

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Occupational Therapy Services FY21 – One Year Contract with Two Option Years

DATE AND TIME TO BE OPENED: Wednesday, July 22, 2020 at 1PM EST

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Edda Carmadello

SUBJECT MATTER EXPERT (EMAIL): edda.carmadello@ppsd.org

QUESTION DEADLINE: Friday, July 10 at 4:30PM EST

PLEASE NOTE : In order to drop off your bid in person, you must contact Director of Purchasing Molly Hannon at Molly.Hannon@ppsd.org to schedule a time. No phone calls.

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:
**Purchasing Department, Suite 206
797 Westminster Street
Providence, RI 02903**
2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other responder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. Bids may be submitted on an “equal in quality” basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
8. A responder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
9. The contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.
11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
14. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
15. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
16. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/215>).
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
18. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Occupational Therapy Services FY21 – One Year Contract with Two Option Years

DATE AND TIME TO BE OPENED: Wednesday, July 22, 2020 at 1PM EST

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

**Providence Public School District
Occupational Therapy Services
REQUEST FOR PROPOSALS**

The Providence School Department Purchasing Office is soliciting proposals for a occupational therapy services to be provided to students enrolled in special education programs throughout the city of Providence. Services may include individual or classroom based provision of services for students ages 3-22 in all Providence Public School District preschool, elementary, middle and high school programs, private schools, and community schools.

I. BACKGROUND

The mission of the Providence Public School Department (PPSD) is to prepare all students to succeed in the nation's colleges and universities, and in their chosen professions, regardless of their disability.

II. REQUIRED QUALIFICATIONS

PPSD requires a vendor to meet the qualifications and specifications listed below. The submitted proposal should clearly demonstrate the vendor's ability to meet each requirement and provide a solution and product that is a good fit for Providence's expressed needs. In addition to the following criteria, the proposal must include detailed cost estimates, staff qualifications, organizational capacity and staff that would be assigned to support PPCSD, creative approach and philosophy, content knowledge, and client references.

III. Scope of Work

The vendor retained through this RFP will be required to provide individuals who are certified occupational therapists in Rhode Island who can deliver the following scope of work:

- Occupational therapists will provide direct therapy services to students enrolled in special education programs throughout the city of Providence. Services may include individual or classroom based provision of services for up to 65 students.
- Occupational therapists will provide complete evaluations to students referred for initial evaluations or three year reviews with the schools assigned.
- Occupational therapists will provide written and/or verbal reports as required by the Office of Specialized Instruction and Services.
- Occupational therapists will complete all documentation associated with the referral and evaluation process, and the provision of services including in IEP development and Medicaid reimbursement forms.
- Occupational therapists will complete quarterly reports for students on their caseload.
- Occupational therapists will provide a weekly schedule which will not exceed 6.5 hours a day x 5 days a week.

IV. PERIOD OF PERFORMANCE

This is a 12 month Request for Proposal to be implemented with an option to be extended for two additional years. The period of performance will begin August 1, 2020 and go through June 30, 2021.

V. LIMITATIONS

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so.

This award is contingent upon the receipt of funding.

VI. PROPOSAL REQUIREMENTS

The consulting organizations responding to this RFP should submit a proposal that includes:

1. A detailed description of the organization including creative approach and philosophy, staff qualifications, organizational capacity to support this work, experience completing related work, and client references.
2. A detailed project plan for providing services and ongoing technical assistance.
3. A proposed budget with a detailed cost description.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

The Proposal shall be submitted in the format as set forth below:

Title Page

Template (Appendix A)

Tab 1 – Table of Contents

Clearly identify the materials by sections and page numbers.

Tab 2 – Profile of the Proposer

A detailed description of the organization including creative approach and philosophy, staff qualifications, organizational capacity to support this work, experience completing related work, and client references.

Tab 3 – A detailed project plan for providing service

Clearly describe the scope of the work and /or services to be provided based upon the information in the Scope of Work.

Tab 4 - Proposed Budget

Any and all pricing information, including any alternative pricing proposals that may be

acceptable for individual components and/or supplemental products/services that meet all or some of the criteria listed in this RFP. District may request pricing to be submitted electronically at a future date.

Tab 5 – Addenda

Insert any addenda under this section.

VII. Evaluation Process

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meeting for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member’s score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

Vendor Name	
Technical Proposal Category	Score
<i>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience and Background (0 -10 points)</i>	
<i>Capability, Capacity, Staffing and Qualifications of the Vendor (0 -40 points)</i>	
<i>Work Plan/Approach Proposed (0-40 points)</i>	
Total Score	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.

VIII. PROPOSAL QUESTIONS, SUBMISSION and DEADLINE

NOTE: Proposals received after the due date and time (July 22, 2020 at 1PM EST) will not be considered. Questions concerning this solicitation should be e-mailed to Edda Carmadello, Executive Director of Specialized Instruction and Services at Edda.Carmadello@ppsd.org no later than the end of the business day July 10, 2020, and responses will be sent back via email no later than the end of business on July 13, 2020.

VIII. BUDGET and CONTRACT AWARD

The Providence School Department will review proposals on the basis of the alignment and fit of the product with the School Department's needs and specifications as outlined in this RFP, the quality of the product, the strength of the organization including its capacity to provide and support the product and its product components, and cost. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The School Department may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for the award.

Appendix A

Title Page

RFP Title: **Occupational Therapy Services**

Vendor Name: _____

Product(s): _____

Address: _____

Contact Person: _____

Contact Person's
email: _____

Date: _____