

Request for Proposal

RFP Name: Behavioral Therapy Services

Date Issued: March 4, 2024

Accepted Until: 10:00 am March 12, 2024

Award Date: March 14, 2024

The Savannah R3 School District is requesting proposals for qualified Behavioral Therapy services for the 2024-2025, 2025-2026, and 2026-2027 school years. All submissions must include all required RFP documentation and any amendments needed. Proposals received after the bid deadline will not be considered.

All proposals must be submitted to the address below in a sealed envelope and plainly marked 'Behavioral Therapy Bid Response.'

Savannah R3 School District
% Director of Special Services
408 W. Market St.
Savannah, MO 65585

Contact Person: Becki Booth, Director of Special Services

Phone Number: (816) 324-3123

Email Address: rbooth@savannahr3.com

Notice to all bidders: Copies of this RFP can be found on the district website, www.savannahr3.com, under 'bid opportunities' or from the District Office located at 408 W. Market St, Savannah, MO 64485. The Savannah R3 School District reserves the right to modify the RFP and Timeline as needed by posting the change as an addendum to this RFP on the District website.

The District reserves the right to accept or reject any or all proposals and to waive any irregularities. Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, or national origin.

Scope of Services

The Savannah R3 School District is seeking proposals from qualified, nationally certified, and state-licensed contractors to provide Behavioral Therapy services within the Savannah R3 School District as described.

1. Direct or consultative educationally-based services are provided in direct correlation to the IEP.
2. Services provided at the assigned campus.
3. The district estimates, but in no way guarantees, a number of hours. The contractor must understand and agree that they will charge by the minute of direct service time they spend with a student as per the individual student's IEP.
4. The contractor should meet with the case manager and Director of Special Services before services begin.
5. The contractor shall provide services based on the student's IEP and approved by the IEP Team. The related services must be documented before students are approved for services.
6. The contracting therapist is responsible for monitoring and providing services to only those students approved for such on their IEP.
7. The contracting therapist shall review the IEP with the case manager to ensure that the need for the service is included within the IEP. The review of the IEP with the case manager gives the therapist guidance as to how services are to be integrated into the educational program.
8. The contracting therapist shall review records to ensure knowledge of the student's past and present program(s). This information is valuable for the implementation of the educational program. Review of this information will not be in lieu of consultation/direct services to the student. The contractor understands this is part of the professional duties necessary to provide quality services.
9. The contractor shall agree and understand that the times and days on which the contractor provides services should be at the sole discretion of the Savannah R3 School District. Services are provided within the school calendar on identified days of Monday - Friday. Services should not be provided on Saturday or Sunday. The contractor shall provide therapy schedules to case managers for coordination of activities.
10. The contractor shall use the required forms and procedures and adhere to the reporting deadlines of the Office of Special Education.
11. The contractor shall agree and understand that the person or persons designated by the contractor to provide services must be a Board-certified Behavior Therapist. This certification must be maintained in good standing throughout the contract period. The contractor shall further agree and understand that utilizing a non-certified therapist to provide services under this contract may result in the immediate termination of the

contract at the option of the Director of Special Services or the Superintendent of the Savannah R-III School District.

12. The contractor shall report to and communicate directly with the Director of Special Services. The contractor is to perform any and all services assigned, consistent with the student's IEP.
13. Consult with case managers and other professional staff relative to the goals and objectives of the student's IEP.
14. Accept referrals from the process coordinator for services as outlined on the student's IEP
15. Participate in IEP meetings as requested by the Process Coordinator or Director of Special Services and make recommendations for programming to the case manager.
16. Consult with other professionals in relation to therapy programs and provide demonstration, in-servicing, and follow-up monitoring.
17. Submit all requests for equipment and supplies to the Director of Special Services.
18. Provide to the Savannah R-III School District copies of required certifications/registrations, resumes/vitae, and documentation of insurance coverage. The contractor is responsible for keeping updated license and insurance documentation on file with the Office of Special Education. Failure to do so may result in the immediate termination of the contract at the option of the Director of Special Services and the Superintendent of the Savannah R-III School District.
19. The contracted therapy logging component of the web-based student information system shall be fully completed. Paper progress notes shall be retained until web-based logging has been confirmed.
20. The contractor shall not disclose any information concerning a student for any purpose not directly connected with the administration of the contract. All confidentiality guidelines the Savannah R-III School District set forth shall apply to this agreement.
 - a. Disclosure of Individually Identifiable Health and/or Educational Record Information. Both parties agree to the additional limitations and conditions set forth in both the HIPAA Business Associate Agreement and the Family Educational Rights and Privacy Act (FERPA) with respect to Covered Individuals' personally identifiable health and student record information created or received by Consultant in the course of performing its obligations under the Agreement, its related Appendices, Exhibits, and Attachments. If there is a conflict between this Agreement and the HIPAA and/or FERPA Business Associate Agreement, the applicable Business Associate Agreement will control, but only with respect to the subject matter of the Business Associate Agreement.

