

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO. 1
 BUSINESS OFFICE
 2200 HAVASUPAI BLVD.
 LAKE HAVASU CITY, ARIZONA 86403

TELEPHONE: 928 505-6936

FACSIMILE: 928 505-6999

REQUEST FOR COMPETITIVE-SEALED PROPOSALS

Occupational Therapist

RFP #11-12-04

Proposal Due Date: March 10, 2011

Time: 2:00 p.m. Arizona time

Location: District Office, 2200 Havasupai Blvd., Lake Havasu City, AZ

In accordance with the School District Procurement Rules in the Arizona official compilation of Administrative Rules and Regulations promulgated by the State Board of Education pursuant to ARS §15-213, competitive sealed proposals for the services specified above will be received by the Lake Havasu Unified School District No. 1 until the time and date cited above.

Proposals for the above listed services received by the correct time and date will be opened and the name of each offeror will be publicly read. Proposals must be in the actual possession of the school district on or prior to the exact time and date indicated above. Late proposals will not be considered unless the proposal:

1. Is received before contract award at the location designated for receipt of proposals in the Request for Competitive Sealed Proposals, and
2. Would have been received on time but for the action or inaction of school district personnel.

Proposals must be submitted in a sealed envelope to the attention of Elaine "Missy" Wood, Director of Business Services, Lake Havasu Unified School District No. 1, 2200 Havasupai Blvd., Lake Havasu City, AZ 86403, with the request for proposal number and offeror's name, address, and bid due date and time clearly indicated on the envelope. All proposals must be completed in ink or typewritten. Additional instructions for preparing the proposal are provided in the Request for Competitive Sealed Proposals which may be acquired at the school district business office at 2200 Havasupai Blvd, Lake Havasu City, AZ, 86403, telephone 928 505-6936, or via the district web site www.havasu.k12.az.us.

The District reserves the right to reject any and all proposals and to waive or refuse irregularities in proposals. Offerors are strongly encouraged to carefully read the entire Request for Competitive Sealed Proposals. Refer any questions regarding the proposal specifications to Aggie Wolter at telephone 928 505-6938. Refer all other questions pertaining to bidding procedures to Elaine Wood at 928 505-6936.

DATE: February 9, 2011

Elaine Wood, Director of Business Services

THIS PROPOSAL OFFERED BY:

Today's Date: _____

Firm: _____

Rep: _____

Address: _____

Title: _____

City, State, Zip: _____

Signature: _____

Phone: _____

FAX: _____

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CONTRACTED OCCUPATIONAL THERAPIST
RFP 11-12-04

Term of Contract

The term of the resultant contract shall commence upon board approval and shall continue for a period of one (1) year thereafter, unless terminated, canceled or extended as otherwise provided herein.

Option to Extend

The District may, at their option and with the approval of the Contractor, extend the period of this agreement an additional one (1) year. Contractor shall be notified in writing by the Director of Business Services of the District's intention to extend the contract period at least (30) calendar days prior to the expiration of the original contract period.

Bid and Performance Sureties

Bid and performance sureties are not required in this procurement.

Cancellation of Award

The District reserves the right to cancel this award with thirty (30) days written notice to the vendor.

Sub-Contracting

The contract or any portion thereof, shall not be sub-contracted without the prior written approval of the Director of Business Services. No such approval will be construed as making the District a party of or to such contract, or subjecting to the District to liability of any kind to any sub-contractor. No sub-contract, shall, under any circumstances, relieve the Contractor of his liability and obligation under this contract; and despite any such subletting, the District shall deal through the Contractor. Sub-contractors will be dealt with as workmen and representatives of the Contractor.

Assignment

It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his right, title or interest therein, or his power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of the District.

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Indemnify and Hold Harmless

Contractor further agrees to indemnify the District and hold harmless against; (1) any and all losses and liabilities for personal injury, death, or property damage arising out of, or as a consequence of, any work performed under the contract; (2) any and all expenses related to claims or lawsuits resulting from the above, including costs and attorney(s) fees; and (3) any and all penalties and damages incurred by reason of Contractor's failure to obtain any permit or license under, or comply with any applicable laws, ordinances, or regulations.

Licenses

Contractor shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the businesses conducted by the Contractor.

Cancellation of Solicitation

The District reserves the right to cancel a solicitation of bid or reject a proposal if it is advantageous to the School District.

Bidder Errors

The District will not be responsible for any bidder errors or omissions.

Proposal Reply Form

Please be sure that authorized personnel have signed the PROPOSAL REPLY FORM. Failure to do so will result in rejection of bid. The District will not be responsible for any Bidder errors or omissions. All other sheets should be kept in the vendor's file for reference.

If you choose to "no bid" please note this with a reason on the PROPOSAL REPLY FORM and return ONLY that form so we may use your comments for future bid reference. Persons who fail to respond to invitations for bids for two (2) consecutive procurement of similar items may be removed from the applicable bidders list.

