

Trinity Basin Preparatory, Inc.
A Public Charter School

**Request For Proposals (RFP)
Competitive Bidding Method
For Contracted Speech and Occupational Therapy Services**

General

1. Trinity Basin Preparatory, Inc. (“TBP” or “Owner”) is soliciting request for proposals for contracted Speech and Occupational Therapy services for students.
2. It is the intention of TBP to award the contract to bidder that provides the best value for TBP. TBP reserves the right to award multiple vendors if it determines that it is in its best interest.
3. For administrative questions regarding this RFP, please contact Dr. Jen Oliver, Executive Director of Student Services, at 214-946-9100 ext. 1043 or joliver@trinitybasin.net
4. **Proposals must be received NO LATER THAN 12:00 p.m. on Monday, August 2, 2021 in the administrative office of TBP, 2730 N Hwy 360, Grand Prairie, Texas 75050. If sent by mail or courier please mark your proposal “RFP—Speech OT Services.”**
5. **Proposals may be modified or withdrawn prior to the opening of the proposals.**
6. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

REQUEST FOR PROPOSALS

TBP is seeking to select a bidder to provide direct, in-person speech and occupational therapy services for the 2021-2022 school year.

Proposals shall include the information requested in the sequence and format prescribed. In addition to the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

Sealed Proposals (three copies) are to be submitted to Trinity Basin Preparatory, Inc., 2730 N Hwy 360, Grand Prairie, Texas 75050 to the attention of Dr. Jen Oliver, no later than **12:00 p.m. local time, August 2, 2021**. If proposals are sent by U. S. mail or courier, please mark it “RFP—Speech OT Services.”

No proposal that is received by TBP after the due date and time will be considered for award. Any late proposals will be returned unopened to the vendor upon request only.

Within 14 days after the date of opening the proposals, TBP will evaluate and rank each proposal submitted in relation to the criteria set forth in the RFP.

If a bidder is selected, TBP will document the basis of its selection and make the evaluations public not later than the seventh day after the date the contract is awarded.

Questions about the project and the RFP should be addressed to:

Dr. Jen Oliver, Executive Director of Student Services
2730 N Hwy 360, Grand Prairie, Texas 75050
Phone: 214-946-9100
Email: joliver@trinitybasin.net

PROJECT DESCRIPTION

TBP is seeking proposals from a reputable and licensed speech and occupational therapy contractor to provide direct, in-person speech and occupational therapy services to students during the 2021-2022 school year according to student Individualized Education Plans (IEP). In addition to providing direct services to students, speech and occupational therapy contract staff will conduct evaluations, attend Admission, Review, Dismissal (ARD) meetings, and complete all documentation for evaluations, individualized educational plans (IEP), and services in accordance with all federal and state timelines and expectations. Contracted speech and occupational therapy staff will utilize the Frontline eSped program for IEP, evaluation, and Medicaid documentation.

Schedule

Services will be provided between August 11, 2021 and June 9, 2022.

Services will be purchased on an “as needed” basis, with TBP making the sole determination of need.

SCOPE OF SERVICES/CONTRACT

Contract Form and Scope of Services

The following are the general conditions for the work to be performed.

It is understood that the vendor (contractor) shall provide speech and occupational therapy services within the specified timeframe. Licenses necessary for the execution of the work shall be secured and paid for by the vendor.

Any work necessary to be performed after regular working hours shall be performed without additional expense to Owner.

All product and materials must meet any applicable health and safety codes, rules or guidelines.

PROPOSAL RESPONSE GUIDELINES

A. Bidder's response to this Request for Proposal shall include fully completed:

1. **Questionnaire** (enclosed)
2. **Certificate and Notification** (enclosed)
3. **Proposal for total cost of the project, as described herein.**

B. DISQUALIFICATION OF PROPOSALS

The Owner reserves the right to disqualify any proposal and bid without cause. By submission of a proposal, proposers waive any rights to make claim against the Owner, his employee, agents and consultants related in any way to the submission of the proposal or the Owner's disqualification of any proposal submitted.

C. MODIFICATIONS

No modification to this RFP or the resulting proposals will be considered bona fide unless in writing. Any oral modification must be followed in writing.

D. LIFE OF PROPOSAL

No proposals may be withdrawn for a period of sixty (60) calendar days after the submission date unless there is a material mistake. A bid that has been opened may not be changed to correct an error in the bid price, but a bidder may withdraw a bid due to a material mistake.

