



PURCHASING DEPARTMENT

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May 13, 2013

Amphitheater Public Schools Request for Proposal (RFP) 12-0085 Speech Language Pathologists (SLP) and Speech Language Pathologist Assistants (SLPA)

You are invited to submit a proposal for “SLPs and SLPAs” **Request for Proposal 12-0085** for Amphitheater Public Schools. Sealed proposals will be received by the Purchasing Manager for Amphitheater Public Schools, 1001 W. Roger Rd Tucson, AZ 85705 up to and before **2:00 P.M.** local time on **Tuesday, June 11, 2013**. Proposals will be opened and the name of the company/SLP/SLPA will be publicly read aloud at that time.

No verbal, telephoned or faxed proposals will be accepted.

Amphitheater Public Schools (the District) prefers that the Offeror include with their hard copy proposal response a copy of their proposal on either CD or USB/flash drive. (Note: This is to comply with any public records requests that the District may receive after proposal award.)

The District is not responsible for proposals delivered or received late. Any proposals received after the scheduled closing time will be returned unopened.

SCOPE OF SERVICES

Amphitheater Public Schools will contract with qualified SLPs and SLPAs. Interested parties may respond with the following information regarding their company/themselves:

- 1) Time in trade providing Speech Language Pathologists / Assistants to K-12 Education
- 2) Five references from K-12 clients that include name of school, name of contact person with telephone number and e-mail address
- 3) Sample resumes of SLPs and SLPAs placed in K-12 education
- 4) Resumes of SLPs and SLPAs currently available for placement at Amphitheater Public Schools
- 5) Sample fee schedule SLPs and SLPAs

SLP REQUIREMENTS

A. Required

- Bachelor's Degree in Speech/Language Pathology
- Must hold current Arizona Speech Language Pathologist License and a Professional Non-Teaching Certificate for Speech Language Pathology
- Ability to obtain licensure from the Health Department before start of contract; either Speech Pathology License, Temporary Speech Pathology License or Limited Speech Pathology License
- High level of expertise with diagnostic procedures
- Thorough knowledge of current remediation methods and materials

B. Desired

- American Speech/Language and Hearing Association Certification in Speech/Language Pathology (CCC – Certificate of Clinical Competence)
- Master's Degree in Speech Pathology
- Clinical and/or Public School Experience
- Bilingual Skills

C. Additional Requirements

- Flexible schedule that will allow for early morning and/or after school meetings
- Must have obtained a DPS fingerprint clearance card through the certification process before contract begins
- Position(s) location to be determined

SLPA REQUIREMENTS

A. Required

- Bachelor's Degree in Speech/Language Pathology or completion of an approved training program for Speech/Language Pathologist Assistants or the equivalent from a Nationally or Regionally accredited college or university that meets the requirements of ARS 36-1940.04
- Ability to obtain Arizona State Licensure as a Speech/Language Pathology Assistant within 60 days of the beginning of the contract

B. Desired

- Master's Degree in Speech Pathology
- Experience in an Educational Setting
- Bilingual Skills

EVALUATION OF PROPOSALS AND AWARD

The District intends to contract with the qualified individuals or companies whose proposals are deemed to be most advantageous to the District. No contract shall be awarded solely on the basis of price. Only those proposals determined to meet all of the requirements of this RFP will be given consideration. This will not be an exclusive contract. The District reserves the right to: 1) make multiple awards depending on the service availability of the respondents, 2) issue additional solicitations or 3) use other contracts for its requirements, when doing so is determined to be in the District's best interest. Evaluation of the

proposals will be made by an evaluation committee. Evaluation and award will be based upon the following criteria, which are listed in order of importance.

- 1) SLP and SLPA Experience
- 2) References
- 3) Fee Schedule

CONTACT INFORMATION OF OFFEROR

Name of Sales Representative _____

Telephone Number _____ Fax Number _____

E-mail _____

PROPOSAL INFORMATION

Each proposal must be submitted using this document and certification by an appropriate official of the offeror's firm or themselves, must be complete and fully executed when submitted. If the proposal is not properly signed, it will be considered non-responsive.

Amphitheater Public Schools reserves the right to increase, decrease or eliminate any item of this RFP prior to the award or the issuing of purchase orders to the Offeror. The District also reserves the right to reject any, any part of, or all proposals for any reason whatsoever, or to waive any irregularities or informalities in the proposals. Evaluation of proposals will be determined by appropriate officials of Amphitheater Public Schools in accordance with the laws, codes, and policies that govern Public School Procurement in Arizona. Amphitheater Public Schools reserves the right to award to multiple Offerors if deemed in the best interests of the District.

OFFEROR CERTIFICATION

By submission of a proposal, the Offeror certifies that:

The Offeror has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract.

The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Offeror.

If awarded a contract, the Offeror agrees not to discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, disability, age or national origin.

An Offeror may recall their proposal before and up to the time for the proposal opening. However, no Offeror may withdraw their proposal for a period of 60 days after the date set for the opening of the proposals. Any failure by the Offeror to acquaint themselves with all the available information shall not relieve them from any responsibility for performance of their proposal under the awarded contract.

If you have any questions regarding this RFP, please contact Brenda Widugiris, Purchasing Manager bwidugiris@amphi.com. All questions must be received no later than five (5) business days prior to the

closing date of the RFP allowing sufficient time to forward a copy of the inquiry and response to all Offerors on the bidders list.

PUBLIC INFORMATION

After contract award, the proposals shall be open for public inspection except to the extent the Offeror designates, and the District concurs, that trade secrets or other proprietary data remain confidential. If the Offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portion(s) at the time of submission. Written notice of the contract award may be made to all firms/persons submitting proposals.