Customer Reference Listing

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three firms or governmental organizations of which the Contractor is currently furnishing or has in the past completed service for.

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Price

All prices quoted shall be firm and fixed for the specified contract period. Fees shall be all inclusive of any expenses incurred by the Contractor while providing service for Lake Havasu Unified School District #1.

Purchase Orders

All commitments to Vendors must be made by an approved Purchase Order ONLY prior to beginning of service. Verbal commitments by school employees, sponsors, advisors or student members of student organizations in the name of an organization or school are not permitted without a Purchase Order number. Vendors who honor commitments other than an approved Purchase Order are doing so at their own risk.

Method of Payment

Payment to be made from Vendor’s invoice submitted against individual written purchase order issued by the Business Services Department to cover items received and accepted.

Insurance

Contractor, performing as an independent Contractor hereunder, shall be fully responsible for providing Workman’s Compensation or other applicable insurance coverage for itself and its employees and the District shall have no responsibility or liability for such insurance coverage.

Contractor shall provide to the Lake Havasu Unified School District #1 a copy of the policy or a certification by the insurance carrier, showing the Contractor to have in effect during the term of this contract, a general liability insurance policy which shall be the primary coverage for the activity of the Contractor.

The District reserves the right to terminate any Contractor agreement if the Contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within ten (10) calendar days after notification of award. Certification must include: name and address of insurance company, policy number, and liability coverage amounts.

Certification must be submitted to: **Director of Business Services, Lake Havasu Unified School District #1, 2200 Havasupai Boulevard, Lake Havasu City, AZ 86403, with reference to RFP number.**

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Evaluation Criteria

Evaluation criteria may include, but not necessarily be limited to:

- 1. Conformity with specifications and general consideration.
- 2. Service, performance and quality.
- 3. Delivery Date - Availability.
- 4. Cost considerations and other factors that would be advantageous to the District.
Price alone shall not determine bid award.
- 5. Prices held firm/length of time bid.
- 6. Past performance of vendor.
- 7. References.

The School District shall be the sole judge in determining the quality of the products, materials or services bid and their decision shall be final.

Evaluation

Complete evaluation information will be kept on file in the Business Services Department and is available for public inspection by appointment only after the award has been made by the Governing Board of Lake Havasu Unified School District #1.

Purchases From Other Sources

The District reserves the right to purchase from other sources, those services which are required on an emergency basis and cannot be supplied by the vendor.

Telephone, Telegraph and Facsimile Bids

Telephone, telegraph, and/or facsimile bids will not be accepted.

Proposal Materials

Proposals and other materials submitted shall become the property of Lake Havasu Unified School District #1. The District shall bear no cost for proposal presentations on the part of the vendor.

After contract award, the proposals shall be open for public inspection except to the extent the offeror designates, and the District concurs, that trade secrets or other proprietary data remain confidential. If the offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portion(s) at the time of submission. Written notice of the contract award may be made to all firms/persons submitting proposals.

Discussions with Vendors

Discussions with selected vendors may be held as part of the evaluation procedure for this RFP. Vendors invited for discussions will be given the opportunity to submit a "best and final offer".

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Multiple Award

The District has a large number and variety of potential using departments at locations throughout the District. In order to assure that any ensuing contracts will allow the District to fulfill current and future requirements, the District reserves the right to award contracts to multiple companies. The actual utilization of any contract will be the sole discretion of the District. The fact that the District may make multiple awards should be taken into consideration by each potential Contractor.

Proposal Modification

The District will not be responsible for bidders adjusting their bid based on oral instructions by any member of the District staff or by contracted consultants or agents. Bids will be modified by issuance of an addendum by the Business Services Department.

Certifications

In the event only one proposal is received, the District may require that the bidder submit a cost proposal in sufficient detail for the District to perform a cost/price analysis to determine if the proposal price is fair and reasonable.

Return of "Proposal Reply Form" Section

Bidder is to detach and return only the pages of the "Proposal Reply Form" section, which shall incorporate by reference the Request for Proposal and Conditions of Purchase, Additional Conditions of Purchase, Scope and Attachments.

Proposal Opening

Only names of Vendors submitting proposals will be read at the opening.

Time Stamp for Bids/Proposals

Bids/proposals will be time stamped when received. They will be accepted up to but no later than the time indicated in the Invitation for Bid (IFB) or Request for Proposal (RFP). All bids/proposals received after the time stated in the IFB or RFP will not be considered and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the U.S. Mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid/proposal deposited on time at the place specified. The official clock for determining the time shall be that utilized by the District at the place bids/proposals are received.

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Importance of Responding

Failure to respond to invitations for bids/request for proposals for two (2) consecutive procurement of similar items will result in deletion of the Vendors name from the District's Vendor listing for those items. A no bid will be considered a response.

