



REQUEST FOR PROPOSAL No. 20200002

RE: Occupational Therapy Services

Contact: Peter Klaver Assistant Superintendent
pklaver@sd70.bc.ca

SD 70 Pacific Rim is inviting proposals from individuals/organizations wishing to deliver Occupational Therapy Services. Services may be confined to the Alberni Valley, Tofino and Ucluelet or all communities.

The deadline for submission is July 4th, 2022 at 3:00 pm local time. Proposals will be accepted via email to the above noted contact. Submissions of a proposal in response to the invitation indicate acceptance of all terms of this RFP.

Request for Proposal Terminology

Throughout this RFP terminology is used as follows:

1. “Proponent” means an individual or organization that submits, or intends to submit, a proposal in response to this “Request for Proposal”
2. “School District” or “District” means Alberni School District

1.0 Background

SD 70 Pacific Rim is seeking qualified individuals/organizations whose vision aligns with the District’s vision that services are student centered, team oriented and focused on inclusion within the education setting.

Occupational therapy is a professional health discipline that utilizes the analysis and application of activities specifically related to performance in the areas of self-care, productivity, and leisure. Occupational therapists work to promote, maintain, and develop the skills needed by students to be functional in a school setting. Occupational therapists provide services to children with orthopaedic, neurological, muscular, spinal, joint or sensory dysfunction, as well as those with cognitive and complex neuro-behavioural disorders. The services provided by the occupational therapist in schools may include assessment, consultation, program planning, and assistance

in diagnosis, treatment, equipment selection/adaptation and training.

2.0 The District

The School District encompasses the communities of Port Alberni, Bamfield, Ucluelet and Tofino. Proposals will be accepted to provide service for all communities or for Westcoast or Port Alberni only. Please specify in the proposal.

3.0 Terms of Reference

3.1 The School District is expecting individuals/organizations to provide:

- Services to students in K-12 depending on referrals from the District Screening Committee
- Liaison with student caregivers, community supports and home-based therapists
- Services to Port Alberni, Westcoast, or both
- Services to individual students or groups of students as required
- Services from September to June each year with the possibility of some work during summer months
- Own transportation with no additional mileage unless the organization/individual is Port Alberni based and is providing service to the Westcoast in which case the District will provide mileage at the Ministry of Education mileage rate. Costs for overnight accommodation may be negotiated with the District
- The organization or individual will bill the District monthly based on the hours of service provided and the agreed upon rate. Invoices will be accompanied by an hour by hour log of service provided (schools, meetings and services)
- Copies of professional certificates and association memberships
- Copies of a current criminal record check

3.2 Specifically the District requires:

a) The Occupational Therapist to:

- Complete individualized therapeutic assessments of all referred students
- Attend IEP meetings as directed
- Provide training to Education Assistants and Inclusion Support teachers on, but not limited to, lifting, transferring and the use of adaptive equipment
- Develop plans and reports based on assessments of students and provide the reports/plans in a timely manner
- Collaborate with school based and district based teams
- Provide training to Education Assistants and Inclusion Support Teachers as required
- Maintain absolute confidentiality and privacy of students and families

- Report directly to the Director of Inclusive Education.

4.0 Operator Selection Process

- 4.1 The ultimate decision regarding who will be the successful proponent lies solely with the District. The lowest bidder will not necessarily be the successful applicants.
- 4.2 The proposed timeline for the Society selection process is as follows (expect for the “Deadline for Submissions” other dates are approximate and may change):
 - July 4, 2022 Deadline for Submissions
 - July 6, 2022 Shortlist Applicants/ Interviews
 - July 8, 2022 Decision rendered
- 4.3 The School District reserves the right to hire an Occupational Therapist as an employee in lieu of the contract if the District deems appropriate and in the best interest of the students.
- 4.4 The District may award this contract to multiple contractors.

5.0 Information Required in Proposal

Proposals should contain the following information, as explained in 5.1 through 5.3. This information shall form the basis of, but not limit, the evaluation criteria. Proposals with missing information will be deemed non-compliant and will not be evaluated further.

