



REQUEST FOR PROPOSAL (RFP)

***Occupational Therapy Services
Psychology Services***

Solicitation: APASPED25

This RFP is Being Issued by:

Utah Charter Academies (UCA), Inc.
DBA American Preparatory Academy (APA) of Draper
12892 S. Pony Express Rd.
Draper, UT 84020

ISSUE DATE: May 14, 2024

SUBMISSION DEADLINE: May 24, 2024

EXPECTED TIME PERIOD FOR CONTRACT: UP TO THREE (3) YEARS

ELIGIBILITY: This procurement is open to those organizations that satisfy the minimum qualifications stated herein and are licensed for work in the state of Utah. Preference will be given to organizations whose corporate office is located in the state of Utah. We are looking for one company to provide all services listed above.

All personnel are required to perform in-person services. No virtual candidates will be considered.

American Preparatory Academy RFP COORDINATOR(S):

Name: Rebecca Dailey
Phone: 801-797-0089
Email: rdailey@apamail.org



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1. **INTRODUCTION**

1.1. **BACKGROUND**

Utah Charter Academies is a non-profit 501c3 providing public education utilizing public funds and doing business as American Preparatory Academy (APA). UCA is currently operating 7 public charter schools in Utah. American Preparatory Academy has a student enrollment of approximately 5300 students.

Campus locations are as follows:

West Valley 1 Campus
1255 W. Crystal Ave
West Valley City UT 84119

Draper 1 Campus
12892 South Pony Express Road
Draper, UT 84020

West Valley 2 Campus
3636 W. 3100 S.
West Valley, UT 84120

Draper 2 Campus
11938 S. Lone Peak Parkway
Draper, UT 84020

Salem Campus
1195 S. Elk Ridge Dr.
Salem, UT 84653

Draper 3 Campus
431 W. 11915 S.
Draper, UT 84020

Cedar City Campus
(American Principles Academy)
782 N. Main St
Cedar City, UT 84721

1.2. **PURPOSE**

Utah Charter Academies (UCA) is accepting proposals for services of qualified businesses overseeing licensed, registered professionals in the following fields:

- Occupational Therapy (OT)
- Certified Occupational Therapy Assistants (COTA)
- Psychology and/or Neuropsychology

Bids should include rates for one Full Time Equivalent (FTE) for each professional service. Contracted professionals will perform student evaluations to determine eligibility of a student to receive supplemental services and work with students according to the needs found by the IEP Team.

1.3. **TERM OF CONTRACT**

The first term of any resultant contract shall be for the current school year and may be extended annually for up to a maximum of two additional years. Amendments extending the number of days or period of performance, if any, shall be at the sole discretion of APA.

1.4. SCOPE OF SERVICES

All contracted professionals will work with students ages 5-22 within all schools in the District. The number of students will be based on individual evaluation and educational needs. Contracted professionals may be working one-on-one with students, or in small groups of students between the hours of 8:00am to 3:00 pm.

The contracting agency will determine therapy and testing schedules based on daily academic schedules, according to grade ranges: K-3, 4-6, and 7-12 . The current schedule is attached as Addendum B. APA reserves the right to determine appropriate hours the students are able to receive services. Services may be required year round. The contracted professionals must provide their own, reliable transportation to schools and between schools.

The contracted professionals must demonstrate organizational skills, managing behavior of students and maintaining an atmosphere conducive to learning. The contracting agency will be responsible for the direct clinical supervision of all contracted professionals within its agency. The agency will maintain records and invoice the district monthly for documented services.

Contracted Duties:

- Maintain confidentiality.
- Evaluate all students referred and participate in multi-disciplinary team meetings and evaluations.
- Prescribe and implement the IEP goals for the student, when applicable.
- Schedule students for therapy or testing.
- Accurately complete documentation requested by APA.
- Make records available to the Director of Special Education, as requested.
- Collaborate with the district Special Education team.

Occupational Therapy - The contracted Occupational Therapist and COTA shall evaluate referred students, complete all necessary evaluation, eligibility, and IEP duties, and provide consistent occupational therapy services for students with motor disabilities on their Individual Educational Plans (IEP).

