

REQUEST FOR PROPOSALS NO. 19-20-02
OCCUPATIONAL THERAPY SERVICES (ESS SERVICES)

Contract Period: Base Period - 12 months, with optional annual renewal not to exceed two consecutive years at Board's sole discretion

Opening Date: June 11, 2019

Proposal Due Date: June 28, 2019 by 1:00 p.m. (MST)

Number of Copies: One Original and Six Copies, as well one electronic version (PDF format)

Submit Questions to:
Dawn Schmidt, Accounts Payable Clerk
480.403.8585
dschmidt@cbschools.com

Questions shall be submitted no later than June 21, 2019. All questions shall be answered on or before June 25, 2019.

Proposals must be in the actual possession of the School, at the location indicated, on or prior to the exact time and date indicated above. Faxed or emailed proposals will not be accepted. If you need directions to our office, please call (520) 315-3489. Late proposals shall not be considered.

Proposals must be submitted in a sealed envelope with the following: "**Sealed Bid for RFP No. 19-20-02**" and the Offeror's name and address clearly indicated on the envelope. All proposals must be submitted in hard copy and be completed in ink or typewritten. Additional instructions for preparing a proposal are provided herein.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ
THE ENTIRE REQUEST FOR PROPOSAL BEFORE SUBMISSION

I. Introduction:

Pursuant to its procurement and fiscal management policies, a copy of which is available upon written request, Casa Blanca Community School (“CBCS” or the “School”) is soliciting sealed proposals from qualified individuals or firms (hereinafter “Offerors”) capable of providing **Occupational Therapy Services for Exceptional Student Services** described in this Request for Proposals (“RFP” or “Solicitation”), as set forth below.

The services to be provided shall include, but are not limited to, the following: **Evaluating (initial and re-evaluations) students to determine eligibility for occupational therapy services in accordance with regulatory requirements (including Individuals with Disabilities Education Act (“IDEA”) and relevant Arizona state eligibility requirements), perform student observations, consult with school staff (general and special education teachers), prepare reports that are concise with detailed/individualized recommendations, and participate in meetings for those identified with fine motor needs** as more fully set forth in the “Scope of Work” section below.

Qualified individuals or firms are required to submit their proposal in accordance with the proposal format and requirements set forth herein. Indian, minority, and women-owned businesses are encouraged to apply. Offerors must submit **1 original, and 6 copies, as well as one electronic version in PDF format** of their proposal.

The closing date for the acceptance of proposals is 1:00 p.m. (MST) on June 28, 2019 at the Business Office of CBCS, which is located at 3455 Casa Blanca Road, Building 404, Bapchule, Arizona, 85121 or mail to PO Box 10940, Bapchule, AZ 85221

After review of all qualifications, including fee proposals, the CBCS Board of Trustees reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the School. Further, the Board reserves the right to cancel this request for proposals (“RFP”). Any award pursuant to this RFP is contingent upon available resources.

Notice is hereby given that the Board has elected to forego reading the proposals out loud, as outlined in the CBCS Fiscal Management Policies. Instead, any person wishing to review any proposal received by the School pursuant to this RFP may submit a request, in writing. Upon receipt of such a request, the School will arrange a mutually agreeable time for the requestor to review any responses received from qualified Offerors.

II. School Background:

Casa Blanca Community School is a tribally-controlled grant school, organized pursuant to 25 U.S.C. § 2501, *et seq.*, located within the Gila River Indian Community. CBCS serves approximately 250 students in kindergarten through fourth grade. The School is funded primarily with federal monies, but also receives a contribution from the Gila River Indian Community yearly.

A five member, locally elected Board oversees the School and sets its policy. The School is dedicated to providing the best education it can so that our students are prepared to succeed in all aspects of life.

The CBCS Board issues this Request for Proposals, pursuant to its authority as outlined in the CBCS Corporate Charter, and consistent with the CBCS Fiscal Management Polies.

III. Minimum Qualifications:

To be considered for an award pursuant to this RFP, an Offeror shall meet each of the following minimum requirements. Failure to meet a requirement will result in disqualification of the proposal – meaning the proposal will not be considered for an award.

