

REQUEST FOR PROPOSAL (RFP)
PSYCHOLOGICAL TESTING AND RELATED SERVICES

SUMMIT ACADEMY MANAGEMENT
2791 MOGADORE ROAD
AKRON, OHIO 44312

MARCH 1, 2016

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1. SUMMARY AND BACKGROUND

Summit Academy Management is currently accepting proposals to provide psychological testing to student's ages 5 to 22 suspected of having a disability. Additionally, Summit Academy Management is accepting proposals to evaluate and provide services to student's ages 5 to 22 in the areas of speech/language, occupational therapy and physical therapy.

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 best represent the direction Summit Academy Management wishes to go. Bids may be awarded to multiple companies or single sourced.

Summit Academy Schools are non-profit community schools for alternative learners. The Summit Academy Schools are 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 27 brick-and-mortar schools and provides educational services in more than 15 children's residential center facilities.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST on April 1, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the company submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being 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 review by Summit Academy Management legal department 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 and physical therapy services for several years. To ensure that 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 2016-2017 and 2017-2018 school year, with the option of an additional renewal year. The new Agreement(s) will be in place and go-live on July 1, 2016.

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

- Ohio Construction Academy
- Summit Academy – Akron Elementary
- Summit Academy – Akron Middle
- Summit Academy – Akron Secondary
- Summit Academy – Canton Elementary
- Summit Academy – Canton Secondary
- Summit Academy – Cincinnati Elementary
- Summit Academy – Cincinnati Transitional High School
- Summit Academy – Columbus Elementary
- Summit Academy – Columbus Middle
- Summit Academy – Columbus Transitional High School
- Summit Academy – Dayton Elementary (and Annex)
- Summit Academy – Dayton Transitional High School
- Summit Academy – Lorain Elementary
- Summit Academy – Lorain Middle
- Summit Academy – Lorain Secondary
- Summit Academy – Middletown Elementary
- Summit Academy – Middletown Secondary
- Summit Academy – Painesville
- Summit Academy – Parma
- Summit Academy – Toledo Community
- Summit Academy – Toledo Learning Center (and Annex)
- Summit Academy – Warren Elementary
- Summit Academy – Warren Middle/Secondary
- Summit Academy – Xenia
- Summit Academy – Youngstown
- Summit Academy – Youngstown Secondary

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 facilities, for which bids are being accepted.

- Belmont Pines Hospital (Youngstown)
- Christian Children’s Home of Ohio (Wooster)
- Children’s Center of Ohio (Kitts Hill)
- Goleta House (Youngstown)
- Julia Paige (Cambridge)
- Mary Haven (Columbus)
- NECCO Center (Pedro)
- New Beginnings Residential Treatment Facility (Youngstown)
- Northcutt Residential Treatment Center (Dayton)
- Ranch of Opportunity (Washington Courthouse)
- Safehouse (Youngstown)
- Village Network – Bethesda (Bethesda)
- Village Network – Columbus (Columbus)
- Village Network – Salem (Salem)
- Village Network – Wooster (Wooster)
- Youth Intensive Services (Youngstown)
- Youth with a Purpose (Salineville)

Psychological Testing

Summit Academy prefers to use the Reynolds Intellectual Assessment Scales for the majority of students. The Wechsler Intelligence Test for Children is utilized, as well. 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. Supervision logs must be submitted monthly to Summit Academy Management.

General

All therapists will be expected to bill the School-Based Medicaid Program for services rendered. Therefore, knowledge of MSP documentation is required.

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 respective field through the Ohio Department of Education and all current certifications
- Be in good standing with State Boards and Continuing Education Units
- Professional liability insurance
- 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 March 1, 2016, Summit Academy Management requests there to be no communications with Summit Academy personal or consultant relative to the RFP Proposal. This could potentially mean disqualification of a submitted proposal.

Upon receipt of the RFP on March 1, 2016, bidders are welcome to attend a Question and Answer session slated for March 14, 2016 at 9:00 a.m. EST at Summit Academy Management (2791 Mogadore Road; Akron, Ohio 44312) or via a conference call. **This is not a requirement of the RFP Proposal but would be done on a volunteer basis.**

All proposals in response to this RFP are due no later than 5pm EST on April 1, 2016. Please mark your sealed bid with notice of submission for “Summit Academy Therapy Services” Proposal. Please mail to Casto Consulting Services LLC at PO Box 967, Cuyahoga Falls, Ohio 44223 and also by email to casto.consulting.services@gmail.com with the Subject heading of “Summit Academy Therapy Services”.

All bidders may schedule a proposal presentation on April 5th at Summit Academy Management (2791 Mogadore Road; Akron, Ohio 44312). Meetings are required to be scheduled by April 1, 2016. Please contact Casto Consulting Services LLC at casto.consulting.services@gmail.com to schedule your presentation. Presenter’s will be provided one (1) hour to present based on anticipated demand. **This is not a requirement of the RFP Proposal but may be done on a volunteer basis.**

Evaluation of proposals will be conducted April 2, 2016 through April 15, 2016. If additional information or discussions are required with any bidders during this window, the bidder will be notified in writing.

The successful bidder(s) awarded the contract(s) will be notified during the week of April 18, 2016 through April 22, 2016.

Upon notification, the contract negotiation with the winning bidder(s) will begin May 2nd, 2016 with the expectation to complete by May 20, 2016.

