

INVITATION TO BID



**B#12-28
OCCUPATIONAL AND PHYSICAL
THERAPY SERVICES
BID OPENING DATE:
10:00 AM, TUESDAY, May 15, 2012**

**Broken Arrow Public Schools
701 S Main Street
Broken Arrow, OK 74012
(918) 259-5700**

INTRODUCTION: Broken Arrow Public Schools is a dynamic leader in public education. The sixth largest district in Oklahoma, it serves approximately 16,000 students and covers 115-square miles in the southeast portions of Tulsa County and the western portions of Wagoner County. Our Special Services Department serves approximately 300 students for occupational therapy and 105 students for physical therapy within a given school year. Some of the students reported in each area receive both occupational and physical therapy services. The approximate student numbers also include students entering and leaving the district within a given school year. The following request is for bids for Occupational and Physical Therapy Services.

INSTRUCTIONS: **This sealed bid must be submitted to the Purchasing Department, Broken Arrow Public Schools, 701 South Main Street, Broken Arrow, Oklahoma, 74012, no later than 10:00 AM, Tuesday, May 15, 2012.** Broken Arrow Public Schools cannot be responsible for lateness of bids due to mail delays. Bids submitted by facsimile machines or e-mail are not acceptable.

Broken Arrow Public Schools are Tax Exempt; therefore, state and federal taxes should not be included in bid price. This bid form or a reproduction showing the identical information must be used to submit the bid. Please bid in accordance with the bid specifications and complete all blanks on the proposal. Bid pricing shall be written in numbers and in words. If there is a discrepancy in pricing, the bid written in words will govern. The "Non-Collusion Statement" must be dated, signed, and notarized according to the Oklahoma State Law. No bidder may withdraw his bid for a period of forty-five (45) days after the bid opening. **FELONY COMPLIANCE:** As required by OK State law, school district vendors are required to return a complete FELONY AFFIDAVIT (enclosed).

ANY VARIANCES MUST BE LISTED AND RETURNED WITH THE PROPOSAL. Complete literature and specifications must be submitted with the bid.

All pricing must be submitted on the bid form attached hereto.

The right is reserved by the Broken Arrow Public Schools to reject any or all bids or parts of bids, and to award the bid in the best interest of the school district after comparing specifications, performance, service, quality, price, availability of firm, and delivery dates. All of these factors will be considered and evaluated by school officials before making a decision. All bids are public record and are available during regular office hours. Broken Arrow Public Schools reserves the right to waive informalities or minor irregularities in the bid.

Term of the Contract: The initial contract period will begin on or around July 1, 2012 through June 30, 2013. The District reserves the right to extend the contract on an annual basis thereafter for a period of up to three (3) years contingent on BOE approval. Pursuant to Oklahoma Law, the District can only contract one (1) year at a time and must be approved by Broken Arrow Public School's Board of Education.

The bid proposal shall be enclosed in a sealed envelope marked on the outside

SEALED BID:
Bid Opening Date:
Attn:

B#12-28 Occupational and Physical Therapy Services
10:00AM, Tuesday, May 15, 2012
Mark Bilby

BROKEN ARROW PUBLIC SCHOOLS
701 S MAIN ST
BROKEN ARROW, OK 74012

BID PROPOSAL

BID NO: B#12-28 _____	BIDDER: _____ (Please Print)
COMPANY NAME: _____	SIGNED: _____
ADDRESS _____	PHONE: _____
_____	DATE: _____

ACKNOWLEDGEMENTS:

- A. Bidder has received and fully examined INSTRUCTIONS.

AGREEMENTS:

- A. We agree to hold this Proposal open for forty-five (45) days after bid opening date.
- B. Successful bidder(s) agree to comply with Felony Affidavit provisions.
- C. Any variances must be listed and returned with the bid.

BASE BID:

Occupational and Physical therapy (an estimation of 180 to 210 hours per week to cover the standard school year and extended school year) \$ _____

Bid Price in Writing: _____

Contractual services only include direct service hours with student and direct contact time with professional staff.

Service provider must meet State licensure requirements.

Treatment Specifications Include:

Treatment hours
Evaluation/Reports of New students
Progress reporting for each student
IEP/Annual report
IEP (meetings)
Teacher/Class Consult (w/teachers based IEP)
Documentation on SEAS (goals, progress reports, etc.)

Student Staffing (in preparation for IEP meetings)
Adaptive Equipment (equipment recommendations, Individual training on use)
Plan and Progress notes
Medicaid Notes, if required by district
Provision of professional development (classroom support of therapy and utilization of vestibular swings)

PLEASE LIST ANY EQUIPMENT THAT WILL BE PROVIDED TO THE SCHOOL DISTRICT

5. This Affidavit is intended to comply with **OKLA. STAT. tit. 70, § 6-101.48.**

EXECUTED AND DELIVERED this _____ day of _____ , _____

AFFIANT SIGNATURE

(Print Name and Title)

Representing:

(Name of Entity)

Subscribed and sworn to before me this _____ day of _____ , _____

My Commission expires: _____

Notary Public

[SEAL]

Notary Commission Number: _____

Questionnaire for Occupational and Physical Therapy Contract

Provide written responses to the questions below by 10:00 A.M. Central Time, Tuesday, May 15, 2012.

1. Please identify educational institutions in the State of Oklahoma your company has provided contract OT/PT services for within the last 2 calendar years. Broken Arrow Public Schools may contact representatives from the educational institutions regarding service delivery and consumer satisfaction.
2. Do you utilize therapy assistants to perform therapy in the school setting? If so, describe frequency of on site supervision and how billing may differ for assistants versus an OT or PT?
3. Will the therapists and/or assistants serving BA schools serve other districts during a given week? If so, how will scheduling be addressed to assure that BA has priority for provision of needed services?
4. Does the company have equipment that will be placed in Broken Arrow on loan? If so, please describe the equipment and if there is any additional charge for use of the equipment.
5. As part of service provision, will the therapists provide recommendations for the purchase of equipment and provide input on use of any therapy equipment owned/purchased by the district?
6. Professional development may be necessary to train school staff in areas related to classroom follow-through, utilization of vestibular swings, etc. Will the designated service hours/hourly rate be the same if used to cover requested professional development without additional charges beyond the actual time of presentation?
7. If the contract is negotiated on the basis of estimated weekly service time (hours per week) rather than an hourly rate and actual time spent on a weekly basis is less than the established range of hours, can the unused hours be “stored” for use at a later time such as during ESY?
8. Treatment/evaluation hours may vary weekly and will be billed on the basis of actual service time. In the event that additional time is needed beyond the estimated range of hours per week, will the unused hours from previous weeks be available for any overages that may occur?
9. Explain any charges for travel time and/or mileage charges that may be in addition to the contracted service hours.
10. Understanding that administrative and supervision time will be necessary to support direct service provision, how is this addressed in the contracted service hours?
11. If the company is unable to fulfill contractual requirements during the contract time due to lack of therapists to provide services to the school district, will the company subcontract with other service providers? Is there a guarantee that contracted services will be provided to BAPS and if not, what compensation will be provided to the district?
12. How will the OT/PTs be supervised during school time?
13. Describe documentation that will be maintained to assure contractual services are being provided?
14. Describe the proposed format for billing and willingness to adjust the format to address specific requests made by the school district.

15. Please define the following terms for your company:

Initial Evaluation/Report

Treatment hours

Daily therapy notes

Progress Notes

Chart review

IEP Consult/consultation services

IEP Meetings

IEP prep

Administrative Duties

Supervision

Staff communication