REQUEST FOR PROPOSALS-QUESTIONNAIRE

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm information

Name of firm:

Address of principal office:

Phone and Fax:

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, other):

Year founded:

Name and contact info for primary contact:

2. Organization

2.1 How many years has your organization been in business?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice President's name(s), Secretary's name, Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), and names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. Personnel: For each provider, list:

3.1 Name and type of provider.

3.2 Years of experience.

3.3 Licenses.

3.4 Availability by day of the week and total hours.

3.5 Service fee.

4. Experience

4.1 List the categories of work that your organization normally performs with its own forces.

4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.

4.3 Work over last five years:

List major projects (particularly projects of similar scope and size) handled by your organization over the last five (5) years. For each project, provide the name, nature

of the project, size, location, cost, and owner.

5. **Claims and Suits** (If the answer to any of the questions below is yes, please attach details.)
 - 5.1 Has your organization ever failed to complete any work awarded to it? If so, explain.
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 List any legal action or suits your organization has been involved in during the past five (5) years.

6. **Insurance Information:** Below are listed the insurance coverages which must be procured by the vendor at its expense. Once selected, proof of such insurance must be presented to Owner.
 - 6.1 Workers' Compensation Insurance.
 - 6.2 Liability Insurance.
 - 6.3 Property Insurance.

7. **References**

For three (3) of the projects listed above, identify a representative of the owner (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for projects of comparable scope.

8. **Non-Collusion Affidavit**

The authorized person must sign a non-collusion affidavit. A fully executed copy of the required affidavit is contained in this RFP. **The original signed affidavit is to be included in the proposal in order for the proposal to be considered.**

9. **Felony Conviction Notification**

The authorized person must sign a felony conviction notification. A fully executed copy of the required affidavit is contained in this RFP. **The original signed affidavit is to be included in the proposal in order for the proposal to be considered.**

10. **Conflict of Interest**

The authorized person must sign a conflict of interest affidavit. A fully executed copy of the required affidavit can be downloaded at:
http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. **The original signed affidavit is to be included in the proposal in order for the proposal to be considered.**

11. **Vendor MUST provide evidence of liability and workers compensation insurance with this proposal.**

EVALUATION CRITERIA

In determining the offeror that provides the best value, the following are key issues in the Owner's selection decision, in the specific weighting:

Max. Points:

70	Price.
15	Experience and reputation of the company.
10	Quality of materials and services.
5	Prior experience with the company.
100	Total Maximum points

INTERVIEWS

Proposals will be taken and reviewed immediately upon receipt. A short list of not more than three (3) contractors may be interviewed, but the Owner reserves the right to not conduct any interviews and to base the selection strictly on the proposals submitted.

Following an evaluation of the best offers, TBP will select the offer that provides the best value to TBP, considering price or cost and the evaluation factors in the RFP, and will attempt to negotiate a contract with the selected offeror. The selected offeror will be required to complete a Child Support Statement form, pursuant to Section 231.006 of the Texas Family Code.

TERMS OF PROPOSAL

CONFIDENTIAL INFORMATION

Vendors to the RFP are advised that material contained in their proposals is subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

TBP reserves the right to conduct clarifications to resolve minor issues.

TBP accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. TBP reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of TBP's official files. Retention of these proposals does not obligate TBP to any action. TBP reserves the right to reject any and all proposals received.

TAXES

TBP is exempt from state, federal, and local taxes, and will not be responsible for any taxes levied on the company as a result of the contract resulting from this RFP.

EQUAL OPPORTUNITY

It is the public policy of TBP, at all levels of procurement, to promote equal opportunity in employment and in contracting opportunities, and to promote and encourage the participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), small and other disadvantaged business entities in employment and contracting opportunities involving the State as fully as possible. The term "minority business enterprise" means a business at least 51 percent of which is owned, controlled and managed by minority group members. TBP, therefore, is committed to pursue such avenues in its employment and contracting activities which will further the goals of this policy.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with another bidder or with any competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing on its behalf.
- e) **THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR PROPOSAL TO BE REJECTED.**

Company Name

Authorized Signature

Printed Name

Title

FELONY CONVICTION NOTIFICATION

Texas Education Code Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advanced notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business only if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in a conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name: _____

Authorized Company Official’s Name (Printed): _____

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____