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**NOTIFICATION OF BID**

**BID #SPED22-235 OCCUPATIONAL/PHYSICAL THERAPY SERVICES FY2023**

**OT/PT Contract For The 2022-2023 School Year**

**Extended School Year Services June 20, 2022 – July 28, 2022**

**School Year Services August 25, 2022 - June 10, 2023\***

**(\*Note that the schedule may be adjusted for snow days)**

**(\*\*Subject to renewal at ACPS discretion for one academic year)**

**ALLEGANY COUNTY PUBLIC SCHOOLS IS ACCEPTING SEALED BIDS FOR OCCUPATIONAL AND PHYSICAL THERAPY SERVICES FOR THE 2022-2023 SCHOOL YEAR AT THE ALLEGANY COUNTY BOARD OF EDUCATION OFFICE, 108 WASHINGTON STREET, P.O. BOX 1724, CUMBERLAND, MARYLAND 21502 ON OR BEFORE WEDNESDAY, MAY 11, 2022. TWO COPIES OF EACH BID SUBMITTED SHOULD BE INCLUDED IN THE BID PACKET.**

**BIDS WILL BE OPENED ON WEDNESDAY, MAY 11, 2022 AT 1 PM. AT THE BOARD OF EDUCATION OFFICE, 108 WASHINGTON STREET IN THE LINCOLN CONFERENCE ROOM. BIDS MAY BE HAND CARRIED TO THE OPENING OR MAILED TO THE ATTENTION OF DEBRA METHENY, DIRECTOR, STUDENT SERVICES and SPECIAL EDUCATION PRIOR TO MAY 11<sup>th</sup>.**

**THE TENTATIVE AWARD DATE WILL BE JUNE 15, 2022. ALLEGANY COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS RECEIVED IF COMPONENTS OF THE BID ARE NOT PROVIDED.**

**PLEASE BE SURE TO VIEW THE FAQs @ <https://www.acpsmd.org/Page/3619>  
WE WILL RESPOND TO ANY ADDITIONAL QUESTIONS YOU MAY HAVE ABOUT THE BID  
PROCESS IF YOU EMAIL [BIDS@ACPSMD.ORG](mailto:BIDS@ACPSMD.ORG).**

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- Samples
- FAQs

## BID OVERVIEW

### BID #SPED22-235 OCCUPATIONAL/PHYSICAL THERAPY SERVICES FY2023

ITEMS:	OT/PT Contract for the 2022-2023 School Year
TYPE OF CONTRACT:	Firm hourly price for: OTR's, COTA's, PT's, PTA's, OT/PT Aides (for administrative purposes only)
CONTRACT PERIOD:	August 25, 2022 until June 10, 2023* Extended School Year Services June 20, 2022 – July 28, 2022 School Year Services August 25, 2022 - June 10, 2023* (*Note that the schedule may be adjusted for snow days) <b>(**Subject to renewal at ACPS discretion for one academic year)</b>
DEADLINE FOR WRITTEN QUESTIONS SUBMISSION	Wednesday, April 27, 2022 at 8:00 AM Refer to our FAQs <b><u>before</u></b> submission Any additional questions, please submit to <a href="mailto:bids@acpsmd.org">bids@acpsmd.org</a>
BID OPENING:	Wednesday, May 11, 2022 at 1:00 PM
BID DELIVERY:	Hand deliver or mail <b>two</b> copies to:  Debra Metheny Director, Student Services and Special Education 108 Washington Street P.O. Box 1724 Cumberland, MD 21502
CONTACT:	If you have any questions concerning this bid, please contact: Debra Metheny Director, Student Services and Special Education Allegany County Public Schools 301-759-2064
LABEL:	Label your envelope: Allegany County Schools BID # SPED22-235 Occupational/Physical Therapy Services FY 2023

## LEGAL BACKGROUND, SCOPE OF WORK AND EXPECTATIONS

### Legal Background

Allegany County provides occupational therapy and physical therapy to students in accordance with IDEA, COMAR, the Americans with Disabilities Act and Section 504. Occupational therapy and physical therapy are provided in accordance with a student's IEP, IFSP or 504 plan.

