of a well-established healthcare organization. Sevita's financial strength is evidenced by:

- Sustained revenue growth across multiple service lines
- Consistent investment in infrastructure, technology, and clinical quality
- A diverse payer mix that includes Medicaid, private insurance, and school district contracts
- A proven history of meeting the financial and operational requirements of public sector partnerships, including local education agencies

Our organization is well-positioned to maintain and expand services in Beaufort County without risk of disruption. We are committed to long-term partnership and have the operational capacity to support growth as needed.

Annual Report / Financial Statement:
Financial documentation can be provided upon request under a mutually executed non-disclosure agreement. We welcome the opportunity to demonstrate our organizational strength and commitment to fiscal responsibility.

5. Account Servicing

a. References

As a provider of therapeutic services for children with autism, our work is governed by HIPAA and FERPA regulations, which limit our ability to share names or direct contact information related to school district partnerships or individual clients without prior authorization.

That said, we are proud of our strong track record and sustained relationships with multiple school districts and public agencies across South Carolina and other states. These partnerships include:

- Full-day therapeutic day programs for students with autism
- In-district classrooms supported by BCBAs and Registered Behavior Technicians
- Consultation and clinical oversight embedded in public school settings
- Medicaid-compliant service delivery and data systems aligned with IEPs
- Collaborative training and crisis support with district staff

We are confident that the quality, reliability, and integrity of our work are evident in the continuation and expansion of our school-based contracts. If the district requires additional verification, we are open to discussing a confidential process for reference sharing through the appropriate channels.

b. Competitive Positioning

Bright Light ABA offers a unique combination of clinical excellence, operational capacity, and school-based experience that distinguishes us from other providers in the region. Our competitive advantage stems from both the depth of our expertise in Applied Behavior Analysis (ABA) and the strength of our infrastructure as part of the Sevita family of companies.

Key differentiators include:

- **Established Experience in School-Based Programs:**
  Many ABA providers specialize in home or clinic-based therapy. Bright Light ABA stands apart through our direct experience designing and operating therapeutic day programs in partnership with public school districts. We understand the complexities of working within educational settings and collaborate closely with teachers, administrators, and IEP teams to ensure alignment and continuity of care.
- **Clinically Supervised, Team-Based Model:**
  Every student in our program receives 1:1 support from a Registered Behavior Technician (RBT), with direct clinical oversight from a Board Certified Behavior Analyst (BCBA). Our supervisors are on-site, available to respond in real time, and actively involved in data review and treatment planning. We do not outsource supervision or rotate clinicians—our teams are consistent, present, and invested.
- **Full-Service Operational Support with Local Leadership:**
  Our program benefits from the backing of Sevita's national infrastructure—ensuring stability in hiring, compliance, Medicaid billing, and staff training—while maintaining a locally based leadership team that is responsive, flexible, and fully engaged with the school district. This dual structure allows us to scale with quality and respond quickly to district needs.
- **Focus on Outcomes, Not Just Hours:**
  We are committed to helping students gain meaningful skills—not just accumulating therapy time. We track progress on individualized goals, collect daily data, and adjust interventions based on student response. Our success is defined by student growth, improved school participation, and positive family feedback.
- **Collaborative, Respectful Culture:**
  Our team is known for being approachable, communicative, and committed to positive

relationships. We recognize that therapeutic day programs only succeed when collaboration and trust exist between providers, educators, and families.

Through this combination of clinical integrity, operational strength, and genuine partnership, Bright Light ABA delivers a service model that is uniquely equipped to meet—and exceed—the expectations outlined in this RFP.

c. Future Commitment

Bright Light ABA is committed to the long-term success of our partnership with Beaufort County Schools and to the continued evolution of the therapeutic day program to meet the growing and changing needs of your students and district.

