



SPRING-FORD AREA SCHOOL DISTRICT

District Office – Assistant Superintendent's Office

857 South Lewis Road, Royersford, PA 19468

Spring-Ford Area School District Request for Proposal (RFP)

Occupational Therapy (OT) and Physical Therapy (PT) Services

Proposal Due Date: March 30, 2026 (no later than 2:00 PM EST)

Opening Proposals: April 1, 2026 at 10:30 AM EST

Location: Administration Office, 857 South Lewis Road, Royersford PA 19468

Contract Start Date: July 1, 2026

Contract Term:

- School Year 2026–2027
 - School Year 2027–2028
 - School Year 2028–2029
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1. Introduction

The Spring-Ford Area School District (“District”) is soliciting sealed proposals from qualified and experienced providers to deliver **Occupational Therapy (OT)** and **Physical Therapy (PT)** services to eligible students in accordance with the Individuals with Disabilities Education Act (IDEA), Chapter 14 of the Pennsylvania Code, and all applicable federal and state regulations.

The District seeks proposals from vendors capable of providing high-quality, school-based therapeutic services that support students’ educational programs across multiple school settings.

2. District Overview

Spring-Ford Area School District serves students in kindergarten through grade 12 across multiple elementary, middle, and secondary school buildings. Related services are provided as part of students’ Individualized Education Programs (IEPs) and are aligned with educational goals and outcomes.

ADMINISTRATION

Dr. Jay Burkhart, Superintendent

Dr. Tina Giambattista, Assistant Superintendent of Special Education and Student Services



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3. Scope of Services

The selected vendor(s) will provide Occupational Therapy and/or Physical Therapy services, which may include but are not limited to:

- Evaluation and re-evaluation of students
- Development of therapy goals aligned with IEPs
- Direct therapy services (individual and group)
- Consultative services with staff and families
- Participation in IEP meetings, when required
- Collaboration with special education teachers, administrators, and related service staff
- Progress monitoring and documentation
- Compliance with all state and federal special education regulations

Services may be delivered in various settings, including general education classrooms, special education classrooms, therapy rooms, or other school-based environments.

4. Service Requirements

Proposals should address the ability to provide:

- Licensed Occupational Therapists (OTR/L) and Physical Therapists (PT)
- Therapy Assistants (COTA/PTA), if applicable, under appropriate supervision
- Coverage for absences and vacancies
- Flexibility to adjust service levels based on student needs
- Consistent staffing and minimal turnover
- School-based experience preferred

All therapists must:

- Hold current Pennsylvania licensure
- Obtain required clearances (PA State Police, Child Abuse, FBI)
- Meet Act 168, Act 34, Act 114, and Act 151 requirements
- Complete any District-required training or orientation

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5. Contract Term

The District intends to award a contract for **three (3) school years**, covering:

- 2026–2027
- 2027–2028
- 2028–2029

Contracts will be awarded on an annual basis with the intent to renew yearly, subject to satisfactory performance, Board approval, and availability of funds.

6. Proposal Submission Requirements

Proposals must include the following sections:

A. Vendor Information

- Legal name of organization
- Address, phone number, and email
- Years in operation
- Primary contact person

B. Experience and Qualifications

- Experience providing school-based OT/PT services
- Experience working with K–12 students
- Description of staffing model
- Recruitment, supervision, and retention practices

C. Service Delivery Plan

- Approach to service delivery in a public school setting
- Collaboration with IEP teams
- Coverage plans for staff absences
- Quality assurance and performance monitoring

D. Staffing

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- Description of therapist qualifications
- Use of assistants, if applicable
- Supervision model

E. Cost Proposal

- Hourly rates for OT, PT, COTA, and PTA (if applicable)
- Any additional fees (travel, meetings, evaluations, etc.)
- Cost structure for each school year

F. References

- At least three (3) school district references, including contact information
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7. Evaluation Criteria

Proposals will be evaluated based on, but not limited to, the following criteria:

- Experience and qualifications of the vendor
- Quality and feasibility of service delivery plan
- Staffing model and ability to meet District needs
- Cost effectiveness
- References and past performance

The District reserves the right to interview finalists, request additional information, or negotiate terms.

9. Submission Instructions

- All proposals must be clearly marked "Sealed Proposal" on the outside of the envelope and delivered to the attention of Dr. Tina Giambattista, Assistant Superintendent, at the Spring-Ford Area School District's Administration Office, 857 S. Lewis Road, Royersford, PA 19468 by 2:00 PM EST on March 30, 2026.
 - All mailed or hand-delivered proposals must be delivered by the deadline.
 - Any proposals received after 2:00 PM EST on March 30, 2026 will not be considered
 - No facsimile or email proposals will be accepted
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- Proposals shall be publicly opened on April 1st, 2026 at 10:30 AM EST in the Spring-Ford Area School District's Administration Office, at the aforementioned address.
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10. Conditions and Reservations

The Spring-Ford Area School District reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Accept the proposal deemed to be in the best interest of the District
- Cancel or amend this RFP at any time

This RFP does not commit the District to award a contract or to pay any costs incurred in the preparation of proposals.

11. Contact Information

All questions regarding this RFP must be submitted in writing to:

Spring-Ford Area School District

Attn: Special Education Department

Tina Giambattista, Ed. D. - Assistant Superintendent of Special Education and Student Services

tgiam@spring-ford.net

Issued by Spring-Ford Area School District

ADMINISTRATION

Dr. Jay Burkhart, Superintendent

Dr. Tina Giambattista, Assistant Superintendent of Special Education and Student Services