

## **Request for Proposal For Contracted Physical Therapy Services For Students**

The Delaware Valley School District is accepting proposals for a Contracted Physical Therapist with a valid Pennsylvania License. Proposals may be submitted by individuals, businesses or agencies interested in providing this service. Proposals may be written for the 2013-2014 school term, or for a two-year school term for 2013-2014 and 2014-2015.

### **1. Description of Service to be provided.**

The Physical Therapist(s) will:

- Provide physical therapy services to approximately 25 students.
- Conduct formal and informal assessments to identify the student's physical disabilities as it relates to the educational environment.
- Participate in the development of Individual Education Plans (IEP) in conjunction with other team members.
- Provide students with a physical therapy program as related in the IEP via direct, indirect or consultative services with identified strategies.
- Conduct initial evaluations and complete reevaluations based on designated timelines.
- Communicate with parents via quarterly progress reports and opportunities for observation and consultation.
- Develop weekly therapy schedules for all students.
- Develop strategies and methods to implement short and long-term goals and objectives.
- Consult with appropriate staff members regarding physical therapy needs.
- Complete all necessary progress reports and record keeping as required by the program.
- Consult with physicians when needed regarding certain specific situations.
- Monitor and request prescriptions for physical therapy services on a yearly basis.
- Complete necessary logging for ACCESS billing submission.
- Provide in-service training upon request.
- Work within the Delaware Valley School District calendar including all school closings.

### **2. Certificate of Insurance**

Prior to the effective date of the service, the contractor will provide the Delaware Valley School District evidence that a Public Liability Insurance Policy, issued by a company authorized by law to insure in Pennsylvania and with a Best rating of A is in place. This policy shall be in effect for the duration of the service that is being provided.

Certificate of Insurance must indicate that Delaware Valley School District and its Board of Directors are Additional Named Insured on the policy. These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior to written notice being given to the school district.

Worker's Compensation insurance will be required on all employees of the contractor who will be involved in any aspect of the operations contemplated by the contract with the school district. A company with a Best rating of A or better shall issue insurance coverage. Verification of the rating, in writing, must be submitted to the District.

The certificate of insurance on the liability and workers compensation naming the Delaware Valley School District and its Board of Directors as additional insured must be forwarded to the school district prior to the commencement of all contracts.

Each party will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the contractor on school district business, so as to handle potential problems on a timely basis in the best interest of both parties.

### 3. Indemnification

In addition to the insurance requirements included as part of the specifications, "The contractor shall also defend, indemnify and hold harmless the school district from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind of whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, its agents or employees, in the performance of the contract and further agrees to indemnify the school district against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of the school district representatives with respect to the performance of the contract."

### 4. Contractors and Contractor Personnel

Contractors will need to maintain current criminal background checks (Act 34 Clearance) and child abuse background checks (Act 151 Clearance) for all on-site personnel.

### 5. Compensation for Services

Services rendered through the twentieth of the month shall be invoiced to the School District to be reviewed by the Special Education Department and forwarded to the Business Office to process payment. Bills for payment received in the Business Office by the end of the month are approved at a Board meeting, typically on the third Thursday of the month.

### 6. References

Please submit five references and contact information with this proposal.

The proposals are due by 2 p.m. on, or before, June 11, 2013.

Submit to:

Delaware Valley School District  
236 Route 6 and 209  
Milford, PA 18337  
Attention: Dr. Maria G. Farrell  
Supervisor of Special Education

**Proposed Hourly Rate for Physical Therapy Services:** \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City & State:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_