General Information

The Savannah R3 School District has one early childhood program, four elementary schools, one middle school, and one high school. This contract includes behavioral therapy services for

students with disabilities across all seven campuses who have behavior therapy-related services as part of their IEP and/or 504 plan.

Qualifications and Required Documents

Bidders should provide documentation for each of the following:

- Licensing and certification in the field of the requested services
- Any citation or disciplinary action taken against the respondent by a licensing board or association related to the field that is pending or has been resolved within the past 12 months.
- Qualifications
- References (other school districts where possible)
- Brief description of the entity's experience with providing the requested services
- Federal Work Authorization - Attachment B
- Completed W9
- Proof of insurance

Please note: Companies currently working with the district only need to provide new documentation if it has changed since they were last awarded the bid ie, updated certifications or licensure.

Proposal - Attachment A

All proposals must include pricing for the 2024-2025 school year, with additional pricing for the 2025-2026 and 2026-2027 school years. The bidder shall state a firm, fixed price per hour for services provided by a Behavior Therapist, Nationally Certified, and State Licensed.

Service will be for approximately 166 contract days in the 2024-2025 regular school year term beginning August 19, 2024, through the end of the regular school year in May 2025 for an estimated 1486 hours. Exact minutes will be provided as outlined in the individual education programs, and the Director of Special Services will determine final schedules. Extended school-year services may be necessary.

All services are to be provided at the school. No payment will be made for students not approved for services.

Evaluation

Responses to this RFP will be evaluated based on, but not limited to, cost/ quality of services provided, prior working relationship with the district, and Missouri School District experience in the field.

Notice of the awarded bid will be provided to all participating bidders within 5 business days of the March 14, 2024 Board of Education meeting, pending their approval.

Attachment A
Cost/ Pricing Proposal

Company Name

Date

Address

Phone

Email

Name of Authorized Official

Signature

Cost Proposal for 2024-2025

1. \$_____ per hour for direct services at the school location for the regular school year performed by a Behavior Therapist.
2. \$_____ per hour for data management and case management for the regular school year performed by a Behavior Therapist.
3. \$_____ per hour for extended school year services.
4. \$_____ per hour for drive time to and from the district.
5. \$_____ per hour for drive time between district campuses.
6. Number of hours capable of providing per this contract:
_____ hours per week, _____ hours per month, or _____ hours per year.

Optional 1st-year extension: 2025-2026 School Year

1. \$_____ per hour for direct services at the school location for the regular school year performed by a Behavior Therapist.
2. \$_____ per hour for data management and case management for the regular school year performed by a Behavior Therapist.
3. \$_____ per hour for extended school year services.
4. \$_____ per hour for drive time to and from the district.

5. \$_____ per hour for drive time between district campuses.

Optional 2nd-year extension: 2026-2027 School Year

1. \$_____ per hour for direct services at the school location for the regular school year performed by a Behavior Therapist.
2. \$_____ per hour for data management and case management for the regular school year performed by a Behavior Therapist.
3. \$_____ per hour for extended school year services.
4. \$_____ per hour for drive time to and from the district.
5. \$_____ per hour for drive time between district campuses.

Comments:

Attachment C
Proposed Contract

AGREEMENT FOR CONTRACTOR OF BEHAVIOR THERAPY

This agreement for behavior therapy services is made on this date, March 14, 2024, between the Savannah R3 School District and _____.

