

REQUEST FOR PROPOSAL (RFP)
PSYCHOLOGICAL TESTING AND RELATED SERVICES

SUMMIT ACADEMY MANAGEMENT
2791 MOGADORE ROAD
AKRON, OHIO 44312

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1. SUMMARY AND BACKGROUND

Summit Academy Management is currently accepting proposals to provide psychological testing to students, ages 5 to 22, suspected of having a disability. Additionally, Summit Academy Management is accepting proposals to evaluate and provide special education and related services to students, ages 5 to 22, in the areas of speech/language pathology, occupational therapy, physical therapy, and Intervention Specialist services.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various companies, conduct a fair and extensive evaluation based on the criteria listed herein, and select the companies which can best provide the required services. Bids may be awarded to multiple companies or single-sourced.

Summit Academy Management is a non-profit operator of Ohio public community schools (also known as “charter” schools) focused on providing a supportive and therapeutic environment for alternative learners. The Summit Academy program is specifically designed to address the social, emotional and academic needs of students with Attention Deficit/Hyperactivity Disorder, Autism Spectrum Disorder and related disorders. The majority of the attending students have been identified as students with a disability.

Summit Academy Management’s main office is located in Akron, Ohio. Across the state of Ohio, Summit Academy currently has 22 brick-and-mortar schools and provides educational services in 1 children’s residential center.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST on February 23, 2024. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the company intends to outsource or contract any work to meet the requirements contained herein, it must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive (e.g., no additional mileage/travel fees will be charged) including any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the individual(s) or organization(s) that will be contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the companies awarded the bids for this RFP. All contractual terms and conditions will be subject to legal review by Summit Academy Management and will include scope, budget, schedule, and other necessary items.

3. PURPOSE, DESCRIPTION AND SCOPE

Summit Academy Management has used contracted providers to provide psychological, speech therapy, occupational therapy, physical therapy services, and Intervention Specialist services for several years. To ensure the students receive the highest quality service at a competitive rate, Summit Academy Management is seeking proposals to provide the above listed services. Companies may bid for the 2024-2025 and 2025-2026 school years, with the option of an additional renewal year. The new Agreement(s) will be in place and go-live on July 1, 2024.

Summit Academy Management is looking for psychological testing, speech, occupational therapy, physical therapy, and Intervention Specialist services to be provided at the following schools, for which bids are being accepted.

- Summit Academy – Akron Elementary School
- Summit Academy – Akron Middle School
- Summit Academy Secondary School – Akron
- Summit Academy Community School for Alternative Learners – Canton
- Summit Academy Secondary School – Canton
- Summit Academy Community School – Cincinnati
- Summit Academy Transition High School – Cincinnati
- Summit Academy Community School – Columbus
- Summit Academy Middle School – Columbus
- Summit Academy Transition High School - Columbus
- Summit Academy Community School – Dayton
- Summit Academy Transition High School – Dayton
- Summit Academy Community School for Alternative Learners – Lorain
- Summit Academy Community School for Alternative Learners – Middletown
- Summit Academy Secondary School – Middletown
- Summit Academy Community School – Parma
- Summit Academy – Toledo
- Summit Academy Community School – Warren
- Summit Academy Community School for Alternative Learners – Warren Middle/Secondary
- Summit Academy Community School for Alternative Learners – Xenia
- Summit Academy – Youngstown
- Summit Academy Secondary School – Youngstown

Summit Academy Management is looking for psychological testing, speech, occupational therapy and physical therapy services to be provided at the following children’s residential center facility, for which bids are being accepted.

- Youth Intensive Services (Youngstown)

Psychological Testing

Summit Academy prefers to use the Wechsler Intelligence Test for Children. The Reynolds Intellectual Assessment Scales is utilized, as well. Services to be provided include administering, scoring, and creating an interpretive report for assessments completed. No other psychological services are needed at this time.

Speech, Occupational Therapy and Physical Therapy

All therapists requiring a supervisor (COTA, PTA, CFY-SLP) must have supervision in accordance with their respective licensure board rules and/or regulations. Supervision logs must be submitted monthly to Summit Academy Management.

Intervention Specialists

Intervention Specialists are required to document Specially Designed Instruction delivered on a given log and collect documentation per the IEP. This documentation must be provided to the school staff for filing to demonstrate compliance with the IEP and support student progress. Consultation sessions must be documented on a Consultation log, to be submitted monthly to Summit Academy Management.

