
Request for Proposal to Provide Substitute Speech Language Pathology Services

The MRESC is seeking a qualified contractor (or firm) to provide substitute **Speech and Language Pathologist** services within Kenton City Schools (Kenton, Ohio) between October 2020 and January 2021.

Service Type: Speech & Language Pathology Services

Location: Kenton City Schools, Kenton, Ohio

Requested Service Period: Oct 19, 2020 - Jan 15, 2021 (Maximum of Fifty-Two [52] Days /416 Hours)**

***Final total hours will be based on district needs.*

Grades To Be Served: K-12 (as assigned by Kenton City Schools). The substitute speech language pathologist will also serve all of the cross-categorical units and student success centers across the district. Other students and classrooms will be assigned based on the district's needs.

Service Objectives/Responsibilities: *Successful candidate shall:*

- Provide diagnostic testing, documentation, therapeutic intervention/treatment, and consultation services concerning articulation, language, fluency, voice, and hearing.
- Oversee the preparation of reports and records required by law, board policy and or administrative directive.
- Complete the writing of IEP's and speech only ETR's for assigned students.
- Evaluate and document therapy progress and share information with team members as needed to support educational and or behavioral goals.
- Enter relevant data and/or document therapy/treatment in District's Medicaid billing system.
- Work with colleagues to ensure the provision of all services mandated by state and Federal law. Actively encourage parental involvement.
- Evaluate and recommend solutions best suited to meet the needs of students and their families.
- Recognize each contact with the public as an opportunity to promote a positive impression of the educational service center and the districts we serve.

Minimum Qualifications & Skills of Contractor(s) Providing Services:

- Valid (active) licenses from the Ohio Board of Speech-Language Pathology and Audiology & ODE Pupil Services/Speech Language Pathologist License
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Current valid Ohio Driver's License.
- Knowledge of and ability to access community resources.
- Demonstrated maturity and the ability to work with students and their families.
- Past experience delivering school based services.

Additional Requirements:

- The firm/contractor must provide evidence that they are a proven provider for the services requested.
- The firm/contractor must provide, upon request, credentials of providers and proof of health (free of communicable diseases).
- The firm/contractor must maintain student confidentiality of all student records in compliance with applicable federal and state laws.
- The firm/contractor must provide all supplies, materials and equipment necessary to meet the requirements for this service.
- This contract may not be assigned or subcontracted, in whole or in part, without the express, written permission of the Midwest Regional Educational Service Center.
- The firm/contractor must have the ability to provide teletherapy (if required).

How to Submit a Proposal to Provide the Service: Individuals (or firm) interested in providing this temporary service should email a copy of the following to Scott Howell, Superintendent, MRESC at showell@mresc.org by October 1, 2020 at 3:00 pm.

1. **Service Plan:** Narrative describing the individual or firm/contractor's background and experience providing services in a school based setting, and in accordance to relevant regulations/laws. Service plan description may not exceed three (3) pages.
2. Copy of **Curriculum Vita (or resumes)** for each proposed service provider.
3. Copy of **ODE Licenses** for each proposed service provider.
4. **Federal W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
5. **Cost Proposal/Hourly Rate:** Pricing shall be quoted in rate per hour, showing the price for labor, equipment and supplies combined. Firm/contractors will be contracted based on the rate provided on this cost proposal.

Interviews (Optional): MRESC and Kenton City Schools *may invite individuals for firm/contractors* to meet with a selection committee, at the District's option. The interview will start with an opportunity for the firm/contractor to present its Proposal and project team. The balance of the interview will be an opportunity for the selection committee to pose questions, request clarifications, or respond to scenarios, and other matters the committee deems relevant to selecting the firm/contractor.

Deadline for Submission of Proposals: October 1, 2020 @ 3:00 pm

Associated Decision Making Deadline/Timeline:

- *First Review of Proposals* = October 2, 2020
- *Interviews (if requested by Kenton City Schools or MRESC)* = October 5, 2020 @ 4:00 pm (via Zoom)
- *Notice of Selection* = No later than October 16, 2020

Evaluation Criteria / Scoring: MRESC seeks to achieve the maximum value for the Board, staff, students, client school districts, and community. To that end, evaluations of MRESC solicitations shall be based on, but not limited to, the following criteria:

- Cost: Service pricing and availability;
- Value added considerations and benefits to MRESC and client districts;
- Quality of service: personnel, and facilities of the firm/contractor's organization, as determined solely by MRESC;
- The firm/contractor's relevant experience, Proposal, and success in providing a service of the type described in this document;
- The contractual terms proposed by the firm/contractor that would govern any contract relationship with MRESC;
- The firm/contractor's capability to provide requested services in a timely manner as agreed upon;
- The firm/contractor's financial stability;
- The firm/contractor's references from three major commercial accounts;
- Firm/contractor's good faith efforts to meet Community Inclusion plan goals and objectives, and any other factors relevant to the firm/contractor's capability and willingness to satisfy MRESC.

Termination for Convenience: MRESC or Kenton City Schools may terminate the agreement, in whole or in part, whenever it is determined that such termination is in the best interest of the District, without showing cause, upon giving 15 days written notice to the firm/contractor. The firm/contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the firm/contractor has not performed or has unsatisfactorily performed the repairs MRESC may terminate the agreement for default. Upon termination for default, payment may be withheld at the discretion of District or ESC. Failure on the part of a firm/contractor to fulfill the agreement obligations shall be considered just cause for termination. The firm/contractor will be paid for work satisfactorily performed prior to the termination less any excess costs incurred by the *Midwest Regional ESC* in procuring and completing the terms of the agreement.

If at any time during the term of the agreement, the school district or ESC determines that the firm/contractor has not kept and observed the conditions of the agreement, and has not corrected the breach within five (5) working days following receipt of written notice, MRESC or District shall have the right, in its sole discretion to terminate said agreement upon five (5) days additional written notice.

Questions regarding District Assignment/Caseload or Responsibilities? Contact Angela Butterman, Principal and Director of Special Education at buttermana@kentoncityschools.org

Questions regarding submission of the proposal? Shawn McElroy, Executive Director of Organizational Development, MRESC at smcelroy@mresc.org