ADDITIONAL SERVICES

The District reserves the right to add related products or services to the contract at any time during the contract period. The District will contact the successful Offeror(s) for prices prior to adding any products or services and may, at the District's sole option, accept the quoted prices or purchase elsewhere those products or services concerned.

CONTRACT AND TERM OF CONTRACT

No contract exists on the part of the District until a written purchase order is issued. Issuance of a purchase order will be considered sufficient notice of acceptance of offer.

This RFP is for fiscal year 2013-2014 beginning July 1, 2013 and ending June 30, 2014 with the option to renew for up to four (4) additional one (1) year fiscal year periods.

PRICE ADJUSTMENT (ANNUAL)

The District may review a fully documented request for a price increase only after the contract has been in effect for one year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The Offeror shall submit a request for a price increase at least thirty (30) days prior to the contract extension.

The Offeror may offer the District a price reduction at any time during the contract period.

The price increase adjustment, if approved, will be effective upon the date of the contract extension. Price reductions will become effective upon acceptance by the District.

REGISTERED SEX OFFENDER RESTRICTION

Pursuant to this order, the named Contractor agrees by acceptance of this order that no employee of the Contractor or a subcontractor of the Contractor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The Contractor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

FOREIGN BUSINESS OPERATIONS

In accordance with A.R.S. Sections 35-391 et seq. and 35-393 et seq., the offeror hereby certifies that the offeror does not have scrutinized business operations in Iran or Sudan.

PROPOSAL PROTESTS

Any formal protest of this RFP must be filed with Scott Little, Chief Financial Officer 701 W. Wetmore Road Tucson, AZ 85705, phone number (520) 696-5128. Protests will be filed before the RFP opening if protest is based on the solicitation. If protest is made after the RFP opening, it shall be made within 10 days of notification of award.

Envelopes containing the proposals must be sealed addressed to Brenda Widugiris, Purchasing Manager, Amphitheater Public Schools, 1001 W. Roger Road, Tucson, AZ 85705 and be identified as **"Speech Language Pathologists (SLP) and Speech Language Pathologist Assistants (SLPA) Proposal #12-0085"**.

PROPOSER INFORMATION AND AUTHORIZED SIGNATURE

FIRM/PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

NAME: _____ TITLE: _____
Please Print

SIGNATURE: _____

DATE: _____

Contractor/Offendor Fingerprint Language

If likelihood of unsupervised contact is unknown:

CONTRACTOR/OFFEROR shall, as a condition of contract, obtain fingerprint cards for CONTRACTOR'S/OFFEROR'S employee(s), and for subcontractors and their employees, in accordance with A.R.S. § 15-512. This fingerprinting requirement will not apply, however, if the District in its sole discretion determines in writing that it is unlikely that the CONTRACTOR/OFFEROR or its employee(s), or subcontractors and their employees, will have direct, unsupervised contact with students while on school grounds.

After obtaining a fingerprint card for an employee or subcontractor employee fingerprinting, CONTRACTOR/OFFEROR, will issue a means of identification (such as badges or numbered safety helmets) that CONTRACTOR/OFFEROR will require the employee to wear at all times that the employee is on District property. CONTRACTOR/OFFEROR shall inform the District of those employees and Subcontractors and Subcontractor employees that are authorized to be on District property, delineating the individuals by name and identification card/badge/helmet number (if any), and including the District property(ies) that the individuals will visit.

If unsupervised contact is already determined as likely to occur:

CONTRACTOR/OFFEROR shall, as a condition of contract, obtain fingerprint cards for CONTRACTOR'S/OFFEROR'S employee(s), and for subcontractors and their employees, in accordance with A.R.S. § 15-512.

After obtaining a fingerprint card for an employee or subcontractor employee fingerprinting, CONTRACTOR/OFFEROR, will issue a means of identification (such as badges or numbered safety helmets) that CONTRACTOR/OFFEROR will require the employee to wear at all times that the employee is on District property. CONTRACTOR/OFFEROR shall inform the District of those employees and Subcontractors and Subcontractor employees that are authorized to be on District property, delineating the individuals by name and identification card/badge/helmet number (if any), and including the District property(ies) that the individuals will visit.

Offeror's Signature and Date: _____

Company Name: _____

E-Verify Contract Language

CONTRACTOR/OFFEROR hereby warrants that, at all times during the term of this Contract, will comply with all federal immigration laws applicable to CONTRACTOR'S/OFFEROR'S employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (collectively, "the State and Federal Immigration Laws"). CONTRACTOR/OFFEROR shall further ensure that each subcontractor who performs any work for CONTRACTOR/OFFEROR under this contract also complies with the State and Federal Immigration Laws.

DISTRICT shall have the right at any time to inspect the books and records of CONTRACTOR/OFFEROR and any subcontractor in order to verify compliance with the State and Federal Immigration Laws, and CONTRACTOR/OFFEROR shall ensure DISTRICT access to the books and records of CONTRACTOR/OFFEROR and each subcontractor under this contract.

CONTRACTOR/OFFEROR shall advise each of its subcontractor of the DISTRICT'S rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that Amphitheater Unified School District may inspect the SUBCONTRACTOR'S books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

Any breach of CONTRACTOR'S/OFFEROR'S or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting CONTRACTOR/OFFEROR to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, CONTRACTOR/OFFEROR shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, (subject to DISTRICT approval) as soon as possible so as not to delay project completion.

[If applicable: Any additional costs directly or indirectly attributable to remedial action under this Article shall be the responsibility of CONTRACTOR/OFFEROR. In the event that remedial action under this Article results in delay to one or more tasks in CONTRACTOR/OFFEROR's approved construction or timeline or schedule, such delay shall be deemed excusable delay for which CONTRACTOR/OFFEROR shall be entitled to a corresponding extension of time, but not costs.]

Offeror's Signature and Date: _____

Company Name: _____