1. Nature of Agreement. The Savannah R3 School District agrees to retain _____ to provide behavior therapy services as an independent contractor for the duration specified in this agreement, and _____ (Contractor) agrees to perform the services assigned by the Savannah R3 School District per the terms and conditions specified herein.
2. Terms. Subject to the provisions set forth in paragraph eight (8) below, the terms of this agreement shall begin on July 1, 2024, and automatically terminate on June 30, 2027.
3. Services.
 1. The contractor will provide Behavior Instruction and training to Savannah R3 students with behavior impairments, including any assessments, consultation, lesson planning, training, consultation, and participation in meetings (including IEP meetings) as necessary to deliver the aforementioned instruction and training or which are requested by the Savannah R3 School District.
 2. The contractor will coordinate all reports, plans, and information with Savannah R3's Director of Special Services and/or other designated school personnel. The contractor will recommend appropriate materials and experiences.
 3. The contractor will participate in meetings regarding the Savannah R3 School district students who require behavioral therapy per their IEP.
 4. The contractor will provide services on the days, times, and locations coordinated with the district staff based on the students' Individualized Education Plan.
 5. The contractor is responsible for maintaining student records and student information confidential as required by state and federal law and district policy. The contractor must keep student records and information confidential and turn over any student records or other district property to the district upon contract termination.
 6. The contractor is responsible for providing services in accordance with District policies and the expectations of district staff.
 7. The contractor must maintain Certification as a certified behavior therapist throughout the term of this contract.

8. The contractor acknowledges that this contract is contingent upon the contractor's consent to and the district's receipt of a criminal background check, a child abuse/neglect report, and other background checks as required by the district, the results of each of which must be satisfactory to the District. This background check will include a complete fingerprint criminal records check. In addition, the contractor consents to submit additional background checks during the term of service as required by the district.

4. Wage Rate and Expenses.

1. The contractor shall be compensated at the hourly rate of _____ for the 2024-2025 school year, _____ for the 2025-2026 school year and _____ for the 2026-2027 school year, for professional services requested and approved by the Savannah R3 School District (Virtual or in Person): which shall include, but not be limited to assessment, meetings, instruction or consultation services (with staff), and travel between facilities owned or operated by the district once the contractor has initially arrived at the first location where services are being provided.
2. The contractor will be compensated at the hourly rate of _____ for the 2024-2025 school year, _____ for the 2025-2026 school year, and _____ for the 2026-2027 school year, for travel to and from the Savannah R3 School District's location. This includes drive time and mileage.

c. In case of a no-show or cancelation (Both in-person and virtual) within three hours of the scheduled appointment time, the school district will be charged _____ plus any applicable travel time.

5. Payment.

1. The contractor shall submit statements to the Savannah R3 School District specifying the services provided by the last working day of each month.
2. The Savannah R3 School District shall make payment within thirty (30) days of receipt of the statement.

6. Independent Contractor. The contractor shall be retained as an independent contractor and shall not be considered an employee of the Savannah R3 School District for any purpose. Accordingly, the Savannah R3 School District shall not be responsible for withholding taxes or any other employee-related liability.

7. Equipment and Supplies. During the term of this agreement, the Savannah R3 School District shall work with the Missouri Department of Special Education to obtain materials that have been deemed necessary to provide the services outlined in the Individualized Education Plan hereunder. The contractor shall not purchase nor authorize the purchase of any goods, services, supplies, or other items for the Savannah R3 School District without prior written authorization and approval by the Director of Special Services.

8. Liability Insurance and License. The contractor shall furnish a copy of the Behavior Therapy Certificate and shall maintain and furnish proof of adequate professional liability insurance. The contractor is responsible for his own training to maintain certification.
9. Termination. Either party may terminate this agreement at any time for any reason with 30 days written notice. The district may terminate this agreement immediately for good cause, including but not limited to the same reasons a teacher's contract may be terminated under Missouri Law.
10. Entire Agreement. This instrument contains the entire agreement of the parties. It may be amended only by an agreement in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement for Behavioral Therapy services.

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|--|--------------------|---------------|
| _____ Contractor Name | _____ Signature | _____ Date |
| _____ Savannah R3 District Superintendent | _____ Signature | _____ Date |