

LOVINGTON MUNICIPAL SCHOOLS
SPECIAL PROGRAMS
18 WEST WASHINGTON
LOVINGTON, NM 88260

INVITATION TO BID # 1920004

SUBJECT: ANCILLARY SERVICES FOR
OCCUPATIONAL THERAPY SERVICES

PLACE OF OPENING: LOVINGTON MUNICIPAL SCHOOLS
Office of the Superintendent
18 West Washington
Lovington, NM 88260
575-739-2200

OPENING DATE: Tuesday, April 2, 2019
2:00 P.M. MDT

BID NUMBER: 1920004

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE/TITLE: _____

E-MAIL ADDRESS: _____

DATE: _____

INDICATE "BID 1920004" ON OUTSIDE OF SEALED ENVELOPE.

BID # 1920004

PROPOSAL FORM

CHILD SPECIFIC ACTIVITIES/PREPARATION /I.E.P.'S:

	Estimate the # of Hours available <u>Per week</u>	<u>Hourly Rate</u>
OCCUPATIONAL THERAPY	_____	\$_____hr. (exact amount)
COTA	_____	\$_____hr. (exact amount)

EVALUATIONS:

	<u>Hourly Rate</u>
OCCUPATIONAL THERAPY	\$_____hr. (exact amount)

GENERAL CONDITIONS

1. The Lovington Municipal School is requesting bids for Ancillary Services and Evaluations in the area of Occupational Therapy Services. Bids shall be effective July 1st, 2019 through June 30th, 2020. 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. Billing for services must be kept separate for the two age groups.
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 New Mexico Public Education Department, Certified personnel to perform their professional duties for the Lovington Municipal School District.
 - 1) Occupational Therapy Evaluations: The object is to identify whether a child has a deficit and, if so, to identify the type of occupational therapy 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 appropriate diagnostic and therapeutic services on a schedule to be mutually arranged between the Lovington Municipal School and the bidder.
 - D. The provider will be expected to submit the necessary reports on a weekly basis to the Lovington Municipal Schools and to the state accepted Medicaid billing site, on all eligible Medicaid students.
 - E. The occupational therapist must be able to supervise the certified occupational therapy assistant.

- F. The contracted ancillary service provider will be responsible for all CEU's required for continued licensure.
- 4. The specific duties of the Lovington 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 offered in district by Lovington Municipal Schools at no cost. The bidder will not bill for time spent in training.
- 5. Occupational Therapy Evaluations are to evaluate issues brought forward in referral questions proposed by the SAT or IEP team. Occupational Therapy 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 in the area of occupational therapy.
 - 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. Lovington Municipal Schools will supply all therapeutic/educational material deemed necessary by the Director of Special Programs.
- 7. A "day" constitutes regular school hours of documented in child service. The school year as mandated by NM PED is 180 days. All approved preparation time or travel between sites for ancillary services or initial diagnosis must be within the school district.
- 8. The hourly rate requested on the Proposal Form must be inclusive of all costs excluding gross receipts tax. Billing must be itemized as hourly on the job rate, gross receipt tax and mileage (if applicable). Itemized billing must meet the approval of the Director of Special Programs or Designee before payment is issued.

9. The Lovington Municipal School reserves the right to accept or reject any or all bids and to waive any or all technicalities.
10. All bids must be turned in on the attached Lovington Municipal Schools proposal form. Any bids not turned in on LMS proposal form will be rejected. Bidder may quote on any or all items of the proposal form.
11. The hourly rate has to be listed as an exact amount. Range prices **will not** be considered. (i.e. \$65-\$85/hour)
12. For a bid to be considered, it must be signed by the bidder. Bids must be typed or handwritten in pen.
13. It is the bidder's responsibility to deliver the proposal at the proper time to the place designated for the bid opening.
14. Please type or print legibly in completing the Proposal Form in order to avoid possible delays or errors in tabulating bid results.
15. Bids will be accepted at the Lovington Municipal Schools Administration Building, 18 West Washington, Lovington, New Mexico 88260 through Tuesday, April 2, 2019 at 2:00 p.m. MDT.
16. Bids will be opened at the Lovington Municipal Schools Administration Building, 18 West Washington, Lovington, NM 88260 on Tuesday, April 2, 2019 at 2:00 p.m. MDT.
17. This bid will be presented to the Lovington Municipal School Board on Tuesday, April 9, 2019.