

# TROY CITY BOARD OF EDUCATION

Mrs. Cynthia G. Thomas, Superintendent

358 Elba Highway

**TROY, ALABAMA 36079**

TELEPHONE 334-566-3741

FAX 334-566-1425

“Trojans Committed to Success”

## REQUEST FOR PROPOSALS (RFP)

### OCCUPATIONAL THERAPY SERVICES

**RFP Number:** TCS-OT-2026-01

**Issue Date:** April 7, 2026

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#### 1. INTRODUCTION

The Troy City Board of Education is requesting proposals from qualified individuals or firms to provide **Occupational Therapy (OT) services** for eligible students within the district.

This Request for Proposals (RFP) is issued to secure high-quality, compliant, and student-centered occupational therapy services in accordance with applicable federal and state laws.

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#### 2. SCOPE OF SERVICES

The selected provider shall deliver services, including, but not limited to:

- Occupational therapy evaluations and re-evaluations
- Direct and indirect therapy services
- Participation in IEP meetings
- Consultation with teachers, staff, and parents
- Documentation and progress reporting
- Compliance with the **Individuals with Disabilities Education Act (IDEA)** and Alabama State Department of Education guidelines

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#### 3. QUALIFICATIONS

Proposers must meet the following minimum qualifications:

- Current licensure as an Occupational Therapist in the State of Alabama
- Experience in pediatric and/or school-based occupational therapy
- Knowledge of IDEA and special education compliance requirements
- Ability to pass required background checks for school personnel
- Proof of professional liability insurance

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#### 4. CONTRACT TERM

The anticipated contract period is:

**August 1, 2026, through July 31, 2026**

The contract may be renewed annually, subject to performance, funding availability, and Board approval.

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## **5. PROPOSAL REQUIREMENTS**

All proposals must include:

- Cover letter / Letter of interest
  - Resume or company qualifications
  - Copy of current Alabama OT license(s)
  - Description of relevant experience (especially school-based services)
  - Proposed service delivery model
  - Fee schedule (hourly or contract rate)
  - At least three (3) professional references
  - Proof of insurance
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## **6. EVALUATION CRITERIA**

Proposals will be evaluated based on:

- Qualifications and relevant experience
- Demonstrated understanding of school-based OT services
- Cost and fee structure
- References and past performance
- Ability to meet district needs and timelines

The Board reserves the right to conduct interviews with selected proposers.

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## **7. SUBMISSION INSTRUCTIONS**

Sealed proposals must be clearly marked and submitted to:

**“RFP – Occupational Therapy Services”**

**Troy City Board of Education**

**358 Elba Highway**

**Troy, Alabama 36079**

**Submission Deadline:**

**May 29, 2026, at 3:00 PM CST**

Late submissions will not be accepted.

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## **8. PROCUREMENT & LEGAL COMPLIANCE**

This RFP is issued in accordance with applicable provisions of the:

- Alabama Competitive Bid Law
- Alabama public school procurement policies

Professional services, including occupational therapy, are exempt from strict low-bid requirements; therefore, this contract will be awarded based on qualifications and best value rather than lowest price alone.

All proposals will become public record as required by Alabama law.

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## **9. TERMS AND CONDITIONS**

- The Board reserves the right to reject any or all proposals.
  - The Board may waive informalities or irregularities in proposals.
  - The Board is not obligated to award a contract as a result of this RFP.
  - Costs incurred in proposal preparation are the responsibility of the proposer.
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## **10. QUESTIONS & CONTACT**

All questions regarding this RFP should be directed to:

Dr. Christie Armstrong  
Administrative Asst. Supt.  
Phone: 334-566-3741  
Email: [armstrongc@troyschools.net](mailto:armstrongc@troyschools.net)

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## **11. PUBLIC NOTICE**

Notice of this RFP will be published on our website, posted on the Central Office's bulletin board, and mailed to surrounding OT companies, in accordance with state requirements.