INVITATION TO BID

SUBJECT: Ancillary/Speech Services
(Speech Pathologist, Clinical Fellows, and Speech Language Pathology Assistant), Occupational Therapist and Certified Occupational Therapist Assistants, Audiological & Diagnostic Evaluations, Physical Therapy and Physical Therapy Assistants, Orientation Mobility, Teacher Visually Impaired, Sign Language Interpreter and Sign Language Aide, School Psychologist, Board Certified Behavior Analyst)

Commodity Code: #96258

BID NUMBER: 1920-10

BID ISSUED: April 22nd, 2020

BID DUE DATE/TIME: May 8th, 2020 - 10:00 a.m.

PLACE OF OPENING: Hobbs Municipal Schools
Administration Office – Jessica Munoz Alvarado
Room # 129
1515 E. Sanger – P.O. Box 1030
Hobbs, New Mexico 88241

BIDDER INFORMATION:
We agree to provide the items as listed for the bid prices indicated on the attached Proposal Form. We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY ___________________________ SIGNATURE_____________________
ADDRESS __________________________ NAME (PRINT)________________________
_______________________________ TITLE______________________________
TELEPHONE_______________________ DATE___________________________
E-Mail ____________________________________________________________
GENERAL CONDITIONS

1. The Hobbs Municipal Schools is requesting bids for Ancillary Services and Evaluations in the areas of Speech/Language which include SLP, CFs, and SLPAs, Audiological and Diagnostic, Physical Therapy and Physical Therapy Assistant, Occupational and Certified Occupational Therapy Assistant, Orientation Mobility, Teacher Visually Impaired, Sign Language Interpreter and Sign Language Aide, School Psychologist and Board Certified Behavior Analyst for Special Education Services. Bid shall be effective May 30th, 2020 through June 30th, 2021. Bidders must have successful experience in the area they are bidding.

2. Services will be provided to students, age 5 to 21 years, and to developmentally delayed 3 and 4 year olds.

3. The specific duties for these services will be as follows:

   A. Review referral and diagnostic information; medical data, parent permission to receive therapy; case history; and hearing and vision screening.

   B. Provide to the State Department of Education Certified personnel to perform their professional duties for the Hobbs Schools inclusive of:

      1) Diagnostic Evaluations: The object is to identify whether a child is exceptional and, if so, to identify the type of special education services necessary.

      2) Attendance at an Individualized Education Plan Committee (I.E.P.) meeting for potential and assigned caseload;

      3) Development of written implementation program of I.E.P. with other providers;

      4) Consultation with teachers, parents, etc. of assigned caseload; and

      5) Ongoing student progress reports and evaluations for enrolled caseload.

      6) File and update all instructional components with the special education teachers.

   C. Provide or assist in providing appropriate diagnostic and therapeutic services on a schedule to be mutually arranged between the Hobbs Municipal Schools and the bidder.

   D. The provider will be expected to submit the necessary reports, to the District, on all eligible Medicaid students.

   E. The physical therapist must be able to supervise physical therapy assistant.

   F. Responsible for all continuing education units required for continued licensure.
4. The specific duties of the Hobbs Municipal Schools for each student referred for ancillary services will be as follows:

   A. Provide referral information; parent permission to test, case histories, including education, family and medical information, hearing and vision screening; and other relevant data necessary to access the need for ancillary services.

   B. Obtain medical evaluations when necessary.

   C. Schedule each student for diagnostic and/or ancillary services in accordance with the student's Individualized Educational Program (I.E.P.)

   D. Provide record release authorization for each referred student from the student's home school district.

   E. Provide materials necessary for implementation of therapeutic program.

   F. Training may be provided by Hobbs Municipal Schools at no cost. The bidder will not bill for time spent in training.

5. Psycho-diagnostic Evaluations are to evaluate issues brought forward in referral questions proposed by the referral team. Psychological services are to support the special education needs of the student and must have educational relevance.

   A. The assessment should be designed to, as accurately as possible, describe the issues impacting the child’s ability to perform in the school setting. Historical information, interview data, observational data and objective/projective test data, observational data and objective/projective test data will be used to support clinical decision making as to: diagnosis, prognosis, consultation with school personnel or authorities, treatment recommendations, need for services such as psychological counseling or social work intervention and specific measurable goals and objectives for these interventions.

