

# **SILVER CREEK CENTRAL SCHOOL DISTRICT**

## **REQUEST FOR PROPOSAL**

### **OCCUPATIONAL THERAPY SERVICES**

Dated: February 1, 2024

**Due: March 15, 2024**

Lisa Rohloff  
School Business Administrator  
Silver Creek Central School District  
1 Dickinson Street  
Silver Creek, New York 14136  
716-934-2603, Ext. 1112  
FAX: 716-934-7983

Megan Cook  
Director of Special Education  
Silver Creek Central School District  
1 Dickinson Street  
Silver Creek, New York 14136  
716-934-2603, Ext. 4969  
FAX: 716-934-2083

## **SECTION I – BACKGROUND INFORMATION**

The Silver Creek Central School District is a public school located in Silver Creek, New York, 30 minutes east of Buffalo. We are a public school district located in Chautauqua County in Western New York. We are dedicated to helping children learn, strive for excellence and become lifelong learners. We serve approximately 1,000 students from the Town of Hanover, Town of Sheridan, Village of Silver Creek, Irving, the Cattaraugus Territory, plus a small part of the Town of Brant. An estimated 12% of our student population is Native American from the Cattaraugus Territory. Our district has three schools housed on one campus to serve students in Pre-Kindergarten through grade 12. We offer the best of small community living with close access to metropolitan areas of Buffalo, N.Y., Niagara Falls, N.Y., and Erie, Pa..

## **SECTION II– PROPOSAL INSTRUCTIONS**

Prospective bidders may direct questions about this RFP, to **Megan Cook, Director of Special Education at 716-934-2603, extension 4969.**

Response to this RFP must be in the form of the proposal package in which the content must be submitted in the following sequence and format:

- 1) **Proposal Cover Sheet:** Submit a letter on letterhead stationery, signed by an authorized officer, of the organization submitting the proposal, which must include the following:
  - a) A statement that the proposal is submitted in response to the RFP for the Physical Therapist services.
  - b) Contact information indicating which individuals, by name, title, address and phone number are authorized to speak on behalf of the entity(s).
  - c) Statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the entity(s).
- 2) **Executive Summary:** Summary of the proposed program detailing the planned outcomes and how the entity(s) will achieve the planned outcomes.

### **Purpose**

The Silver Creek Central School District is seeking the services of licensed Occupational Therapist to provide mandated Occupational Therapy services to students and to conduct Occupational Therapy evaluations to disabled students in public and nonpublic schools, ages 5-21, as indicated and in accordance with students' Individualized Education Plan (IEP). Additionally, services of non-mandated students receiving Occupational Therapy services at a building-based level and screenings to non-disabled students in public schools, ages 5-21 are also utilized. Occasionally, the need will arise for Committee on Preschool Special Education service recommendations for mandated 3-4 year olds to be met using Occupational Therapy services in the school setting. As such, responders should be aware that the services and level of services will vary widely. Responders to this RFP should

therefore be prepared to demonstrate in their response how they are equipped to address these varying levels of services.

**Proposal Submission**

The proposal for Occupational Therapist Services is due to the Silver Creek Central School District on or before **March 15, 2024**. One (1) original and two (2) copies of the proposal and supporting documentation shall be submitted to the Silver Creek Central School District. Proposals must be signed, and the individual signing must have authority to bind the bidder to the terms of the proposal.

All proposals shall be submitted in sealed envelopes marked:

**PROPOSAL FOR PHYSICAL THERAPY SERVICES**

Proposals should be sent to:

Lisa Rohloff  
School Business Administrator  
Silver Creek Central School District  
1 Dickinson Street  
Silver Creek, New York 14136

716-934-2603, Ext. 1112

The Silver Creek Central School District reserves the right to accept or reject any or all proposals or any portion thereof or to cancel this RFP.

The term of the contract will be July 1, 2024 – June 30, 2026 renewing bi-annually on July 1<sup>st</sup>.