General

All psychologists, as well as speech, occupational, and physical therapists (and therapy assistants) will be expected to bill the School-Based Medicaid Program (MSP) for services rendered.

All therapists and/or vendors contracted for the positions must hold and be able to submit proof of the following before beginning work in a Summit Academy School.

- Current state licensure in the respective field through the Ohio Department of Education or the respective State Board
- Be in good standing with State Boards
- BCI and FBI checks (must be done every 5 years for those who hold a license issued by the Ohio Department of Education)

Therapists must attend a one (1) day statewide training in August of each year.

4. REQUEST FOR PROPOSAL AND TIMELINE

Request for Proposal Timeline:

Upon receipt of the RFP Proposal issued on January 29, 2024, Summit Academy Management requests there to be no communications with Summit Academy personnel relative to the RFP Proposal. Doing so could potentially mean disqualification of a submitted proposal.

Bidders are welcome to attend a Question-and-Answer conference call slated for February 8, 2024, at 10:00 a.m. EST. **Participation is voluntary and not a requirement for the RFP submission.**

All proposals in response to this RFP are due no later than 5pm EST on February 23, 2024. Please send your bid via email to mark.michael@summitacademies.org and erica.richley@summitacademies.org with the subject heading of “Summit Academy Therapy Services”.

Evaluation of proposals will be completed by March 8, 2024. If additional information or discussions are required with any bidders, the bidder will be notified in writing.

All bidders will be notified during the week of March 11, 2024, if they have been awarded a contract. Upon notification, the contract negotiation with the winning bidder(s) will begin immediately, with the expectation that these be completed by April 1, 2024.

Initiation of Contract:

Services will begin July 1, 2024, with the mandatory training to be scheduled in August 2024.

5. BUDGET

Psychological Testing Services

As mentioned previously, only intelligence testing is needed at this time (to include scoring and an interpretive report). Please submit your hourly or per assessment rate, to include the administration, scoring and write-up charges.

As stated above, the hourly or per assessment rate must include all costs including, but not limited to, payroll, administrative, overhead taxes, benefits (including retirement) and mileage.

Intervention Specialist Services

Intervention Specialist needs (Specially Designed Instruction) vary across the state, ranging from direct services (to include the provision of Specially Designed Instruction, progress monitoring and reporting, completion of special education documents, and attendance at ETR/IEP meetings) to consultation (to include consulting with general education teachers who are providing Specially Designed Instruction about interventions, student progress, and special education documents). Please list your hourly rate. If the rate differs between assessments and treatment, please identify each respective rate. As stated above, the hourly or per assessment rate must include all costs including, but not limited to, payroll, administrative, overhead taxes, benefits (including retirement) and mileage.

Direct Services	Up to 20 hours/week per provider
Consultation	Up to 2 hours/week

*Please note: All allowable caseload ratios per Ohio Revised Code and workload guidelines must be adhered to.

Physical Therapy

Physical Therapy services are minimal across the state. The following are the *estimated* hours needed per week based on current needs. The number listed is the maximum number of hours required but could be lower due to fluctuating caseload size and workload throughout the school year. Please list your hourly rate, differentiating the rate for clinical supervisors. If the rate differs between assessments and treatment, please identify each respective rate. As stated above, the hourly or per assessment rate must include all costs including, but not limited to, payroll, administrative, overhead taxes, benefits (including retirement) and mileage.

School	Estimated Number of Hours Weekly
Summit Academy Community School for Alternative Learners – Canton	2
Summit Academy Secondary School – Canton	2
Summit Academy Community School – Columbus	2
Summit Academy Middle School – Columbus	1
Summit Academy Transition High School - Columbus	1
Summit Academy Community School for Alternative Learners – Middletown	2
Summit Academy Community School – Warren	2
Summit Academy Community School for Alternative Learners – Xenia	1
Summit Academy – Youngstown	2

Speech Therapy

The following are the *estimated* hours needed per week. The number listed is the maximum number of hours required but could be lower due to fluctuating caseload size and workload throughout the school year. Please list your hourly rate, differentiating the rate for clinical supervisors. If the rate differs between assessments and treatment, please identify each respective rate. As stated above, the hourly or per assessment rate must include all costs including, but not limited to, payroll, administrative, overhead taxes, benefits (including retirement) and mileage.