   B. Re-evaluations will include consideration of the efficacy of prior interventions and recommendations supported by data to continue, change, or discontinue service recommendation.

6. The Hobbs Municipal Schools will supply all therapeutic/educational material deemed necessary by the Special Education Director.

7. A "day" constitutes 7½ work hours documented in child service. All approved preparation time or travel between sites for ancillary services or initial diagnosis must be within the school district.
8. Service provider must have school personnel verify in writing when services are provided at each site. Forms for this purpose can be obtained from Mrs. Donna Jones, Director of Special Education.

9. An earned doctorate in Mental Health Sciences will be required on the individual performing Psychological Services including evaluations.

10. The hourly rate requested on the Proposal Form must be inclusive of all costs excluding gross receipts tax. Billing must be itemized as hourly rate, gross receipt tax and mileage (if applicable). Mileage will be paid at 45 cents per mile with submitted documentation for each day and each site of service.

11. Services are on an “AS NEEDED” basis.

12. The Hobbs Board of Education reserves the right to accept or reject any or all bids and to waive any or all technicalities.

13. Bidder may quote on any or all items of the Proposal Form.

14. For a bid to be considered, it must be signed by the bidder. Bids must be typed or handwritten in pen.

15. It is the bidder's responsibility to deliver the proposal at the proper time to the place designated for the bid opening. A late bid will be considered only if it is the only bid received or if late delivery is due to an error on the part of the Hobbs Municipal Schools.

16. Place the enclosed gummed label on the outside of the bid envelope on the lower left corner.

17. Please type or print legibly in completing the Proposal Form in order to avoid possible delays or errors in tabulating bid results.

18. Bids will be accepted at the Hobbs Schools Administration Office until May 8th, 2020 at 10:00 a.m.

19. This bid will be presented to the Hobbs Board of Education on Tuesday, May 19th, 2020.
**PROPOSAL FORM**

A. Child Specific Activities/Preparation/I.E.P.'s

<table>
<thead>
<tr>
<th></th>
<th>Estimate the # of Hours Available Per Week</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>1. Speech/Language Pathology</td>
<td>_______</td>
<td>$_______ hr.</td>
</tr>
<tr>
<td>2. Clinical Fellow &amp; Speech Language Pathologist Assistant</td>
<td>_______</td>
<td>$_______ hr.</td>
</tr>
<tr>
<td>3. Audiological</td>
<td>_______</td>
<td>$_______ hr.</td>
</tr>
<tr>
<td>4. Educational Diagnosticians</td>
<td>_______</td>
<td>$_______ hr.</td>
</tr>
<tr>
<td>5. Physical Therapy</td>
<td>_______</td>
<td>$_______ hr.</td>
</tr>
<tr>
<td>6. Physical Therapy Assistant</td>
<td>_______</td>
<td>$_______ hr.</td>
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<tr>
<td>7. Occupational Therapy</td>
<td>_______</td>
<td>$_______ hr.</td>
</tr>
<tr>
<td>8. Certified Occupational Therapy Assistant</td>
<td>_______</td>
<td>$_______ hr.</td>
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<tr>
<td>9. Orientation Mobility and Teacher Visually Impaired</td>
<td>_______</td>
<td>$_______ hr.</td>
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<tr>
<td>10. Sign Language Interpreter</td>
<td>_______</td>
<td>$_______ hr.</td>
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<tr>
<td>11. Sign Language Aide</td>
<td>_______</td>
<td>$_______ hr.</td>
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<tr>
<td>12. School Psychologist</td>
<td>_______</td>
<td>$_______ hr.</td>
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<tr>
<td>13. Board Certified Behavior Analyst</td>
<td>_______</td>
<td>$_______ hr.</td>
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P R O P O S A L   F O R M

B. Evaluations
   (Rate individual evaluation inclusive of written report.)

   Rate per Eval.

1. Speech/Language
   $_____

2. Audiological
   $_____

3. Educational Diagnostician Initial/Re-evaluation
   $_____

4. Bilingual Evaluations
   $_____

5. Physical Therapy
   $_____

6. Occupational Therapy
   $_____

7. Orientation Mobility and Teacher Visually Impaired
   $_____

8. Psychological Evaluation
   $_____

The Hobbs Municipal Schools reserves the right to choose which bid will be most advantageous to the District. The Hobbs Municipal Schools reserves the right to negotiate any hourly rate that exceeds funding allowed by the State of New Mexico for these services.