Psychology/Neuropsychology - The licensed Psychologist or Neuropsychologist shall perform academic student evaluations using various recognized evaluative measures, as requested by the LEA. Evaluation responsibilities include a full interpretation of the evaluation results. Consultation with the Special Education Teacher or IEP team may also be needed.

1.5. CONSULTANT QUALIFICATIONS

1. Appropriate undergraduate and postgraduate degree(s) for profession.
2. Dedication to professional growth and development.
3. Ability to relate well with diverse socio-economic groups.

4. Possess a team approach attitude toward fellow workers.
5. Establish and maintain a professional and positive working relationship with students, parents, staff and the general public.
6. Desire to be a role model for students.
7. Have a record of dependability, flexibility and strong attendance.
8. Confidentiality must always be maintained.

Additional Requirements successful bidders will provide after contract is awarded:

1. Agency will certify the contracted professionals are not presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participating by any federal governmental department.
2. Agency will validate that assigned professionals can demonstrate proficiency of the skill(s) required to serve the students to which they are assigned. The agency will provide the validation upon request.

1.6. FUNDING

This agreement is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by UCA's Board of Directors or otherwise not made available to APA.

Authorization to continue operating APA as a Utah public charter school is expressly contingent on APA's charter not being terminated by the Utah State Board of Education. APA reserves the right to cancel any and all contracted professional service agreements executed pursuant to this RFP in the event the School's charter is terminated for any reason. All offerors must agree to cancellation of said agreements and to hold APA, its directors, officers, employees, and agents harmless for any loss of potential profits and costs/expenses incurred in the event the School's charter is terminated for any reason. Submission of a proposal in response to this RFP shall be deemed an acknowledgment and consent by the offeror to the cancellation provisions contained in this paragraph.

1.7. NON-DISCRIMINATION

APA does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, physical, sensory or mental disabilities or use of a trained guide dog or service animal. Proposers may contact the RFP Coordinator(s) to receive this Request for Proposals in an alternative format.

2. GENERAL INFORMATION FOR PROPOSERS

2.1. RFP COORDINATOR(S)

The RFP Coordinator(s) listed on the first page of this RFP are the sole point of contact in UCA for this procurement.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Procurement Activity	Date
Issue Request for Proposals:	May 14, 2024
Questions must be submitted to rdailey@apamail.org	May 14 - May 24
Proposals due:	May 24, 2024 by 4:00pm
Evaluate proposals:	May 27-29, 2024
Conduct oral interviews with finalists, if needed:	May 30-31, 2024
Announce "Apparent Successful Contractor" and send notification via email to unsuccessful proposers:	June 3, 2024
Begin contract work:	June 10, 2024

UCA reserves the right to revise the above schedule.

2.3. SUBMISSION GUIDELINES

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Please direct responses to:

Rebecca Dailey

ATTN: APASPED25

rdailey@apamail.org

All proposals and any accompanying documentation become the property of APA and will not be returned.

2.4. QUESTIONS

All questions must be submitted to rdailey@apamail.org.

Note: UCA will not answer any questions or provide any information directly to bidders that is not already included in the RFP documents. Thank you for helping keep this process fair for all bidders.

2.5. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator(s) to determine compliance with administrative requirements and instructions specified in this RFP.

2.6. COSTS TO PROPOSE

APA shall not be liable for any costs incurred by the proposer in preparation of the proposal that is submitted in response to this RFP, or for any presentations or other activities related to responding to this RFP.

2.7. REJECTION OF PROPOSALS

APA reserves the right in its sole discretion to reject any and all proposals and not to issue a contract. This RFP does not obligate APA to award a contract for the services specified herein.

2.8. INSURANCE COVERAGE

The successful proposer shall, at its own expense, obtain and keep in full force and effect insurance coverage described below for the entire term of the contract, including any extensions. The proposer shall furnish APA a Certificate of Insurance within fifteen (15) days of the contract effective date.

A proposer that is awarded a contract shall furnish APA with a **Certificate of Insurance** executed by a duly authorized representative of each insurer, showing compliance with the following insurance requirements:

Liability Insurance

1. **Commercial General Liability Insurance**: the proposer shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence and \$3,000,000 annual aggregate limit. All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the proposer is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts. These insurance requirements shall be the proposer's responsibility and shall be provided at proposer's expense.

