

Danville Public Schools
Danville, Virginia

Request for Proposals

for

Physical Therapy Services for the
2012-2013 School Year

Special Conditions and Specifications

RFP - 1112-343

**Request for Proposals for
Physical Therapy Services for the 2012-2013 School Year
RFP - 1112-343**

January 12, 2012

1.0 Introduction

It is the intent of the Danville Public Schools (DPS) to award a contract for **Physical Therapy Services** as a result of issuing this Request for Proposal. Sealed proposals, subject to conditions contained herein and attached hereto, will be received at the Office of the Superintendent of Schools, 341 Main Street, Suite 100, Danville, VA 24541, until, but not later than **11:00 a.m.** local prevailing time, **February 14, 2012**, and then opened and publicly read.

Proposals should be submitted in a sealed envelope and mailed to:

RFP - 1112-343
Assistant Superintendent for Administrative Services
Danville Public Schools
P.O. Box 9600
Danville, VA 24543

Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered and returned to the proposer unopened. The right is reserved to reject any and all proposals, and to waive any informality in RFP's.

The successful proposer shall demonstrate the ability to provide a comprehensive program for services for Physical Therapy for public school students with impairments requiring the intervention of Physical Therapy as outlined in their Individualized Education Plan (IEP).

2.0 Contract Period

It is the intent of this request for proposal to award a one year contract, with right to renew for one-year periods after successful negotiation.

3.0 Scope of Services

Proposers must provide a detailed outline of the services to be provided to the Danville Public Schools for a comprehensive level of Physical Therapy services. At a minimum, proposers are to provide the following services:

- A. Contractor will coordinate, conduct, and execute a schedule for Physical Therapy (PT) services for the Danville Public Schools within 14 days of contract award, and make an oral or written presentation of findings and recommendations for maximum implementation of services. The PT services will consist of the following:
- Conducting screenings;
 - Participating in the Child Study Process;
 - Determining the number of students with disabilities requiring Physical Therapy services via Individualized Education Plan (IEP) or the screening process;
 - Reviewing the goals and objectives of the IEP;
 - Implementing the services of the IEP;
 - Developing IEP goals and objectives;
 - Contacting parents and school staff as appropriate;
 - Recommending eligibility and termination of physical therapy services as appropriate;
 - Developing reports as required by the Danville Public Schools Office of Exceptional Children;
 - Participating in all required IEP Team and Eligibility meetings;
 - Conducting and interpreting assessment results;
 - Using appropriate materials and resources to provide physical therapy services.
- B. Identify goals and objectives of the IEP;
- C. Implement Physical Therapy goals and objectives;
- D. Monitor compliance of Physical Therapy services and the IEP process.

4.0 Contractor's Experience

- Extensive prior experience in physical therapy services and special education that are in compliance with IDEA '04;
- Knowledge of computer generated IEP forms and the special education process.

5.0 References

Anyone submitting an RFP must provide a minimum of three (3) references in which similar contracts have been provided to school or educational organizations. This reference list must include the name, address, and telephone number of a key contact person and a brief description of the services provided.

6.0 Cost Proposal

Proposers must describe and define costs associated with an annual contract for Physical Therapy. The proposal cost must include all costs for services and reimbursement for travel, postage, etc. in order to perform in accordance with this scope of services.

7.0 Timetable

Proposers must include a timetable describing when tasks outlined in the scope of services are to be performed and the date(s) on which Physical Therapy services will be implemented.

8.0 Submission of Proposal

Two copies of the written proposal must be forwarded to Danville Public Schools, Office of the Assistant Superintendent for Administrative Services, P.O. Box 9600, Danville, VA 24543, no later than 11:00 a.m. on February 14, 2012.

9.0 Contact Person

All questions and inquiries regarding the RFP specifications should be directed to John Thacker, Director of Exceptional Children, (434) 799-6400 or jthacker@mail.dps.k12.va.us and the format, or submission of the RFP should be directed to the Assistant Superintendent for Administrative Services.

10.0 Proposal Evaluation

Proposals will be evaluated by The Office of Exceptional Children's Services for Danville Public Schools.

Select proposals meeting all requirements may be requested to present an oral presentation at which key areas of the proposal will be discussed. At the presentation meeting, questions and clarifications, if any, will be addressed by the school system and contract negotiation may be exercised.

Proposals will be evaluated on the following criteria:

1. Qualifications of the proposer;
2. Demonstrated expertise and past experience in conducting similar services;
3. Service, functions, and capabilities proposed;
4. Cost of proposal;
5. Contract terms.

11.0 Summary

It is the responsibility of the proposer to submit a proposal that best meets the requirements outlined in this Request for Proposal. The proposer may elect to include information not requested and the content of the proposal shall be at the discretion of the Proposer.

It is the intent of the school system to award a contract for **Physical Therapy Services** as a result of this Request for Proposal; the school system reserves the right to reject any or all such proposals. This Request for Proposal and the proposal submission shall be the basis for a contract award.

The Danville Public Schools is an equal opportunity employer. The contract, when negotiated will require that the awarded contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, or national origin.

You hereby certify and acknowledge that you agree that the terms of this agreement will be governed by the laws of the Commonwealth of Virginia and that the City of Danville is the appropriate jurisdiction and venue to settle any matters that may come in dispute over this contract or agreement.

Firm _____ Cost _____

Address _____

Name (print or type) _____

Signature _____ Date _____

Title _____

Telephone _____ Fax _____

Determination that Competitive Bidding
is not Practicable and/or not Fiscally Advantageous
to the Public for the Procurement of
Goods/Services/Insurance

The Superintendent (or his/her authorized designee) and the School Board of the City of Danville, Virginia, has concluded that the procurement of the following goods/services/insurance should be procured by competitive negotiation rather than competitive bidding:

Physical Therapy Services

In accordance with the provisions of Section 11-41C.1 of the Code of Virginia, 1950, as amended, the Superintendent (or authorized designee) and the School Board have determined that competitive sealed bidding is not practicable and/or not fiscally advantageous to the public for the procurement of such goods/services/insurance for the following reasons:

This service is so diversified we are concerned that specific specifications would knock out some of the competition. It is more practical to keep as much competition as possible for this service.