1. The successful Offeror must be able to competently conduct initial evaluations and reevaluations of CBCS students. Offeror must also be able to prepare all necessary reports related to evaluations and track student progress via therapy notes.
2. The successful offeror must also have the ability and flexibility to serve students up to 12 hours per week.
3. **As a condition of any award, any and all personnel the Offeror will assign to the School will be required to successfully undergo fingerprinting and a background clearance check pursuant to the Indian Child Protection and Family Violence Prevention Act (“ICPFVPA”), 25 U.S.C. §3201, et seq., and its implementing regulations. This process must be completed prior to the Offeror/Contractor performing any work on campus.**
4. The successful Offeror must have, or obtain, a business license from the Gila River Indian Community *prior to* commencing any work pursuant to this RFP and a subsequent award.
5. The successful Offeror will be available on an as-needed basis during school hours, which are Monday – Friday from 8:00 a.m. to 4:00 p.m. CBCS anticipates an average of 8 hours per week will be necessary.
6. The successful Offeror shall provide all specified services on site beginning July 29, 2019 and shall continue for one year, subject to renewal, assuming satisfactory performance.
7. The successful Offeror must be able to provide services consistent with the School’s calendar (see attached tentative calendar, Attachment 2). Specifics as to the relevant schedule will be included in any contract that results from this RFP, as appropriate.
8. The successful Offeror shall be required to warrant that none of its employees, or any subcontractor or agent who Offeror shall use in association with an award hereunder, has been adjudicated as a registered sex offender.
9. The successful Offeror will have a minimum of the following types and limits of insurance coverage:
 - Workers’ compensation coverage must provide statutory limits and show limits of \$1,000,000.00/\$1,000,000/\$1,000,000;
 - General liability coverage in the amount of \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate; and

- Auto liability coverage in the amount of \$100,000.00 combined single limit for bodily injury, \$300,000.00 for total bodily injury, and \$100,000.00 for property damage

IV. Scope of Services:

The objective of the RFP is to determine the most qualified organization or individual to:

1. Conduct diagnostic assessments and screenings of specific occupational impairments to identify individuals needing further evaluation or treatment.
2. Conduct initial evaluations, as assigned, of students suspected of having delays in motor skills and sensory integration.
3. Prepare written reports that shall include information needed to determine eligibility for services pursuant to the IDEA and educational data that identifies the student's current level of motor skills and sensory integration development.
4. Attend evaluation team meetings for students needing services.
5. Develop Individualized Education Plans (IEP) with goals and objectives based upon the evaluations and meeting all compliance measures according to Arizona Department of Education and IDEA guidelines.
6. Attend IEP meetings and reviews.
7. Provide appropriate therapy/consultation services will be provided in accordance with each IEP.
8. Collect, record, and report data relative to student performance on individual goals and objectives using the district's system
9. Monitor and have direct oversight of Occupational Therapy Assistants.
10. Maintain confidentiality at all times.
11. Maintain accurate records of progress and service and submit such records on specified deadlines.
12. Support student and teachers by addressing therapy needs that will help a child progress in the general education curriculum.
13. Participate in meetings with Special Education Administration as required.
14. Utilize a variety of research-based strategies, continually assessing student response to intervention and make recommendations for modifications/accommodations as needed to ensure assigned caseload students are successful.
15. Comply with all CBCS policies and procedures.
16. Demonstrate dedication to professional growth and development.
17. Ability to relate well with diverse socio-economic groups.
18. Demonstrate a record of dependability, flexibility, and strong attendance.

Mandatory qualifications are, but not be limited to, the following:

1. Valid state license or certification for occupational therapy.
2. Minimum of one (1) year experience with working with students in elementary age groups in a school setting.
3. Continuing education in the field of occupational therapy preferable in the school setting.
4. Current knowledge of IDEA and Arizona state eligibility requirements.
5. Minimum of one (1) year of experience working with students in Native communities

- preferred.
6. Must pass a valid background check as required by the ICPFVPA and its implementing regulations, and also successfully undergo fingerprinting as required by both the ICFVPA and Arizona law.
 7. Must not be on the System for Award Management Exclusion List.