5.1 Proponent

- A description of the organization or individual
- Expected hourly rate
- Minimum billable hours (if applicable) understanding that some months require more services than others. Minimum billable hours may be proposed as monthly, quarterly or annually.
- Service delivery area (ie. Port Alberni, Westcoast or both)
- Availability by month (ie. Specific days or dates available or unavailable if applicable)

5.2 Therapists

- Provide copies of certificates and association memberships
- Criminal Record Check

5.3 Experience

- Description of Organization or Individual's experience in providing Occupational with school aged children
- The names, addresses and telephone numbers and other contact information of no fewer than 3 relevant references for whom the Proponent has provided, within the past 2 years, occupational or physical therapy services. It is the School District's intent to check references and to take the results into account in the selection process.

6.0 General Information

- 6.1 Submissions to Peter Klaver pklaver@sd70.bc.ca clearly marked "Proposal for Occupational and/or Physical Therapy Services" will be received up to **3pm July 4, 2022.**
- 6.2 The Proponent is solely responsible for ensuring that the complete electronic submission, including all attachments, are received before closing time and date.
- 6.3 Proponents should send email submissions in a single email and avoid sending multiple emails for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may send multiple emails for the same opportunity to reduce attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails making up the submission (e.g. "email 1 of 3, email 2 of 3...")
- 6.4 Any attachments must not be compressed, must not contract a virus or malware, must not be corrupted, and must be able to be opened. Proponents are solely responsible for ensuring that any emails or attachments are not corrupted.
- 6.5 The District may reject submissions that are compressed, cannot be opened, or that contain viruses or malware or corrupted attachments.
- 6.6 All submissions received shall become the property of the School District.
- 6.7 Applicants should include all information they wish the School District to consider in their submissions. Any section with no response will be presumed to mean it is either not included and/or not available, which will, therefore affect their rating for the relevant criteria. The School District may request additional documentation if deemed necessary for clarification purposes.
- 6.8 In submitting a proposal, the applicant declares that its officers, directors, principals or employees have not or have not had any relationships with employees or elected officials of the School District which could create a real or perceived conflict of interest or provide an unfair advantage. Where there is an actual or potential Conflict of Interest, applicants should disclose names and all pertinent details of the individuals involved.
- 6.9 Submissions must be signed by duly authorized persons representing the individual or organization.
 Inquiries about the selection process or RFP may be directed to Peter Klaver, Assistant Superintendent,
pklaver@sd70.bc.ca or phone 250-720-2757
- 6.10 The term of the License will commence on September 1, 2022 and run to August 31, 2023. The contract will be renewable by mutual agreement.

7.0 Disclaimer

- 7.1 The School District retains the right to reject any or all proposals received. The School District may select the proposal that, in the sole opinion and discretion, will provide the greatest benefit to the School and the residents of the community it serves. Without limiting the foregoing, the School District may take into consideration the following:
- The history and proven experience of the applicant, both inside and outside of School District 70.
 - Other matters and factors that the School District considers relevant.
- 7.2 The Proponent acknowledges and agrees that the School District's decision shall be final and not subject to review or challenge.

8.0 Acceptance

- 8.1 All proposals shall remain open for acceptance by the School District for no less than 14 calendar days from the closing of this RFP.
- 8.2 The School District is not under any obligation to award a resulting contract and reserves the right to terminate the RFP process at any time. Award of contract in whole or in part may be contingent upon but not limited to:
- School District approval and
 - Board of Education approval

9.0 Intent

It is the intent of this RFP to obtain offers for the scope of the work stated above. This RFP is issued solely for the purpose of obtaining proposals and its issue does not confer any license or grant for any other purpose whatsoever.

10.0 Legal and Regulatory Compliance

The individual/organization shall comply with all applicable federal, provincial, regional and municipal laws, regulations, bylaws and orders, and with all directions and orders of any body having jurisdiction.