**Occupational therapy (OT)** services can enhance a student's ability to function in an educational program. These services are "provided by a qualified occupational therapist" and include:

1. "improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation;
2. improving [a child's] ability to perform tasks for independent functioning if functions are impaired or lost; and
3. preventing, through early intervention, initial or further impairment or loss of function" [Section 300.24(b)(5)].

Occupational therapy services in schools may include such services as:

1. self-help skills or adaptive living (e.g., eating, dressing);
2. functional mobility (e.g., moving safely through school);
3. positioning (e.g., sitting appropriately in class);
4. sensory-motor processing (e.g., using the senses and muscles);
5. fine motor (e.g., writing, cutting) and gross motor performance (e.g., walking, athletic skills);
6. life skills training/vocational skills; and
7. psychosocial adaptation.

**Physical therapy** means "services provided by a qualified physical therapist" [Section 300.24(b)(8)]. These services generally address a child's posture, muscle strength, mobility, and organization of movement in educational environments.

Physical therapy may be provided to prevent the onset or progression of impairment, functional limitation, disability, or changes in physical function or health resulting from injury, disease, or other causes. Qualified providers of these services may:

1. provide treatment to increase joint function, muscle strength, mobility, and endurance;
2. address gross motor skills that rely on the large muscles of the body involved in physical movement and range of motion;
3. help improve the student's posture, gait, and body awareness; and
4. monitor the function, fit, and proper use of mobility aids and devices.

(Reference: <http://www.wrightslaw.com/info/relsvcs.indepth.htm#sthash.U99uYV2O.dpuf>)

Providers of occupational therapy and physical therapy are members of the student's IEP team. Related services must be provided to the student if written into an IEP, IFSP or 504 plan as long as the student is not absent from school. If the student is present and sessions are missed those sessions must be made up in a timely manner. Allegany County is audited for compliance of service delivery.

### Scope of Work

The ACPS Special Education Department (SPED) provides services to students and children through two age separated programs, Part B and Part C. Projecting how many students will receive OT/PT services through either program on a future date is difficult because the numbers are fluid throughout the year. Referrals for special education eligibility and services can be made at any time during the year and occur more frequently than dismissals. Additionally, students move into and out of the district throughout the school year.

For reference, student service numbers for SY 17/18 and SY 19/20 services are presented as well as current numbers for SY 21/22.

	<b>OT 3 – 21 (Part B IEP)</b>	<b>PT 3 – 21 (Part B IEP)</b>	<b>OT 0 – 4 (Part C IFSP)</b>	<b>PT 0 – 3 (Part C IFSP)</b>	<b>Total Service</b>
<b>For SY 17/18</b>	365	181	35	41	<b>622</b>
<b>For SY 19/20</b>	420	228	55	45	<b>748</b>
<b>Current 21/22</b>	408	251	40	23	<b>722</b>

### Special Education Part B

ACPS SPED provides school-based Individualized Educational Program (IEP) services to students aged 3 – 21. Services occur both in the classroom coordinated with instruction and in pullout 1-1 or small group sessions. The numbers referenced are as of 04.11.2022 and will vary during the term of the contract.

### Caseload Part B

The ACPS SPED provides IEP driven occupational therapy services to approximately 408 students in 397 weekly sessions totaling 190 hours per week across 22 locations during the school year. ACPS provides Extended School Year (ESY) services for a subset of our students during four weeks over summer break. There are currently 180 students scheduled for 176 weekly OT sessions totaling 90 hours per week of service.

The ACPS SPED provides IEP driven physical therapy services to approximately 251 students in 281 weekly sessions totaling 140 hours per week across 22 locations during the school year. ACPS provides Extended School Year (ESY) services for a subset of our students during four weeks over summer break. There are currently 157 students scheduled for 171 weekly sessions totaling 86 hours per week of service.

### Additional workload Part B

Referrals for special education eligibility and services occur throughout the year. While every student referred will not require OT/PT services, those who might require OT/PT services present the need for an OT or PT assessment and participation by a therapist in an assessment review meeting. The purpose of the meeting is to determine, as part of a team, if there is an educational impact of the disability, and to determine eligibility for services. Those students who are determined eligible for OT/PT services require development of educationally relevant annual goals and intermediate objectives as well as provision of direct service and progress documentation. For reference purposes, there were 161 referrals for special education services in SY 2020/21 and there have been 177 referrals for SY 2021/22 as of 04.11.2022.