V. Proposal Format:

The proposal response package must be organized in the following format and include the following information. Missing or incomplete information may be grounds for disqualification. Offerors must submit 7 (seven) hard copies of the proposal, to include one original, and 1 (one) electronic copy in Adobe PDF format. In order to be considered, proposals are to be submitted in the same format (sequence) as outlined below with each section clearly identified or labeled. The School will make no reimbursement for the cost of development or presentation of proposals in response to this RFP.

1. **Title Page** – Each proposal must contain a title page that identifies the relevant RFP by number and subject, along with the Offeror’s name, address, and phone number. The title page should also provide the name of the contact person and the date the proposal was submitted. Finally, the Offeror must state the period the proposal is effective (non-rescindable).
2. **Table of Contents** – The table of contents should include a clear and complete identification of the materials submitted, with reference to a section and page number.
3. **Letter of Interest** – The firm/company shall provide a cover letter containing the respondent’s interest in providing custodial services, the Offeror’s understanding of the work to be performed, certification that the individual signing the letter is legally authorized to represent Offeror, along with contact information, and any other information that would assist the Casa Blanca Community School in making a selection.
4. **Company Information** – The firm/company shall provide a brief summary of itself, including the following information:
 - a. A description of the Offeror, firm or organization that provides the company or individuals primary areas of service;
 - b. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Board or administration of the School;
 - c. Identify all services that will be provided in-house and those that will be provided by outside consultants and professionals.
 - d. Years engaged in the sought after services under your present name and all prior names by which the firm was known.
 - e. Listing of personnel that will be directly involved with this project and brief history of each.

- f. Statement of ability to satisfy School's insurance requirements.
 - g. Other information that may assist the School in evaluating the Offeror's qualifications.
5. **Proposed Services Plan** – Offeror should set forth how it plans to provide services to the school, including as much detail as possible as to how the Offeror will staff the School for services pursuant to this RFP.
 6. **Cost Proposal** – The cost proposal should contain all pricing information relative to performing the work as described in this RFP. The total, all-inclusive maximum price should include all direct and indirect costs, including any out-of-pocket expenses
 7. **References** – Using the Performance Evaluation Survey form provided herewith as Attachment 1, provide the names of no fewer than (3) client references (name, address, email address, telephone number, and entity) to whom you have provided services similar to those sought under this RFP, either currently or in the past five years.
 8. **Default/Debarment** – Has the Offeror ever failed to complete any work awarded to it? Has Offeror ever been declared to be in default of a contract? If so, where, when, why, and what was the ultimate outcome? Has Offeror ever been debarred from offering services to government entities?

VI. Evaluation Criteria:

Before the School engages in any substantive review of proposals it receives, it shall determine whether the Offeror meets the minimum qualifications set forth above. If a proposal fails to satisfy any of the minimum qualifications, it will be rejected as non-responsive.

As to those proposals that meet the minimum qualification, they shall be evaluated according to the following criteria:

1. **Related Work Experience and References** – The School shall review the Offeror's history, work experience, staffing, references, and the Performance Evaluation Surveys from Offeror's references. (150 points)
2. **Offered Services** – The School will evaluate the proposed services plan, including how the Offeror expects to staff services for the School. (300 points)
3. **Cost** – The School will evaluate the cost of the proposed services. The Offeror who offers the lowest cost for the specified services will receive the maximum points available for this evaluation item, while others will receive a proportionate score based on the following formula: lowest firm cost/offered firm cost. (250 points)
4. **Personnel**- This item is based on the qualifications and experience of key personnel

within the organization, including especially those staff who will be assigned to the School. (200 points)

- 5. Compliance with Terms, Conditions, Scope of Work** – This score will be based on perceived ability to meet School’s needs and to follow instructions within the RFP. (100 points)

Attachment 1- PERFORMANCE EVALUATION SURVEY

This portion is to be completed by the Contractor. Fill out information before sending to your Client. Include 1) name of person who will fill out the survey, 2) the name of person's company and 3) their phone number. 4) YOUR company name as the company being surveyed.

TO THE ATTENTION OF :

NAME OF CLIENT'S

COMPANY: PHONE:

COMPANY BEING SURVEYED (YOUR COMPANY NAME):

To Whom It May Concern:

Casa Blanca Community School has implemented a process that collects past information on Contractors. The information will be used to assist the School in the evaluation to determine responsive and responsible procurement of the above Contractor.

