



February 8, 2019

Re: Summit Academy School - RFP / Psychological Testing and Related Services

Summit Academy Management invites your company to submit a proposal based on the attached Request for Proposal for Psychological Testing and Related Services.

Summit Academy Management is a non-profit operator of public community (also known as “charter”) 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.

The Request for Proposal seeks to utilize a single Managed Service Provider or Multiple Service Providers for Psychological Testing, Speech, Occupational Therapy, and Physical Therapy. These services will be rendered at one of the 24 brick-and-mortar schools or 6 children’s residential centers where Summit Academy Management is currently providing educational services. Additional information can be learned in the attached RFP, including estimated hours of services for the 2019 – 2020 school year.

The Request for Proposal Timeline is as follows:

February 8, 2019	RFP sent out to Vendors
February 15, 2019	Vendors may have questions answered concerning the RFP at 9:30 am (conference call line - 855-866-1907, PW 5255887)
February 28, 2019	Proposals are due by 5:00 P.M. EST Proposal package should contain two (2) copies of the proposal and be mailed to Mark Michael, Summit Academy Management; 2791 Mogadore Road; Akron, Ohio 44312  Please email a copy to <a href="mailto:mark.michael@summitacademies.org">mark.michael@summitacademies.org</a> indicating in the email when the hard copy of the proposal was mailed to ensure all bids are received
March 5, 6, 2019	Invited finalists to present their proposal to Summit Academy Management Presentations are limited to no more than 45 minutes in duration, including any Q&A
March 25-29, 2019	All vendors notified of RFP outcome Letter of Intent sent out to those awarded bids

Summit Academy Management would like to thank you for your consideration and time in submitting a proposal for Psychological Testing and Related Services for our Schools and your willingness to partner with Summit Academy in their efforts to provide quality services to students served.

Sincerely,

Mark Michael  
Director of Compliance and Governance  
Summit Academy Management

**REQUEST FOR PROPOSAL (RFP)**  
**PSYCHOLOGICAL TESTING AND RELATED SERVICES**

**SUMMIT ACADEMY MANAGEMENT**  
**2791 MOGADORE ROAD**  
**AKRON, OHIO 44312**

**FEBRUARY 8, 2019**

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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 related services to students, ages 5 to 22, in the areas of speech/language pathology, occupational therapy, physical therapy, visual impairment services and orientation/mobility 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 24 brick-and-mortar schools and provides educational services in 6 children’s residential centers.

## 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 28, 2019. 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 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 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, visual impairment services and orientation/mobility 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 2019-2020 and 2020-2021 school years, with the option of an additional renewal year. The new Agreement(s) will be in place and go-live on July 1, 2019.

Summit Academy Management is looking for psychological testing, speech, occupational therapy, physical therapy, visual impairment services and orientation/mobility 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 School – Lorain
- Summit Academy Community School for Alternative Learners – Middletown
- Summit Academy Secondary School – Middletown
- Summit Academy Community School – Painesville
- 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 facilities, for which bids are being accepted.

- Belmont Pines Hospital (Youngstown)
- Christian Children's Home of Ohio (Wooster)
- Safehouse (Youngstown)
- Village Network – Salem (Salem)
- Village Network – Wooster (Wooster)
- Youth Intensive Services (Youngstown)

### *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 rules and/or regulations. Supervision logs must be submitted monthly to Summit Academy Management.

### *General*

All therapists will be expected to bill the School-Based Medicaid Program (MSP) 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)
- Drug screening (negative results)

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 February 8, 2019, 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 15, 2019 at 9:30 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 28, 2019. Please mark your sealed bid with notice of submission for “Summit Academy Therapy Services”. Please mail to Mark Michael, Summit Academy Management; 2791 Mogadore Road; Akron, Ohio 44312; and also by email to [mark.michael@summitacademies.org](mailto:mark.michael@summitacademies.org) with the subject heading of “Summit Academy Therapy Services”.