### **Special Education Part C**

ACPS SPED provides Individualized Family Service Plan (IFSP) services to children birth to age 3 (or 4 on an extended IFSP) through the Infant / Toddler (IT) program in homes and community locations. The numbers referenced are as of 04.11.2022 and will vary during the term of the contract.

### **Caseload Part C**

ACPS IT provides IFSP-driven occupational therapy services to approximately 40 children in 30 sessions per week totaling 25 hours per week.

ACPS IT provides IFSP-driven physical therapy services to approximately 23 children in 16 sessions per week totaling 14.75 hours per week

### **Additional workload Part C**

In addition to direct service caseload hours, individual therapists providing services through ACPS Infant / Toddler program can anticipate 12 additional workload hours per week participating in child and family oriented development activities.

**Allegany County Public Schools will require 2 OTRs and 1 PT to be fully dedicated 35 hours per week to the Infant and Toddlers program. These 35 hours must be Monday –Friday between the hours of 8:00 AM- 4:00 PM. These must be the same individuals for the full 35 hours and not full-time equivalents.**

### **Expectations**

The following are expectations for the vendor of this contract:

1. Provide physical therapy or occupational therapy to students as required.
2. Perform physical or occupational therapy assessments and evaluations using appropriate tests, skills, professional observations and supplementary information.
3. Provide a written assessment report in a timely manner.
4. Interpret evaluation findings in order to address the student's present level of functional and academic performance and the impact of the student's disability in the educational environment; document findings using an online IEP tool.
5. Participate in multidisciplinary team meetings, both annually and scheduled ad hoc, to develop an Individual Education Program for each student on the caseload, communicating evaluation information in understandable terms to IEP team members, including parents, for consideration in the development of IEP goals and intervention strategies. Participate in a similar manner for all IFSP and 504 meetings.
6. Develop educationally appropriate annual goals and objectives for each student on the caseload based on the present level of functional and academic performance; document goals and objectives using an online IEP or IFSP tool. 504 plans also use an electronic format.
7. Provide therapeutic interventions for each area of skill development as it relates to student participation and performance in classroom routines; develop adaptations and/or implement use of equipment to encourage student participation in activities, increase development of

functional skills, and provide training and support to staff and parents to implement related services recommendations and make progress on annual goals and objectives

8. Consult with teachers/ trainers or parents regarding treatment/ training procedures related to Occupational Therapy/ Physical Therapy
9. Provide written recommendations for treatment services provided through the IEP, IFSP or 504 plan that are appropriate for the student's needs
10. Provide recommendations for and provision of sources for adapted equipment, switches, and toys appropriate to the child's needs.
11. Provide therapy materials and/or equipment.
12. Consult with school district personnel for planning, implementation and evaluation of occupational therapy and physical therapy services and programs.
13. Collect, record and report data relative to student performance on individual goals and objectives.
14. Report progress on goals and objectives quarterly at a minimum using an online IEP or IFSP tool.
15. Conduct required formal evaluations to determine continued eligibility for service (conducted triennially for each student on the caseload).
16. Processing of necessary paperwork to facilitate billing of medical assistance for eligible students. The board shall be the payee for the proceeds of this billing. Receipt of these proceeds do not impact the board's responsibility to pay for services provided to all students whether eligible for medical assistance benefits or not. Medical assistance billing will arrive at the Board of Education central office within 60 days of the close of the month for which treatment occurred
17. Provide home based activities and services as appropriate
18. Participate in meetings with Special Education staff, Infant/Toddler staff and 504 chairpersons.
19. Provide staff to participate in a multidisciplinary Augmentative and Alternative Communication team.