Notifications to bidders who were not selected will be completed by June 1, 2016

Initiation of Contract:

Services will begin July 1, 2016, commencing with a mandatory training in August 2016.

5. BUDGET

Psychological Testing Services

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

If mileage will also be charged, please list this, as well.

The Hourly rate provided will be an **all-inclusive** rate which may include but not limited to: Payroll, Administrative, Overhead, Taxes and **all** Benefits including retirement.

Physical Therapy

Physical Therapy services are minimal across the state. Please list your hourly rate, differentiating the rate for clinical supervisors. If the rate differs between assessments and treatment, please identify each respective rate.

If mileage will also be charged, please list this, as well.

The Hourly rate provided will be an **all-inclusive** rate which may include but not limited to: Payroll, Administrative, Overhead, Taxes and **all** Benefits including retirement.

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. If mileage will also be charged, please list this, as well.

The Hourly rate provided will be an **all-inclusive** rate which may include but not limited to: Payroll, Administrative, Overhead, Taxes and **all** Benefits including retirement.

School	Estimated Number of Hours Weekly
Ohio Construction Academy	PRN
Summit Academy – Akron Elementary	32
Summit Academy – Akron Middle	12
Summit Academy – Akron Secondary	8
Summit Academy – Canton Elementary	32
Summit Academy – Canton Secondary	8
Summit Academy – Cincinnati Elementary	32
Summit Academy – Cincinnati Transitional High School	8

Summit Academy – Columbus Elementary	12
Summit Academy – Columbus Middle	8
Summit Academy – Columbus Transitional High School	8
Summit Academy – Dayton Elementary (and Annex)	32
Summit Academy – Dayton Transitional High School	12
Summit Academy – Lorain Elementary	32
Summit Academy – Lorain Middle	16
Summit Academy – Lorain Secondary	8
Summit Academy – Middletown Elementary	24
Summit Academy – Middletown Secondary	8
Summit Academy – Painesville	24
Summit Academy – Parma	48
Summit Academy – Toledo Community	28
Summit Academy – Toledo Learning Center (and Annex)	36
Summit Academy – Warren Elementary	28
Summit Academy – Warren Middle/Secondary	20
Summit Academy – Xenia	40
Summit Academy – Youngstown	48
Summit Academy – Youngstown Secondary	14
Belmont Pines Hospital	14
Christian Children’s Home of Ohio	PRN-5
Children’s Center of Ohio	PRN-5
Goleta House	PRN-5
Julia Paige	PRN-5
Mary Haven	PRN-5
NECCO Center	16
New Beginnings Residential Treatment Facility	PRN-5
Northcutt Residential Treatment Center	PRN-5
Ranch of Opportunity	PRN-5
Safehouse	PRN-5
Village Network – Bethesda	PRN-5
Village Network – Columbus	PRN-5
Village Network – Salem	PRN-5
Village Network – Wooster	PRN-5
Youth Intensive Services	PRN-5
Youth with a Purpose	PRN-5

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. If mileage will also be charged, please list this, as well.

The Hourly rate provided will be an **all-inclusive** rate which may include but not limited to: Payroll, Administrative, Overhead, Taxes and **all** Benefits including retirement.

School	Estimated Number of Hours Weekly
Ohio Construction Academy	PRN
Summit Academy – Akron Elementary	32
Summit Academy – Akron Middle	8
Summit Academy – Akron Secondary	6
Summit Academy – Canton Elementary	32
Summit Academy – Canton Secondary	6
Summit Academy – Cincinnati Elementary	32
Summit Academy – Cincinnati Transitional High School	6
Summit Academy – Columbus Elementary	10
Summit Academy – Columbus Middle	6
Summit Academy – Columbus Transitional High School	4
Summit Academy – Dayton Elementary (and Annex)	32
Summit Academy – Dayton Transitional High School	10
Summit Academy – Lorain Elementary	32
Summit Academy – Lorain Middle	10
Summit Academy – Lorain Secondary	6
Summit Academy – Middletown Elementary	20
Summit Academy – Middletown Secondary	8
Summit Academy – Painesville	20
Summit Academy – Parma	48
Summit Academy – Toledo Community	28
Summit Academy – Toledo Learning Center (and Annex)	32
Summit Academy – Warren Elementary	24
Summit Academy – Warren Middle/Secondary	14
Summit Academy – Xenia	40
Summit Academy – Youngstown	48
Summit Academy – Youngstown Secondary	10
Belmont Pines Hospital	14
Christian Children’s Home of Ohio	PRN-4
Children’s Center of Ohio	PRN-4
Goleta House	PRN-4
Julia Paige	PRN-4
Mary Haven	PRN-4
NECCO Center	16
New Beginnings Residential Treatment Facility	PRN-4
Northcutt Residential Treatment Center	PRN-4
Ranch of Opportunity	PRN-4
Safehouse	PRN-4
Village Network – Bethesda	PRN-4

Village Network – Columbus	PRN-4
Village Network – Salem	PRN-4
Village Network – Wooster	PRN-4
Youth Intensive Services	PRN-5
Youth with a Purpose	PRN-4

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. Also to be included is financial information.
- A listing of companies that your company is doing business with and 8 references.
- A copy of Insurance coverage and Liability limits.
- Vendor Statement that it has internal controls to abide by 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.
- Description of experience in conducting the above listed therapies.
- 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 include 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.
- *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 to Casto Consulting Services LLC at PO Box 967, Cuyahoga Falls, Ohio 44223 and also by email to casto.consulting.services@gmail.com.