Additional Provisions

Above insurance policy shall include the following provisions:

1. Additional Insured: APA, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by APA.
2. Cancellation: APA shall be provided written notice before cancellation or non-renewal of any insurance, in accordance with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner) shall give APA 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, APA shall be given 10 days advance notice of cancellation.
3. Identification: Insurance policy must reference APA.
4. Excess Coverage: By requiring insurance herein, APA does not represent that coverage and limits will be adequate to protect the proposer and such coverage and limits shall not limit proposer's liability under the indemnities and reimbursements granted in the contract with APA.

Worker's Compensation Coverage

The successful proposer will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. APA will not be held responsible in any way for claims filed by the proposer or its employees for services performed under the terms of the contract.

3. PROPOSAL CONTENTS

Each respondent should set forth its most compelling case to provide services based on the scope of services required. All proposals must be organized in the following order (#1-3) and tabbed to comply with the following sections:

The proposal shall contain the following five components in this order:

1. Submittal Letter
2. Executive Summary
3. Detailed Discussion
4. Protected / Proprietary Information
5. Fee Proposal with billing sample

3.1. SUBMITTAL LETTER (MANDATORY)

The Letter of Submittal must be signed and dated by a person authorized to legally bind the proposer to a contractual relationship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the proposer and any proposed subcontractors:

1. An introduction of the agency, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response.
2. Legal status of the proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
3. Federal Employer Tax Identification number and the Utah Uniform Business Identification (UBI) number issued by the State of Utah Department of Revenue.
4. Location of the facility from which the proposer would operate.

3.2. DETAILED DISCUSSION

This section constitutes the major portion of the proposal and must contain at least the following information:

1. Provide a brief narrative of your agency.
2. Describe the proposer's approach to completing the scope of services outlined. Include a statement of what sets your agency apart from other potential respondents.
3. Briefly summarize your agency's experience and overall qualifications as a service provider. Provide 3-5 references of existing clients.
4. List of the agency's personnel available to the District. All personnel are required to perform in-person services. No virtual candidates will be considered.
5. Provide summary resumes and credentials for the professionals anticipated to be assigned to work with the District.
6. Disclose any major requirements included in the scope of services the agency cannot address.

3.3. FEE PROPOSAL

1. The District is interested in a Fee for Services arrangement under this agreement. Bids should include rates for one Full Time Equivalent (FTE) for each professional service requested under this RFP.
2. Fee proposals should enumerate any costs the District can expect to be charged and specify the types of services that would generate any additional charges.
3. Fees will be arranged by hourly rates for services and/or employee. E.g. cost per hour of direct service provision, cost per hour for evaluations etc.)
4. Sample of billing statement.

3.4. DISCLOSURE

All materials submitted become the property of UCA. Materials may be evaluated by members of UCA's evaluation committees and others as necessary to properly evaluate bids. Proposal information is considered proprietary and as such shall be treated as confidential subject to GRAMA requirements.

Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.

4. RFP CONDITIONS

4.1. EVALUATION CRITERIA

The proposals will be analyzed by a committee of UCA officials. The District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

EVALUATION RUBRIC

Perception of Agency's Ability to Accomplish Scope of Service	35
Overall qualifications, experience and references	20
Assigned Personnel to APA	10
Sample Billing	5
Fee Proposal and Fee Schedule	30

An award shall be made to the respondent deemed most capable of accomplishing the Scope of Services required, taking into account the proposals and evaluation factors outlined in this document.

ADDENDUM A - Rubric

A UCA employee may contact up to three of the references and complete the table below.