**BID PROPOSAL**  
**BID # SPED22-235 OCCUPATIONAL/PHYSICAL THERAPY SERVICES FY2023**

Board of Education of Allegany County  
108 Washington Street  
P.O Box 1724  
Cumberland, Maryland 21502

Project: OT/PT Contract for the 2022-2023 School Year

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Company Submitting the Proposal: \_\_\_\_\_

Contact: \_\_\_\_\_

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

**Review**

The bid proposal review committee will be assessing each bid component in order to determine if the vendor's bid proposal will enable the vendor to provide each component required for the contract. Recommendations to the Superintendent and members of the board of education will be based on the summation of the committee's review of these components.

**Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.**



## Debarment Certificate

*In accordance with 24 CFR 24.100 through 24.714, \_\_\_\_\_,*  
*(Name of authorized agent)*

*hereby certifies that neither \_\_\_\_\_, nor any of its principal*  
*(Name of company)*

*employees has been debarred, suspended or voluntarily excluded by any Governmental agency from*

*receiving Federal financial assistance and nonfinancial assistance and benefits. By signing this*

*certificate, the organization expressly understands and acknowledges that any person or entity that*

*has been debarred or suspended is not eligible to receive Federal financial and non-financial*

*assistance and benefits under Federal programs and activities.*

## Miscellaneous Provisions:

The parties mutually agree that the Allegany County Board of education and the company represented below, should said company be award a contract from this bid proposal, would be entering into a relationship that would be described as that of an employer and independent contractor. The company is not an employee of the Board of Education (BOE) and is therefore not entitled to benefits provided by said BOE to any or all of its employees, including but not limited to group insurance payments, life insurance plans, health insurance, pension plans , unemployment insurance benefits etc. It is mutually agreed that the company shall be responsible for payment of all federal, state and local taxes as well as unemployment and workman's compensation premiums.

It is mutually agreed that the company will provide these services through the use of DHMH Licensed Occupational Therapists (OTR), Licensed Physical Therapists (PT) or Licensed Certified Occupational Therapy Assistants (COTA), or Licensed Physical Therapist Assistants (PTA) who are appropriately trained and supervised. The company shall maintain appropriate insurance in an amount of at least one million dollars which names ACPS as an additional insured. A Certificate of Liability Insurance must be submitted to the BOE prior to a contract being awarded. The company shall also maintain continuing education requirements for licensing and credentialing to assure safe and competent treatment of students as well as compliance with the guidelines of agencies involved in funding. All employees will have a background check maintained by the company and made available to the BOE. It is further agreed that these services shall be provided in compliance with IDEA, MSDE and other federal, state and local guidelines as identified in the legal background section of the documents provided.

The signature below indicates that the company agent is in agreement with all of the assurances as outlined above.

Dated:

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Signature of Authorized Agent:

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Printed Name if Agent:

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## BID COMPONENTS

### COMPONENT 1 - Fees

#### Payment for these services shall be in according to the following scale\*:

Licensed Registered Occupational Therapist (OTR)	_____ / hour
Licensed Physical Therapist (PT)	_____ / hour
Licensed Certified Occupational Therapy Assistant (OTA)	_____ / hour
Licensed Physical Therapist Assistant (PTA)	_____ / hour

#### Administrative Assignment Only

Occupational/ Physical Therapy Aide	_____ / hour
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\* Allegany County Public Schools will pay 100% of the charges for direct services provided to a student. In addition, the contractor may bill ACPS for up to 25% of the direct service time in indirect charges per student. Indirect charges that exceed 25% must have the approval of the Supervisor of Special Education. Indirect charges will include, progress reports, report writing, MA billing and IEP meetings.

In addition, Allegany County Public Schools will pay the administrative fees incurred for travel, routine documentation and professional development as defined by the system. The Supervisor of Special Education must approve all other administrative fees prior to payment.

Schedule and length of the day will be set for the benefit of students and county personnel served. Service pattern shall be designed to preserve the lowest possible billing to the county while providing quality services to all students. OTR's/ PT's shall also be used, as needed, for supervision, evaluations or as indicated to meet the needs of students served. An invoice must be received by the BOE on the 15<sup>th</sup> of each month for the prior month of services. Billing backup will need to be provided in order that BOE staff can confirm the charged amounts on the billing. ACPS will conduct quarterly audits of billing. Additional back up will be requested from the contractor to complete these audits.

