

TROY CITY BOARD OF EDUCATION

Mrs. Cynthia G. Thomas, Superintendent

358 Elba Highway

TROY, ALABAMA 36079

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“Trojans Committed to Success”

REQUEST FOR PROPOSALS (RFP)

OCCUPATIONAL THERAPY SERVICES

RFP Number: TCS-OT-2026-01

Issue Date: April 7, 2026

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.

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

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

4. CONTRACT TERM

The anticipated contract period is:

August 1, 2026, through July 31, 2027

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

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.

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.

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.

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

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.