### **SECTION III – SERVICES REQUIRED (JOB DESCRIPTION)**

**Title:** Occupational Therapist

**Department:** Special Education and Student Services

**Qualifications:**

1. Must meet the guidelines as indicated in NYS Educational Law Article 136 and NYS Commissioner's Regulation Part 77
2. Hold a valid license and current registration to practice in New York State.
3. Minimum of three (3) years of experience in New York State.
4. Such alternatives to the above qualifications as the Superintendent and Board may find appropriate and acceptable.

**Reports To:** Director of Special Education

**Job Goals:** As a member of the educational team, supports the education of students suspected of and/or diagnosed with disabilities in their least restrictive environment. The occupational therapist develops, implements, and coordinates a occupational therapy program within the local educational agency (LEA); providing screening, evaluation and intervention services. Skilled provision of occupational therapy prevents injury (acute or chronic).

**Need:** Occupational Therapist, 5 days/per week

**Performance Responsibilities:**

**1. Maintain a current level of knowledge, skills, and abilities:**

- Knowledge of occupational therapy principles, theory, methods and evidence based practice.
- Knowledge of effective practice, clinical decision making, outcomes based intervention and their proper application in an educational environment.
- Knowledge of areas of practice specific to pediatrics, including child development and specific diagnoses.
- Knowledge of administrative management practices.
- Ability to plan, implement, administer and coordinate a occupational therapy program, from eligibility determination to exit, within an LEA.
- Ability to select and administer appropriate assessment tools and interpret results of assessment.

- Skill in selecting and providing a wide range of intervention strategies as well as the ability to monitor their effectiveness.
- Ability to plan, coordinate and provide training and continuing education both formally and informally to parents, school administration, school staff, community agencies, staff and other medical professionals.
- Skill in effective oral and written communication.
- Knowledge of current legal mandates, including: Federal and State law, compliance issues, confidentiality requirements, funding procedures and requirements.
- Physical ability to execute job responsibilities that may include: transferring and/or lifting students or equipment, managing equipment.

## **2. Scope of Occupational Therapy Services:**

- For pupils identified through a referral to the CPSE/CSE to receive an evaluation in order to determine the need for Occupational Therapy Services.
- For pupils who have been identified by the Committee on Preschool Special Education(CPSE) and/or Committee on Special Education (CSE) to receive Occupational Therapy services.
- For pupils identified through the Response To Intervention team to receive a screening in order to determine the need for building-based Occupational Therapy Services.
- For pupils who have been identified by the Response to Intervention team following screening to receive building based Occupational Therapy services.
- The occupational therapist is required to maintain appropriate and accurate records supporting the provision of services and to provide copies of such records to the Committee of Special Education, “CSE”, for inclusion in the student’s CSE file; Committee of Preschool Special Education, “CPSE”, or Response to Intervention Team as needed.
- The occupational therapist may be required to participate in any and all meetings conducted relative to the provision of occupational therapy services as requested by the District Supervisor.
- The occupational therapist is required, at the request of the District Supervisor, to draft, revise, or re-draft IEP goals and objectives for the student.

### **Evaluation:**

Performance of job duties will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

*Education Law Sections 902 and 913*



## **Section IV – Response Requirements**

The District requires that responses to this solicitation contain all of the following information:

1. Company Name, Address and Phone Number
2. Primary Contact Name, Address, Phone Number, (FAX and email address if available)
3. List of 3 References including Name, Organization, and Phone Number
4. Certificate of Insurance
5. Copy of License to Practice in New York State
6. Supporting documentation/information as needed.

## **SECTION V – PROPOSAL SUMMARY**

### **I. Occupational Therapy Services**

2024-2025 Annual Fee for Services \$ \_\_\_\_\_

2025-2026 Annual Fee for Services \$ \_\_\_\_\_

#### **RETURN PROPOSALS TO:**

Lisa Rohloff  
School Business Administrator  
Silver Creek Central School District  
1 Dickinson Street  
Silver Creek, New York 14136

Name of Firm: \_\_\_\_\_

Name & Title of Individual Representing Firm:

Address: \_\_\_\_\_

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

\_\_\_\_\_

Fax: \_\_\_\_\_

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Email: \_\_\_\_\_

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