Educational Institution Name: _____

How long have you been doing business with the proposer? _____

Do you have any unresolved concerns with the proposer? _____

Rate the proposer with the following:

1 = Very Poor or Inadequate

2 = Poor

3 = Satisfactory

4 = Good

5 = Excellent

These scores will be applied to the following criteria:

Criteria	Possible Points	Earned Points
<p>Perception of Agency's Ability to Accomplish Scope of Service Include information of the methodology and approach to the requested scope of services of this RFP. Include information on how you will provide the requested services in accordance to the schedule shown as Addendum B.</p>	35	
<p>Qualifications, Experience and References – Minimum of 3 Include prior or current clients that you have provided the same or similar services as the requested scope of work. List a reference for each prior and current client including name, phone number and email address.</p>	20	
<p>Assigned Personnel to APA For all personnel who will be assigned to provide direct services under this contract, information is provided including: resumes outlining experience, education, certifications, and other relevant information is recommended.</p>	10	
<p>Fee Proposal and Fee Schedule Please submit detailed information stating your company's pricing to provide services as requested in the Scope of Services.</p>	30	
<p>Sample Billing Include a sample of your billing that identifies location of service, service provider, initials of student served, type of service, time of service, and cost of service.</p>	5	
<p>Total Possible Points</p>	100	

ADDENDUM B

STUDENT AVAILABILITY BY CAMPUS

Students are unavailable during their scheduled Group times.

DRAPER 1

School Schedule:

Mon, Tues, Fri: 8:15 am - 3:25 pm

Wednesday, Thursday: 8:15 am - 2:25 pm

K-3 Reading Groups: 8:30 am - 9:30 am

K-3 Math Groups: 10:50 am - 11:50 am

K-3 Lunch: 11:30 am - 12:15 pm

K-3 Spelling: 2:50 pm - 3:20 Monday, Tuesday, Friday

4-6 Math Groups: 9:40 am - 10:40 am

4-6 Lunch: 10:50 am - 11:25 am

4-6 Reading Groups: 12:00 pm - 1:00 pm

DRAPER 2

School Schedule:

Mon, Tues, Fri: 8:05 am - 3:15 pm

Wednesday, Thursday: 8:05 am - 2:15 pm

K-3 Reading Groups: 9:20 am - 10:20 am

K-3 Lunch: 11:15 am - 11:50 am

K-3 Math Groups: 12:15 pm - 1:15 pm

K-3 Spelling: 2:15 pm - 2:45 pm Monday, Tuesday, Friday

4-6 Reading Groups: 8:15 am - 9:15 am

4-6 Math Groups: 10:40 am - 11:40 am

4-6 Lunch: 11:55 am - 12:25 pm

4-6 Spelling: 1:30 pm - 2:00 pm Monday, Tuesday, Friday

DRAPER 3**School Schedule:**

Mon, Tues, Fri: 7:50 am - 2:50 pm

Wednesday, Thursday: 7:50 am - 1:50 pm

Monday, Tuesday, Friday			
Period	Begin	End	Length
1/5	7:50 AM	9:25 AM	1:35
2/6	9:30 AM	11:05 AM	1:35
Lunch A	11:10 AM	11:30 AM	0:20
3/7A	11:35 AM	1:10 PM	1:35
3/7B Part 1	11:10 AM	11:57 AM	0:47
Lunch B	11:57 AM	12:17 PM	0:20
3/7B Part 2	12:22 PM	1:10 PM	0:48
3/7C	11:10 AM	12:45 PM	1:35
Lunch C	12:50 PM	1:10 PM	0:20
4/8	1:15 PM	2:50 PM	1:35

Wednesday, Thursday			
Period	Begin	End	Length
1/5	7:50 AM	9:10 AM	1:20
2/6	9:15 AM	10:35 AM	1:20
Lunch A	10:40 AM	11:00 AM	0:20
3/7A	11:05 AM	12:25 PM	1:20
3/7B Part 1	10:40 AM	11:20 AM	0:40
Lunch B	11:20 AM	11:40 AM	0:20
3/7B Part 2	11:45 AM	12:25 PM	0:40
3/7C	10:40 AM	12:00 PM	1:20
Lunch C	12:05 PM	12:25 PM	0:20
4/8	12:30 PM	1:50 PM	1:20