Our focus over the next 12–24 months includes:

- **Enhanced Staff Development:**
  We are developing an expanded professional development framework for our clinical and direct care teams, including deeper training in assent-based practices, trauma-informed care, and inclusive communication strategies. These initiatives are designed to increase staff satisfaction, skill, and retention—ultimately improving student outcomes.
- **Stronger Transition Planning:**
  We plan to implement a structured transition readiness protocol for students preparing to return to less restrictive environments. This includes collaboration with school teams, general education staff, and families to support skill generalization and ensure sustained progress beyond the therapeutic classroom.
- **Technology Integration for Progress Monitoring:**
  We are piloting a digital data dashboard to improve the visibility of student progress, behavior trends, and goal attainment. Once validated, this system will give district leaders and educators real-time access to meaningful clinical data, improving coordination and responsiveness.
- **Expanded Family Engagement Tools:**
  We will be rolling out a series of family engagement enhancements, including multilingual training resources, structured caregiver communication protocols, and more flexible options for parent training participation.
- **Scalable Program Design:**
  As the needs of the district evolve, Bright Light ABA is prepared to support additional classrooms, schools, or students with minimal lead time. We have recruitment pipelines and supervisory structures in place that allow us to scale services while maintaining quality and compliance.

Bright Light ABA is not simply delivering a static service—we are building a responsive, collaborative, and innovative model that will continue to adapt to the district's vision and the needs of the students you serve.

d. Implementation Timeline

Bright Light ABA is currently providing therapeutic day program services to Beaufort County School District. As such, we are fully prepared to ensure seamless continuity of care with no disruption in service should we be selected for contract renewal.

In the event of program expansion or the addition of new classrooms or students, our typical implementation timeline is as follows:

Phase	Timeline	Key Activities
Planning & Coordination	Weeks 1–2	Finalize contract terms, staffing plan, classroom setup, and coordination with district teams.
Staffing & Onboarding	Weeks 2–4	Hire or reassign staff as needed; conduct onboarding, background checks, and credentialing.
Training & Site Preparation	Weeks 3–5	Complete staff training (district-specific protocols, crisis response, data systems); prepare physical space.
Service Launch	Week 6	Begin direct services, initiate baseline data collection, and implement IEP-aligned programming.
Quality Review & Adjustment	Ongoing (Weeks 7–12)	Conduct fidelity checks, gather initial outcome data, and refine programming based on student response.

Bright Light ABA's clinical and operations teams are well-versed in the logistics of launching and supporting school-based programming, and we remain fully committed to maintaining staffing, compliance, and quality standards across any transition or expansion.

If awarded the contract, our leadership team will engage immediately to align timelines, finalize onboarding, and ensure readiness for the upcoming academic year or summer session, as appropriate.

6. Staff Qualifications & Training Plan

At Bright Light ABA, the strength of our program begins with the expertise and dedication of our clinical team. We ensure that all staff are appropriately credentialed, thoroughly trained, and consistently supported to deliver high-quality, individualized care to students with autism.

Staffing Model

- **Board Certified Behavior Analysts (BCBAs):**
  Each therapeutic classroom is led by a BCBA who is responsible for assessment, treatment planning, supervision of direct care staff, coordination with school personnel, and ongoing data analysis. All BCBAs are certified through the Behavior Analyst Certification Board (BACB).
- **Registered Behavior Technicians (RBTs):**
  Each student receives 1:1 support from an RBT. All RBTs are credentialed through the BACB, meet the state's Medicaid requirements, and receive case-specific training and ongoing supervision from a BCBA.
- **Clinical Supervisors & Program Directors:**
  Local leadership provides oversight of staff onboarding, clinical fidelity, and ongoing performance. These individuals are experienced clinicians who also serve as liaisons to district leadership.

Recruitment & Vetting

- All employees undergo comprehensive background checks, reference verification, and credentialing prior to working with students.
- We maintain an active candidate pipeline and recruiting partnerships to ensure rapid staffing in case of expansion or turnover.

