

Request for Proposals

Physical Therapy & Occupational Therapy Services School Year 2026–2027



**Yazoo County School District
94 Panther Drive
Yazoo City, MS 39194**

RFP Title: Physical Therapy & Occupational Therapy Services

RFP Number: YCSD-SPED-PT/OT-2027

Release Date: April 29, 2026

Proposal Deadline: May 15, 2026

Contract Term: July 1, 2026 – June 30, 2027

Contact: Gloria Jamison, Associate Superintendent of Student Services

By submitting a Proposal, the Offeror certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

I. DISTRICT BACKGROUND

The Yazoo County School District (YCSD), located in Yazoo County, Mississippi, serves a rural and diverse student population with a commitment to equity, access, and academic success. The district serves approximately 1,200 students across four schools, including two elementary schools, one middle school, and one high school. YCSD operates as a Provision 2 district, ensuring that all students have access to essential supports and services. The district maintains an approximate 85% participation rate and an overall “B” accountability rating, with Yazoo County High School achieving a 94% graduation rate, the highest in district history.

YCSD’s mission is to “create next generation leaders who pursue purposeful, productive lives,” supported by a vision focused on providing world-class learning experiences, supporting the whole child, and preparing students for college, career, and life success. Through its EMPOWER25! strategic planning process, the district continues to strengthen instructional practices and student support systems.

The Office of Student Services and Special Education is dedicated to providing services that ensure all students, including those with disabilities, can access and benefit from their educational environment. The department’s mission is to deliver equitable, compliant, and student-centered services, while its vision is to support students in developing independence and functional skills necessary for meaningful participation in school and beyond.

Physical and Occupational Therapy services play a vital role in supporting students’ ability to access instruction, navigate the school environment, and develop the motor and functional skills necessary for academic success. YCSD is committed to providing these services in accordance with the Individuals with Disabilities Education Act. The district seeks qualified providers who can deliver high-quality, individualized interventions and collaborate with school staff to ensure students achieve optimal outcomes.

II. PURPOSE

YCSD is soliciting proposals for Physical Therapy (PT) and Occupational Therapy (OT) services to support students with disabilities in accordance with the Individuals with Disabilities Education (IDEA) Act and Mississippi Department of Education (MDE) guidelines to ensure a Free Appropriate Public Education (FAPE).

III. FEDERAL PROGRAM ALLOWABILITY

Services must:

- Be necessary, reasonable, and allocable under IDEA
- Directly support IEP implementation
- Comply with 2 CFR Part 200 and MDE requirements
- Include documentation for audit and monitoring

IV. SCOPE OF SERVICES

The selected provider will be expected to deliver comprehensive school-based Physical Therapy (PT) and Occupational Therapy (OT) services that support students' ability to access and participate in the educational environment. Services must be aligned with each student's Individualized Education Program (IEP) and implemented in accordance with the Individuals with Disabilities Education Act and Mississippi Department of Education guidelines. The provider shall utilize evidence-based practices, collaborate with multidisciplinary teams, and ensure that all services promote functional independence and academic success. The following outlines the required scope of services and qualifications:

Physical Therapy (PT):

- Conduct mobility and motor evaluations
- Provide interventions to support student access to the school environment
- Recommend and support appropriate equipment and positioning strategies

Occupational Therapy (OT):

- Conduct fine motor and sensory evaluations
- Provide functional skill interventions to support classroom performance
- Recommend and support classroom accommodations and modifications

Shared Responsibilities:

- Participate in IEP meetings and contribute to goal development
- Collaborate with staff and provide ongoing progress reporting
- Communicate effectively with parents regarding student progress and strategies

V. SERVICE DELIVERY REQUIREMENTS

The selected vendor shall:

- Coordinate schedules with district administration
- Provide services across multiple school sites, as assigned
- Ensure confidentiality of student records (FERPA compliance)
- Utilize district-issued email and systems for communication
- Submit monthly service logs and invoices

VI. QUALIFICATIONS

- PT: Licensed Physical Therapist
- OT: Licensed Occupational Therapist
- Mississippi licensure required

VII. Cost

Due to the specialized scope of services requested by the Yazoo County School District, vendors are required to provide a detailed, transparent cost proposal. It is anticipated that proposed costs may vary based on each vendor's service delivery model, staffing, and resources necessary to fulfill the requirements outlined in this RFP.

VIII. COMPENSATION AND CONTRACT TERMS

- Vendors must submit a proposed hourly or service rate
- Rates must include all services (e.g., evaluations, meetings, documentation, therapy sessions), consistent with bundled service expectations
- Payment terms:
 - Monthly invoicing
 - Payment within 45 days of receipt of invoice
- The district reserves the right to:
 - Adjust service levels based on student needs
 - Terminate services with a 30-day written notice

IX. INDEPENDENT CONTRACTOR STATUS

The selected vendor shall operate as an independent contractor and shall not be considered an employee of YCSD. The contractor shall have no authority to bind the district and shall be responsible for all applicable taxes, insurance, and liabilities.

X. PROPOSAL REQUIREMENTS

All proposals must include:

1. Cover Letter and Vendor Information
2. Proof of licensure and certifications
3. Description of service delivery model
4. Evidence of experience in school-based settings
5. Proposed rate structure
6. Proof of liability insurance
7. References (preferably school districts)
8. Signed assurance of compliance with IDEA and MDE regulations

Incomplete proposals may be deemed non-responsive.

XI. EVALUATION CRITERIA

Criteria	Weight
Qualifications and experience	30%
Understanding of school-based services and IDEA compliance	25%
Cost effectiveness	20%
Capacity to meet district needs	15%
References and past performances	10%

XII. SUBMISSION & TIMELINE

Release Date: Wednesday, April 29, 2026

Deadline for Bidders to Submit Questions: Wednesday, May 6, 2026, by 5:00 pm (CST)

- Questions concerning the RFP should be emailed to gloria.jamison@yazook12.org

YCSD Deadline for Response to RFP Questions: Friday, May 8, 2026

Proposal Deadline: Friday, May 15, 2026, by 5:00 p.m. (CST)

RFP Opening: Tuesday, May 19, 2026

Recommendation to YCSD School Board: Tentatively, Tuesday, June 2, 2026

Contract Term: July 1, 2026 – June 30, 2027

Submit to:

Yazoo County School District

ATTN: Gloria Jamison

Office of Student Services

94 Panther Drive

Yazoo City, MS 39194

XIII. RESERVATION OF RIGHTS

YCSD reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Request additional information
- Negotiate terms with selected vendor(s)