School	Estimated Number of Hours Weekly
Summit Academy – Akron Elementary School	28
Summit Academy – Akron Middle School	8
Summit Academy Secondary School – Akron	8
Summit Academy Community School for Alternative Learners – Canton	28
Summit Academy Secondary School – Canton	8
Summit Academy Community School – Cincinnati	28
Summit Academy Transition High School – Cincinnati	8
Summit Academy Community School – Columbus	12
Summit Academy Middle School – Columbus	8
Summit Academy Transition High School - Columbus	8
Summit Academy Community School – Dayton	28
Summit Academy Transition High School – Dayton	8
Summit Academy Community School for Alternative Learners – Lorain	20
Summit Academy Community School for Alternative Learners – Middletown	24
Summit Academy Secondary School – Middletown	8
Summit Academy Community School – Parma	20
Summit Academy – Toledo	28
Summit Academy Community School – Warren	28
Summit Academy Community School for Alternative Learners – Warren Middle/Secondary	8
Summit Academy Community School for Alternative Learners – Xenia	20
Summit Academy – Youngstown	28
Summit Academy Secondary School – Youngstown	8
Youth Intensive Services	PRN

Occupational Therapy

The following are the estimated hours needed per week. The number listed is the maximum number of hours required but could be lower due to fluctuating caseload size and workload throughout the school year. Please list your hourly rate, differentiating the rate for clinical supervisors. If the rate differs between assessments and treatment, please identify each respective rate. As stated above, the hourly or per assessment rate must include all costs including, but not limited to, payroll, administrative, overhead taxes, benefits (including retirement) and mileage.

School	Estimated Number of Hours Weekly
Summit Academy – Akron Elementary School	28
Summit Academy – Akron Middle School	8
Summit Academy Secondary School – Akron	8
Summit Academy Community School for Alternative Learners – Canton	28
Summit Academy Secondary School – Canton	8
Summit Academy Community School – Cincinnati	28
Summit Academy Transition High School – Cincinnati	8
Summit Academy Community School – Columbus	12
Summit Academy Middle School – Columbus	8
Summit Academy Transition High School - Columbus	8
Summit Academy Community School – Dayton	12
Summit Academy Transition High School – Dayton	8
Summit Academy Community School for Alternative Learners – Lorain	12
Summit Academy Community School for Alternative Learners – Middletown	24
Summit Academy Secondary School – Middletown	8
Summit Academy Community School – Parma	20
Summit Academy – Toledo	20
Summit Academy Community School – Warren	20
Summit Academy Community School for Alternative Learners – Warren Middle/Secondary	8
Summit Academy Community School for Alternative Learners – Xenia	20
Summit Academy – Youngstown	20
Summit Academy Secondary School – Youngstown	8
Youth Intensive Services	PRN

NOTE: All costs and fees must be clearly described in each proposal.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- A history of your company and qualifications, to include a description of experience in conducting the above-listed therapies.
- A description of your company’s experience providing school-based services and services in the State of Ohio.
- Financial information for your company.
- A listing of companies that your company is doing business with, to include 3 references.
- A copy of Insurance coverage and Liability limits.

- Vendor Statement that it has internal controls to abide by the Health Insurance Portability and Accountability Act known as HIPAA.
- Vendor Statement that it has internal controls to abide by Family Educational Rights and Privacy also referred to as FERPA.
- Please identify **ALL** direct and/or indirect business and/or personal relationships of any kind with Summit Academy School and/or Management personnel.
- List of how many full-time, part-time, and contracted staff are in your organization.

7. PROPOSAL EVALUATION CRITERIA

Summit Academy Management will evaluate all proposals based on the following criteria. Summit Academy Management reserves the right to do what is in the best interest of the students. To ensure consideration for this Request for Proposal, your proposal should be complete and address all of the following criteria:

- *Overall proposal suitability:* Proposal must meet the scope and requirements included herein and be presented in a clear and organized manner.
- *Financial Viability:* Proof \Statement of financial health.
- *Experience:* Bidders will be evaluated on their experience in evaluating and treating students with special needs in the school setting, as well as therapist experience treating in Ohio schools. Please ensure the number of years doing so is clearly stated.
- *Value and cost:* Bidders will be evaluated on the cost of their services based on the work to be performed in accordance with this proposal.
- *Satisfaction rating:* Bidders will be evaluated on the ratings given by the references provided.

Each bidder must submit their proposal via email to mark.michael@summitacademies.org and erica.richley@summitacademies.org with the Subject heading of “Summit Academy Therapy Services”.