Promotion of Products

Vendors shall not continue to aggressively promote products after proposals are accepted and before award by the Lake Havasu Unified School District #1 Governing Board.

Cancellation of Award

The District reserves the right to cancel this award with thirty (30) days written notice to the Vendor.

Discussions with Vendors

Discussions with selected Vendors may be held as a part of the evaluation procedure for this RFP. Vendors invited for discussions will be given the opportunity to make a "best and final offer".

Questions

All questions regarding bid procedures should be directed to the Business Services Department at (928) 505-6936. Questions regarding specifications should be directed to the Special Services Department at (928) 505-6938.

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Personnel Qualifications

Occupational Therapist

- A. Graduate of Occupational Therapy education program approved by Arizona State Board of Examiners.
- B. Current certificate of a Licensed Registered Occupational Therapist issued by Arizona State Board of Examiners to practice Occupational Therapy in the State of Arizona.
- C. Minimum of one (1) year clinical experience, preferably in pediatrics.

Performance Responsibilities

- 1. Provide services, both direct and consultation, for handicapped students.
- 2. Screen and/or evaluate each pupil referred from a therapy stand point for treatment.
- 3. Review progress of each pupil in the program, revise goals as needed and make recommendation to parents/physicians when appropriate and/or requested.
- 4. Oversee and direct the treatment provided by the Therapeutic Aide and the teachers in classrooms and Adapted Physical Education.
- 5. Confer with classroom teachers concerning the classroom application of procedures which emphasize and/or extend recommendations.
- 6. Attend multi-disciplinary conferences when appropriate to discuss a student's evaluation and/or progress and make recommendations when intervention is needed.
- 7. Participate in the individual education planning of each student to receive services.
- 8. Attend student study team meetings when appropriate to determine if evaluations or assessment is needed.
- 9. Maintain appropriate records and files of pupil progress. This includes the individual student progress notes to be submitted to the Director of Special Services at the end of each calendar month.
- 10. Design and construct adaptive equipment and devices for the student and/or classroom.
- 11. Evaluate other students in the District to determine the degree of loss or impairment, at the request of the Superintendent of School through the Director of Special Services.
- 12. Maintain current inventory of supplies and equipment and order supplies and equipment when needed.
- 13. Invoice the District for services rendered at the end of each calendar month.
- 14. Maintains compliance with Federal, State, and District policies/procedures.
- 15. Responsible for performing other job related duties as assigned by the Superintendent of School through the Director of Special Services.

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Transportation

Individual(s) contracted must provide their private transportation throughout the District.

Insurance

Proof of a minimum of One Million Dollars (\$1,000,000) of liability insurance must be submitted with the proposal.

Reporting

All service people will report to the Superintendent of School through the Director of Special Services unless otherwise notified.

Type of Contract

Services will be contracted on a hourly basis "as needed" during the Fiscal School Year (July 1, 2011 through June 30, 2012) by the Special Services Department. This timeframe is subject to review and change. The type of contract will be an Authorized District Purchase Order. Services can be terminated at any time by the Superintendent of Schools of Lake Havasu Unified School District #1.

Request for Proposal Should Include the Following for Each Position

1. Staffing to include resumes of professional staff showing professional experience.
2. Current copy of certificate of registration/certification where applicable.
3. Three (3) references.
4. Hourly fee structure.
5. Number of hours available weekly to perform services.

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Professional Contracted Therapy Services

Bidding Schedule

Name of Bidder:	Signature:
Please indicate your hourly fee for the following services. Fees to hold firm through June 30, 2012	
Occupational Therapy Services	Hourly Rate \$
Number of Hours Available Per Week	

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Proposal Reply Form and Contract**

Proposed Offer for: Contracted Occupational Therapy

The undersigned agrees, if the Proposal is awarded within ninety (90) calendar days after date of opening, to furnish the services and equipment specified in strict accordance with the Request for Proposal and at the prices set forth herein. The parties are notified that this Agreement is subject to cancellation pursuant to A.R.S. 38-511.

Name of Firm:	Address:
Phone:	City/State:
Fax:	Federal ID #:
Cellular/Pager #:	Social Security #:

I certify that this proposal did not involve collusion or other anti-competitive practices.

Signature of Person Authorized to Sign Proposal

Date

Please Print Name of Authorized Signature

Please Print Title

We choose to not submit a proposal. WE understand that failure to respond may result in the removal of our company's name from the vendor's list under commodities as shown on this proposal.

Award of Proposal and Execution of Contract (Governing Board Use Only)

Your offer is hereby accepted. You are now bound to provide the services listed in the submitted proposal for the prices and terms set forth in the contract documents consisting of the Request for Proposal, Terms and Conditions, Instructions to Proposers and Addenda contained in said Proposal RFP.

You are cautioned not to commence any invoiced services under this contract until you receive an executed Purchase Order. Awarded this _____ day of _____ 2011

Lake Havasu Unified School District #1

By: _____