WEST VALLEY 1**School Schedule:**

Mon, Tues, Fri: 8:15 am - 3:25 pm

Wednesday, Thursday: 8:15 am - 2:25 pm

K-3 Reading Groups: 9:35 am - 10:35 am

K-3 Lunch: 11:00 am - 11:50 am

K-3 Math Groups: 12:15 pm - 1:15 pm

K-3 Spelling: 2:15 pm - 2:45 pm Monday, Tuesday, Friday

4-6 Math Groups: 8:30 am - 9:30 am

4-6 Reading Groups: 10:50 - 11:50

4-6 Lunch: 12:15 pm - 1:05 pm

4-6 Spelling: 1:30 pm - 2:00 pm Monday, Tuesday, Friday

WEST VALLEY 2

School Schedule:

Mon, Tues, Fri: 8:00 am - 3:10 pm

Wednesday, Thursday: 8:00 am - 2:10 pm

Elementary Schedule:

K-3 Reading Groups: 8:10 am - 9:10 am

K-3 Math Groups: 10:30 am - 11:30 am

K-3 Lunch: 11:30 am - 12:10 pm

K-3 Spelling: 12:55 pm - 1:25 pm Monday, Tuesday, Friday

4-6 Math Groups: 9:20 am - 10:20 am

4-6 Lunch: 11:00 am - 11:40 am

4-6 Reading Groups: 11:40 am - 12:40 pm

4-6 Spelling: 1:50 pm - 2:20 pm Monday, Tuesday, Friday

Secondary Schedule:

Monday, Tuesday, Friday			
Period	Begin	End	Length
Home Room	8:00 AM	8:38 AM	0:38
1st/5th	8:45 AM	10:09 AM	1:24
2nd/6th	10:16 AM	11:40 AM	1:24
Lunch A	11:47 AM	12:09 PM	0:22
3/7A	12:14 PM	1:39 PM	1:25
3/7B Part 1	11:47 AM	12:09 PM	0:22
Lunch B	12:12 PM	12:34 PM	0:22
3/7B Part 2	12:37 PM	1:39 PM	1:02
3/7C Part 1	11:47 AM	12:34 PM	0:47
Lunch C	12:37 PM	12:59 PM	0:22
3/7C Part 2	1:02 PM	1:39 PM	0:37
4th/8th	1:46 PM	3:10 PM	1:24

Wednesday/Thursday			
Period	Begin	End	Length
1st/5th	8:00	9:22	1:22
2nd/6th	9:29	10:49	1:20
Lunch A	10:56	11:16	0:20
3/7A	11:21	12:42	1:21
3/7B Part 1	10:56	11:36	0:40
Lunch B	11:39	11:59	0:20
3/7B Part 2	12:02	12:42	0:40
3/7C	10:56	12:17	1:21
Lunch C	12:22	12:42	0:20
4th/8th	12:49	2:10	1:21

SALEM

School Schedule:

Mon, Tues, Fri: 8:00 am - 3:10 pm

Wednesday, Thursday: 8:00 am - 2:10 pm

Elementary Schedule:

K-3 Reading Groups: 8:15 am - 9:15 am

K-3 Math Groups: 10:40 am - 11:40 am

K-3 Lunch: 11:45 am - 12:25 pm

K-3 Spelling: 1:10 pm - 1:40 pm Monday, Tuesday, Friday

4-6 Math Groups: 9:25 am - 10:25 am

4-6 Lunch: 11:05 am - 11:40 am

4-6 Reading Groups: 11:40 am - 12:40 pm

4-6 Spelling: 1:50 pm - 2:20 pm Monday, Tuesday, Friday

Secondary Schedule:

Regular Monday, Tuesday, Friday				Regular Wednesday and Thursday			
Period	Start Time	End Time	Length	Period	Start Time	End Time	Length
1	8:00	8:48	0:48	1/5	8:00	9:25	1:25
2	8:52	9:39	0:47	2/6	9:29	10:52	1:23
3	9:43	10:30	0:47	Lunch	10:52	11:16	0:24
4	10:34	11:21	0:47	3/7	11:20	12:43	1:23
Lunch	11:21	11:45	0:24	4/8	12:47	14:10	1:23
5	11:49	12:36	0:47				
6	12:40	13:27	0:47				
7	13:31	14:18	0:47				
8	14:22	15:10	0:48				

CEDAR CITY

School Schedule:

New school. Will be similar to the other Elementary schedules.