



February 2, 2024

Request for Proposal (RFP)-VIDE-2024-002

Proposal Deadline: February 16, 2024 at 4:00 pm EST
bids@vide.vi**Purpose**

The Virgin Islands Department of Education (VIDE), through the Division of Special Education in the St. Thomas/St. John District, is soliciting proposals from licensed Speech Language Pathologists to complete twenty-five (25) Speech Evaluations and provide direct speech therapy services. The goal is to determine students' eligibility for speech language therapy services and provide direct speech language services for up to one hundred fifty (150) students between the anticipated dates March 4, 2024 through June 30, 2024.

These services are being contracted as part of an action plan to ensure a Free Appropriate Public Education to students ages 3 to 21 who:

- Were referred for special education evaluation due to suspected or previously diagnosed educational disabilities that include speech and/or language concerns; or
- Require speech therapy services as outlined on their Individualized Education Programs (IEPs), including (but not limited to) any compensatory service time owed.

Scope of Work

Proposals are being requested from locally licensed speech language pathologists who are able to meet the contractual performance requirements specified below

- Any SLP contractor selected agrees to complete speech evaluations and provide direct speech services to no more than one hundred fifty (150) students. Both the speech evaluations and speech therapy service hours must be completed within the period from March 4, 2024 through June 30, 2024, with a possible option for contract extension. A speech-language evaluation is considered complete when the contracted speech language pathologist has signed a written report and the finalized confidential document has been securely submitted and received by the Related Services Supervisor.
- Speech therapy services must be provided with parental consent and must adhere to the parameters (frequency, goals, accommodations, etc.) specified in the student's IEP. Related service logs must be submitted on a monthly basis, as supporting documents for speech therapy invoices.
- The SLP contractor is also required to provide reports of students' progress every nine (9) weeks (marking period) as a result of therapeutic intervention and attend IEP meetings to consult with parents, students, and school personnel.

Proposal Requirements

- The proposal must clearly state the speech language pathologist’s qualifications, all fees to be charged per completed evaluation and for providing speech services for up to one hundred and fifty (150) students. Each student has an average service time of twice per week for 30 minutes OR once per week for 60 minutes. The service provider can set the frequency within these limits. Actual frequency shall be determined after the initial evaluation or according to the student’s IEP.
- The proposal must include plans for monthly submittal of a detailed confidential listing of all evaluation sessions and therapy service hours conducted and any speech language pathologist reports submitted.
- The proposal must include the speech language pathologist's current license number and certification verification. Speech-language pathologists, as defined by ASHA, hold the ASHA Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP). Any subsequent contractual agreement will include the speech language pathologist's federal tax identification number and documentation of insurance coverage for general liability and/or professional liability.

NOTE: The selected contractor is required to be registered with www.sam.gov and new vendors must complete any other prerequisite documentation package(s).

Contractual Requirements:

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) Current *Virgin Islands Business License* issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (2) *Certificate of Liability Insurance* indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than Three Hundred Thousand Dollars and Zero Cents (\$300,000.00) for any one occurrence. The Contractor must provide a *Certificate of Liability Insurance* and *Declaration/Endorsement* pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (3) One current original *Certificate(s) of Good Standing/Existence*, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.

- (4) If applicable, **Certificate of Issuance or Renewal of Trade Name** issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (7) Current **Certificate of Government Insurance** issued by the Office of Custodian, Department of Finance, Government Insurance Fund; or Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.
- (8) **System for Award Management (SAMS) Debarment Certification** Form, www.sam.gov

Please note the referenced above documents are subject to modification at the Government's discretion.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.