

## INVITATION TO BID

**B# 17-01  
OCCUPATIONAL AND  
PHYSICAL THERAPY  
SERVICES  
BID OPENING DATE:  
10:00 am, May 15, 2017**

McAlester Public Schools  
200 East Adams  
McAlester, OK 74501  
(918) 423-4771

INTRODUCTION: McAlester Public Schools is a growing school community. The largest district in Pittsburg County, it serves over 3,000 students in 8 sites within the city limits of McAlester. Our Special Services Department serves approximately 60 students for occupational and/or physical therapy services. The following request is for Occupational and Physical Therapy Services.

INSTRUCTIONS: **This sealed bid must be submitted to McAlester Public Schools, Central Office, 200 East Adams, McAlester, Oklahoma 74501 or mail to McAlester Public Schools, P.O. Box 1027, McAlester, Oklahoma, 74502, Attn: BID, no later than 10:00 am, May 15, 2017.** McAlester Public Schools cannot be responsible for lateness of bids due to mail delays. Bids submitted by facsimile machine or e-mail are not acceptable.

McAlester Public Schools is Tax Exempt; therefore, state and federal taxes should not be included in the bid price. This bid form or a reproduction showing identical information must be used to submit the bid. Please bid in accordance with the bid specification 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 writing in words will govern. **The "Non-Collusion Statement" must be dated, signed, and notarized according to Oklahoma State Law.** No bidder may withdraw their 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.

All rights are reserved by McAlester Public School 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, performances, service, quality, price, availability of firm, and delivery dates. All 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. McAlester Public Schools reserves the right to waive informalities or minor irregularities in the bid.

Term of Contract: The initial contract period will begin on or around July 1, 2017 through June 30, 2018. The District reserves the right to extend the contract on an annual basis thereafter of a period of up to three (3) years contingent of BOE approval. Pursuant to Oklahoma Law, the District can only contract one (1) year at a time and must be approved by McAlester Public School's Board of Education.

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

SEALED BID:	B# 17-01 Occupational and Physical Therapy Services
Bid Opening Date:	10:00 am, May, 15, 2017
Attn:	Lori Few

**MCALESTER PUBLIC SCHOOLS**  
200 EAST ADAMS  
MCALESTER, OK 74501

**BID PROPOSAL**

BID NO: B# \_\_\_\_\_ 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 the 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 900 to 1000 minutes 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.

Assessments not needed to assess or serve students under IDEA or Oklahoma Special Education Policy are not the responsibility of the school district.

Service providers must meet State licensure requirements.

Treatment Specifications include:

Treatment hours	Evaluation/Reports of new students
Progress reporting for each student	Student Staffing (prep for IEP)
IEP/Annual report	Teacher/Class Consult (w/teachers per IEP)
IEP (meetings)	Documentation for EdPlan
Plan and Progress notes	
Provision of professional development (classroom support of therapy)	
Evaluations as needed for continued placement	
Adaptive Equipment (equipment recommendations /trainings on use	

**Please list any equipment or additional services that will be provided to the school district.**



(SEAL)

Notary Commission Number: \_\_\_\_\_

SERVICE PROVIDER AFFIDAVIT

STATE OF OKLAHOMA

ss:

COUNTY OF \_\_\_\_\_

The undersigned, under the penalties of perjury, certifies to the McAlester School District ("District") as follows:

1. The undersigned:

\_\_\_\_\_ has a contact with the District; OR

\_\_\_\_\_ is the duly authorized representative of a business

("entity") having a contract with the District, to perform work on District premise on a full-time or part-time bases, which work would not otherwise be performed by District employees.

2. The undersigned hereby certifies that the undersigned will not allow any employee of the undersigned or the entity, or any subcontractor, to perform work on District premises on a full-time or part-time basis that would otherwise be performed by District employees if such employee is or has been convicted in this state, the United States, or another state of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

3. No employee of the undersigned, or the entity, who performs any work on District property is currently registered or required to register under the Oklahoma Sex Offender Registration Act or the Mary Rippy Violent Offenders Registration Act.

4. The undersigned, or entity:

\_\_\_\_\_ has

\_\_\_\_\_ has not

conducted a felony record search of employees who would be assigned to work part-time or full-time on District property.

5. This Affidavit is intended to comply with **OKLA. STAT. tit. 70, § 6-101.48.8.**

EXECUTED AND DELIVERED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
AFFIANT SIGNATURE

\_\_\_\_\_  
(Print Name and Title)

Representing:

\_\_\_\_\_  
(Name of Entity)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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 am, May 15, 2017

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. McAlester Public School may contact representatives from the educational institutions regarding service delivery and consumer satisfactions.
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 McAlester Public Schools ("MPS") serve other districts during a given week? If so, how will scheduling be addressed?
4. Does the company have equipment that will be placed in MPS 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. Will the designated service hours/hourly rate be the same as used to cover requested professional development without additional charges beyond the actual time presentations?
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 loss 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 MPS 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. Describe your company's procedure for serving new students who come to MPS from another district within Oklahoma or from another state.