Initial Training & Onboarding

All new staff complete a structured onboarding process, which includes:

- ABA fundamentals and RBT credentialing (if not yet certified)
- IEP implementation and school-based documentation procedures
- Behavior support strategies (e.g., de-escalation, prompting, reinforcement)
- Crisis prevention and response (including Safety Care or equivalent training)
- FERPA, HIPAA, and child safety standards
- Cultural and linguistic responsiveness

Ongoing Training & Supervision

- RBTs receive ongoing supervision from a BCBA in accordance with BACB standards (a minimum of 5% of hours, often more).
- All team members participate in clinical trainings, with topics including assent-based care, trauma-informed practices, data integrity, and inclusive communication.
- BCBAs receive clinical consultation and peer review to support consistency and alignment with best practices.
- We conduct fidelity checks and direct observation to ensure interventions are implemented accurately and respectfully.

Commitment to Excellence

Our staff are selected not only for their qualifications but for their alignment with our core values: compassion, collaboration, growth, and dignity. Through a combination of rigorous training, hands-on support, and a focus on continuous development, we ensure that every student receives care that is effective, respectful, and individualized.

7. Program Model Description

Individualized Treatment Planning:
Each student's programming is based on comprehensive assessments, IEP goals, and ongoing data review. Our BCBAs develop and monitor individualized treatment plans that target communication, adaptive skills, academics, social behavior, and daily living skills. Treatment goals are aligned with the IEP and documented in accordance with Medicaid and district expectations.

1:1 Support and Clinical Supervision:
Students receive 1:1 support from Registered Behavior Technicians (RBTs) throughout the day. RBTs implement behavior intervention plans, instructional protocols, and data collection systems under the supervision of a BCBA who is onsite and actively involved in classroom oversight, coaching, and progress monitoring.

ABA-Based Instruction:
We utilize a blend of instructional strategies based on ABA, including:

- **Discrete Trial Training (DTT)**
- **Natural Environment Teaching (NET)**
- **Task Analysis and Chaining**
- **Incidental Teaching**
- **Functional Communication Training (FCT)**

Behavior Intervention and Crisis Prevention:
Each student has a function-based Behavior Intervention Plan (BIP) developed by the BCBA and integrated into the classroom routine. We use proactive, positive strategies to support skill acquisition and reduce challenging behavior. All staff are trained in Safety Care, and crisis prevention is guided by trauma-informed, assent-based principles.

Communication Supports:
Our team supports the development and use of augmentative and alternative communication (AAC), including PECS, sign language, visual supports, and speech-generating devices. Instruction is provided in the student's preferred language, and cultural responsiveness is a priority in all programming.

Daily Schedule and Routine:
Each classroom follows a consistent daily schedule that includes:

- Morning meeting and priming for the day
- 1:1 and small group instruction
- Structured play/leisure and social skills groups
- Motor breaks and sensory regulation activities
- Lunch and daily living skill routines
- Community and functional learning (when appropriate)

Family Engagement:
Parents and caregivers are essential members of the treatment team. We offer regular communication, parent training sessions, and goal alignment to ensure consistency across home and school environments.

Data Collection and Progress Monitoring:
RBTs collect data throughout the day on skill acquisition and behavior goals. BCBAs review this data weekly to adjust programming, make clinical decisions, and contribute to IEP documentation. A digital system is used to ensure accuracy, accessibility, and integration with district reporting.

8. Facility & Safety Measures

Bright Light ABA delivers therapeutic day program services within secure, dedicated classroom spaces. These environments are structured and adapted to support the unique learning, sensory, and behavioral needs of students with autism, while also meeting all district and state safety standards.

Facility Overview

- **Dedicated, Low-Stimulation Space:**
  Classrooms are designed with clearly defined areas for 1:1 instruction, group activities, sensory regulation, and structured leisure. Visual supports and physical boundaries help reduce overstimulation and support predictability.
- **Safety-First Environment:**
  Classrooms are outfitted with safety features such as shatterproof coverings, limited access storage, and protective padding when appropriate. Egress is carefully considered, and each classroom is equipped with communication devices and emergency contact procedures.
- **Crisis-Responsive Layout:**
  Each room allows for safe redirection and de-escalation, including space for students to regain emotional regulation with dignity and support. Staff are trained in crisis prevention and management through Safety Care.
- **Accessible and Inclusive:**
  The physical space accommodates students with diverse motor and sensory needs. We follow ADA standards for accessibility and consult with occupational and physical therapists as needed.