The company listed above has chosen to participate in this solicitation. They have listed you as a past or present client that they have provided services for. Both the company and Casa Blanca Community School would greatly appreciate you taking a few minutes out of your busy day to complete the accompanying questionnaire.

Please evaluate the Performance of the Contractor (10 means- you are Always satisfied and have no question about hiring them again, 5 means- you are Sometimes satisfied, and 1 means - you are very Dissatisfied and would never hire them again because of very poor performance). If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

This portion is to be completed by the past clients. Please provide scoring reference for Company Being Surveyed.

NO	Criteria	Unit	SCORE
1	Ability to Manage Cost	(1-10)	
2	Quality of Program	(1-10)	
3	Quality of Customer Service	(1-10)	
4	Quick Response Time	(1-10)	
5	Close Out Process (invoicing, no unexpected fees)	(1-10)	
6	Communication	(1-10)	
7	Ability to Follow Rules, Regulations and Requirements	(1-10)	
8	Overall Customer Satisfaction Based on Performance (comfort level in using Contractor again)	(1-10)	

TOTAL POINTS _____

Thank you for your time and effort in assisting the Contractor in this important endeavor. Please fax this questionnaire to Casa Blanca Community School at (520) 315-3496 **OR email form to dschmidt@cbschools.com by June 28, 2019.**

Signature

Date

Printed Name (Company being Surveyed)

Title

Attachment 2 – School Calendar

2019-2020 School Calendar						
July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
July-Jukbig Mashah						
4 Independence Day - NO SCHOOL						
23-24 New Teacher Orientation						
25 All Teachers Return						
31 Teacher Meet and Greet						
Every Friday is Early Release						
August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August-Shopik Eshahig Mashah						
5 1st Day of School						
8 Math and Literacy Night-Family Event						
9 GRIC PD-NO SCHOOL						
Instructional Days= 19						
September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
September-Vashal Gakthig Mashah						
2 Labor Day - NO SCHOOL						
19 Grandparents Day Event						
20 American Indian Day - NO SCHOOL						
Instructional Days=19						
October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
October-Sapjly Mashah						
9-10 Early Release Parent Teacher Conferences						
14-16 Fall Break						
Instructional Days = 18						
Q1 Aug. 5th-Oct. 11, 2019 = 47 days						
November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
November-Soam Mashah						
11 Veterans Day - NO SCHOOL						
27 Culture Family Event						
28-29 Thanksgiving Break NO SCHOOL						
Instructional Days = 18						
December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
December-S-Komag Mashah						
10 Gric Water Settlement Day - NO SCHOOL						
12 STEAM Family Event						
23-31 Winter Break						
Instructional Days = 14						
Q2 Oct. 21-Dec. 20, 2019 = 41 days						
January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
January-Auppa Ivakithag Mashah						
1 New Year's Day - NO SCHOOL						
1-3 Winter Break						
20 MLK Day - NO SCHOOL						
Instructional Days=19						
February 2020						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
February-Auppa Hloek Mashah						
6 Healthy Heart Wellness Event						
17 President's Day - NO SCHOOL						
Instructional Days = 19 Days						
March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
March-Kwi Ivakithag Mashah						
11-12 Early Release-Parent Teacher Conference						
16-20 Spring Break						
Instructional Days = 17						
Q3 Jan. 6-March 13, 2020 = 48 Days						
April 2020						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
April-Kwi Hloek Mashah						
10 Good Friday - NO SCHOOL						
Instructional Days = 21						
May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
May-Pikin Balhithag Mashah						
21 4th Grade & Kindergarten Promotion						
22 Last Day of School/Report Cards Due						
22 Last Day for Teachers						
25 Memorial Day - NO WORK						
Instructional Days =18						
Q4 March 23-May 22, 2020 =43 days						
June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
June-Hashan Balhithag Mashah						
1-25 Summer School						
Total Instructional Days =180						
CBCS Staff Days = 188						

Casa Blanca Community School * Home of the Roadrunners
 3455 W. Casa Blanca Rd. * Bapchule, AZ 85121 * PH#: (520) 315-3489