### COMPONENT 2 – FTE's (Full Time Equivalent's)

The following number of FTE's will be used to cover the Scope of Work and meet the Expectations as outlined in the accompanying documents:

Licensed Registered Occupational Therapist (OTR)	_____ 9 _____ FTE's
Licensed Physical Therapist (PT)	_____ 5 _____ FTE's
Licensed Certified Occupational Therapy Assistant (OTA)	_____ 11 _____ FTE's
Licensed Physical Therapist Assistant (PTA)	_____ 6 _____ FTE's

#### Administrative Assignment Only

Occupational/ Physical Therapy Aide	_____ FTE's
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Do you currently employ all of the FTE's identified in this proposal?

\_\_\_\_\_ Yes          \_\_\_\_\_ No

If no, how many FTE's will you need to hire?

Licensed Registered Occupational Therapist (OTR)

Licensed Physical Therapist (PT)

Licensed Certified Occupational Therapy Assistant (OTA)

Licensed Physical Therapist Assistant (PTA)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Administrative Assignment Only**

Occupational/ Physical Therapy Aide

\_\_\_\_\_

**COMPONENT 3 – Licensure**

How many of the FTE's identified above already hold Maryland DHMH licensure?

Licensed Registered Occupational Therapist (OTR)

Licensed Physical Therapist (PT)

Licensed Certified Occupational Therapy Assistant (OTA)

Licensed Physical Therapist Assistant (PTA)

\_\_\_ out of \_\_\_  
\_\_\_ out of \_\_\_  
\_\_\_ out of \_\_\_  
\_\_\_ out of \_\_\_

**COMPONENT 4 – Continuing Education**

Have the employees you would be assigning to this contract had continuing education training to enhance their skills for working with children with disabilities in the following age ranges:

Infants (0-3)                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Pre-school (3-5)                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

School age (5-21)                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If yes please provide information about the continuing education training individual employees have completed in a separate attachment.**

**COMPONENT 5 – Previous Contract Experiences**

Have you previously had or do you currently have contracts with other school systems in Maryland?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, identify those school systems for the purpose of providing a reference:

Have you previously had or do you currently have contracts with other school systems in other states?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, identify those school systems for the purpose of providing a reference:

### **COMPONENT 6 – Medical Assistance Billing**

Have previously done medical assistance billing for a school system in Maryland?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Have previously done medical assistance billing for a school system in another state?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes to either, provide a sample bill that includes both a supervised and a non-supervised therapy session as an attachment.

If you have never billed medical assistance to a school system explain how you adopt your current MA billing system to the requirements for school-based MA billing:

### **COMPONENT 7 – Supplies, Materials and Equipment**

The BOE shall be responsible to supply or reimburse the vendor for supplies, materials and equipment required for the provision of services to the students of Allegany County. Such purchases and reimbursements for these purchases shall be subject to approval from the Supervisor of Special Education. However, usual consumable supplies and therapy equipment that remains with the therapist will be the responsibility of the vendor.

I agree to obtain approval for the purchase of supplies, materials and equipment and once purchased will submit an invoice to the BOE for reimbursement.

Dated: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

## COMPONENT 8 – Training for BOE Staff

Allegany County Schools shall be entitled to in-service presentations provided by the vendor, covering a variety of topics related to OT/PT upon request.

Will there be a charge for these in-service presentations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes what will the fee be? \_\_\_\_\_

## COMPONENT 9 – Acknowledgments

I am the \_\_\_\_\_ and the duly authorized representative of the  
(Title)

company titled \_\_\_\_\_  
(Name of Company)

and whose address is \_\_\_\_\_  
(Complete Address)

and I possess the legal authority to make this bid proposal to the Allegany County Board of

Education on behalf of myself and the company for which I am acting.

I acknowledge that if any representations set forth in this bid proposal are not true and correct, the Allegany County Board of Education may terminate any contract awarded and take any other action as it deems appropriate. I also acknowledge that if my company fails to provide the services as outlined in the attached documents, after being awarded this contract, the Allegany County Board of Education shall interpret this failure to be a breach of contract and will be within their rights to take any legal action that the BOE feels is appropriate. Should a breach of contract occur thus placing the BOE in a position to owe compensatory services to a student(s), the cost for those compensatory services are the responsibility of the company.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_