Safety Protocols

- **Health & Sanitation:**
  Staff follow strict hygiene and infection control procedures. Classrooms are cleaned and sanitized daily. Students with dietary restrictions (e.g., food allergies, lactose intolerance) are closely monitored.
- **Behavior Risk Mitigation:**
  Each student has a behavior plan designed to prevent unsafe behaviors and ensure staff respond consistently and safely when behavioral challenges occur. De-escalation techniques and reinforcement strategies are prioritized.
- **Staff Visibility & Supervision:**
  RBTs and BCBAs maintain constant supervision of students throughout the day. Transitions, toileting, and meals are closely monitored, with documentation protocols in place to ensure accountability.

District Collaboration

Bright Light ABA works in close coordination with district personnel to maintain alignment with school-wide safety initiatives, transportation plans, and incident reporting procedures. We view student safety and dignity as shared responsibilities and work proactively to prevent issues before they arise.

9. Medicaid Documentation & Compliance Plan

Bright Light ABA is a Medicaid-enrolled provider with extensive experience delivering and documenting services in full compliance with federal, state, and district Medicaid guidelines.

Compliance Infrastructure

- **Credentialed Staff:**
  All staff providing billable services (e.g., RBTs and BCBAs) maintain current credentials as required by South Carolina Medicaid and the Behavior Analyst Certification Board (BACB).

Staff are enrolled as rendering providers when required and tracked through internal credentialing systems to prevent lapses.

- **Service Authorization:**
  All services delivered are tied to an active prior authorization or Plan of Care approved under the student's Medicaid plan, when applicable. Our team works closely with school and district personnel to align authorized services with IEPs and program delivery.
- **Documentation Standards:**
  Our team follows state and district documentation protocols, including:
  - Daily session notes detailing service type, duration, location, and objectives addressed
  - Data collection aligned with behavior intervention plans and treatment goals
  - BCBA supervision logs for RBT services
  - Monthly summaries as required by Medicaid and district auditing procedures
- **Digital Platform Integration:**
  We use a HIPAA-compliant electronic health record (EHR) and billing system that is compatible with district reporting and Medicaid documentation standards. This includes secure access to service records, audit trails, and time-stamped entries.
- **Internal Compliance Reviews:**
  Bright Light ABA conducts regular internal audits to ensure documentation accuracy, timeliness, and billing integrity. These audits are led by a dedicated compliance team under the oversight of Sevita's corporate Quality Improvement team.

Collaboration with the District

We work in direct partnership with Beaufort County Schools to:

- Submit documentation in the required format and timeframe
- Ensure timely follow-up for missing documentation or rejected claims
- Respond promptly to district audits or inquiries

Training for Staff

All RBTs and BCBAs receive training on Medicaid documentation requirements, including:

- Avoiding documentation errors (e.g., service duplication, time overlap)
- Proper use of CPT codes and session descriptors
- Timely and accurate record entry
  Ongoing training and compliance updates are provided by our leadership team and internal billing specialists.

10. Exceptions or Objections

Bright Light ABA has reviewed the terms, conditions, and specifications outlined in RFP #25-026 and submits this proposal with no exceptions or objections. We are prepared to enter into an agreement with Beaufort County School District under the terms provided.

If, during the contracting process, additional clarification is required, we are open to discussion and committed to working in good faith with district leadership to ensure all parties are aligned.

11. Attachments – Required Forms & Certifications

Attachment	Included	Notes
Cover Page (RFP Form – Signed)	☐ Yes / ☐ No	Signed by authorized representative
Page Two (Bid Submission Form – Signed)	☐ Yes / ☐ No	Signed and dated
Certificate of Insurance (COI)	☐ Yes / ☐ No	Demonstrates coverage per RFP requirements
W-9 Form	☐ Yes / ☐ No	Current and signed
References	☐ Yes / ☐ No	Optional or redacted depending on Section 8.1 decision
Sealed Cost Proposal (Separate Document)	☐ Yes / ☐ No	Budget and pricing details submitted separately