Summit Academy Management shall select a number of finalists. Finalists shall be required to make a proposal presentation on March 5<sup>th</sup> or March 6<sup>th</sup> at Summit Academy Management (2791 Mogadore Road; Akron, Ohio 44312). Presentations will be scheduled by Summit Academy Management. Summit Academy Management will try to coordinate times for required presentation, but retains the right to schedule presentations as necessary. Presentations, including any Q & A, will be limited to forty-five (45) minutes. **Presentations are informational only and shall be used by Summit Academy Management to help understand the proposals as part of the review process.**

Evaluation of proposals will be completed by March 22, 2019. If additional information or discussions are required with any bidders during this window, the bidder will be notified in writing.

All bidders will be notified during the week of March 25, 2019 if they have been awarded a contract. Upon notification, the contract negotiation with the winning bidder(s) will begin immediately, with the expectation to complete by April 12, 2019.

**Initiation of Contract:**

Services will begin July 1, 2019, with the mandatory training to be scheduled in August 2019.

**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.

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.

***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. 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.

### ***Visual Impairment and Orientation/Mobility Services***

Visual Impairment, as well as Orientation/Mobility services are minimal across the state. 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.

### ***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.

<b>School</b>	<b>Estimated Number of Hours Weekly</b>
Summit Academy – Akron Elementary School	32
Summit Academy – Akron Middle School	12
Summit Academy Secondary School – Akron	12
Summit Academy Community School for Alternative Learners – Canton	32
Summit Academy Secondary School – Canton	8
Summit Academy Community School – Cincinnati	40
Summit Academy Transition High School – Cincinnati	20
Summit Academy Community School – Columbus	12
Summit Academy Middle School – Columbus	8
Summit Academy Transition High School - Columbus	8
Summit Academy Community School – Dayton	40
Summit Academy Transition High School – Dayton	12
Summit Academy Community School for Alternative Learners – Lorain	32
Summit Academy School – Lorain	24
Summit Academy Community School for Alternative Learners – Middletown	24
Summit Academy Secondary School – Middletown	8



Summit Academy Community School – Painesville	32
Summit Academy Community School – Parma	48
Summit Academy – Toledo	36
Summit Academy Community School – Warren	28
Summit Academy Community School for Alternative Learners – Warren Middle/Secondary	20
Summit Academy Community School for Alternative Learners – Xenia	40
Summit Academy – Youngstown	48
Summit Academy Secondary School – Youngstown	14
All Children’s Residential Centers (except Belmont Pines Hospital)	PRN
Belmont Pines Hospital	14

***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.

<b>School</b>	<b>Estimated Number of Hours Weekly</b>
Summit Academy – Akron Elementary School	32
Summit Academy – Akron Middle School	8
Summit Academy Secondary School – Akron	8
Summit Academy Community School for Alternative Learners – Canton	32
Summit Academy Secondary School – Canton	8
Summit Academy Community School – Cincinnati	40
Summit Academy Transition High School – Cincinnati	10
Summit Academy Community School – Columbus	10
Summit Academy Middle School – Columbus	6
Summit Academy Transition High School - Columbus	4
Summit Academy Community School – Dayton	40
Summit Academy Transition High School – Dayton	10
Summit Academy Community School for Alternative Learners – Lorain	32
Summit Academy School – Lorain	20
Summit Academy Community School for Alternative Learners – Middletown	24
Summit Academy Secondary School – Middletown	8

Summit Academy Community School – Painesville	20
Summit Academy Community School – Parma	48
Summit Academy – Toledo	36
Summit Academy Community School – Warren	24
Summit Academy Community School for Alternative Learners – Warren Middle/Secondary	14
Summit Academy Community School for Alternative Learners – Xenia	40
Summit Academy – Youngstown	48
Summit Academy Secondary School – Youngstown	14
All Children’s Residential Centers (except Belmont Pines Hospital)	PRN
Belmont Pines Hospital	14

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 3 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, to include experience providing these services in Ohio schools.
- 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 Mark Michael, Summit Academy Management; 2791 Mogadore Road; Akron, Ohio 44312; and also by email to [mark.michael@summitacademies.org](mailto:mark.michael@summitacademies.org) with the Subject heading of “Summit Academy Therapy Services”.