

New London Local Schools Board of Education

2 Wildcat Drive
New London
Ohio 44851

LEGAL NOTICE

Sealed bids for a multi-year contract for one vendor to provide in-person contracted occupational therapy services (OT) provided by registered occupational therapists and certified occupational therapy assistants, and contracted physical therapy services provided by registered physical therapists (PT) and certified physical therapy assistants for the beginning the 2025/26 school year, will be received at the Office of the Treasurer of the Board of Education, New London Local School District, 2 Wildcat Drive, New London, OH 44851 until 1:00 p.m. Eastern Standard Time, April 29, 2025. At that time, bids will be opened by the Treasurer of said Board as provided by law.

Instructions to bidders, specifications, and bid forms for the OT services are on file in the Office of the Treasurer and may be obtained by inquiry to that office. Also, the bid information is posted on the website at:

<https://www.nlschools.org/boardofeducation.aspx>

The New London Local Schools Board of Education reserves the right to reject any and all parts of any and all bids.

By order of New London Local Schools Board of Education

Jim Hudson, Treasurer
419-929-1586

NEW LONDON LOCAL SCHOOLS BOARD OF EDUCATION

SPECIFICATION FOR CONTRACTED OCCUPATIONAL THERAPY SERVICES

The New London Local Schools Board of Education, Huron County, Ohio, is desirous of contracting with one vendor to provide in-person services for occupational therapy (OT) and physical therapy (PT) services provided by registered occupational therapists and certified occupational therapy assistants, and registered physical therapists and certified physical therapy assistants, beginning with the 2025-26 school year, for a multi-year contract.

INSTRUCTIONS TO BIDDERS

1. These instructions are to be considered to be a part of the actual bid and are as binding on all parties as if written into the bid blanks. Therefore, they should be understood prior to submitting the bid. Any additional information needed by bidders before submission of bids can be obtained from:

Alexandra Baczkowski, Director of Special Services
New London Local Schools
2 Wildcat Drive
New London, OH 44851
419-929-1586
abaczkowski@newlondon.k12.oh.us

2. Bidders are required to submit their bid on the attached "Bid Form."
3. Check your bid carefully. It cannot be changed after bids are opened.
4. Prices, as bids, must be firm and not subject to change for 90 days following the date of the bid.
5. Completed bid forms are to be placed in a sealed envelope, plainly marked "OT/PT Services BID," and received at the Office of the Treasurer, New London Local Schools Board of Education, 2 Wildcat Drive, New London Ohio 44851, no later than 1:00 p.m., Eastern Standard Time, on April 29, 2025, at which time bids will be opened and read by the Treasurer.
6. New London Local Schools Board of Education reserves the right to accept or reject any or all bids in whole or part, to waive any informalities in the bids received, and to accept any bid which it deems favorable.

OT & PT SERVICE BID SPECIFICATIONS

The “consultant” providing the occupational therapy (OT) services and physical therapy (PT) services by registered occupational therapists and certified occupational therapy assistants, and registered physical therapists and physical therapy assistants will be responsible for the following:

1. Maintaining all necessary state licensure requirements by the OT/PT and Ohio Department of Education licensure boards, enrollment in Rapback if required; staff will abide by these requirements.
2. Maintaining and providing proof of professional liability insurance.
3. Maintaining and providing proof of BWC insurance.
4. Providing direct/indirect occupational therapy evaluation and treatment services to students for the 25-26 school year or extended school year as directed by the district.
5. Recording students’ evaluation and treatment progress.
6. Ability to process billing for Medicaid services.
7. Providing information for the development of students’ Individualized Education Programs and Evaluation Team Reports.
8. Providing services to meet district needs for all students through response to intervention model services as needed.
9. Availability to render services in-person during normal school hours.
10. Providing information as requested for EMIS and/or other state and federal reporting requirements.
11. Maintaining the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information regarding beneficiaries.

BID FORM

<u>OT SERVICE BID FORM</u>	<u>Hourly Rate</u>
OTR Hourly Rate	
COTA Hourly Rate	
OTR Hourly Rate - Extended School Year	
COTA Hourly Rate - Extended School Year	
Professional Development Staff Training Hourly Rate	

<u>PT SERVICE BID FORM</u>	<u>Hourly Rate</u>
PT Hourly Rate	
PTA Hourly Rate	
PT Hourly Rate - Extended School Year	
PTA Hourly Rate - Extended School Year	
Professional Development Staff Training Hourly Rate	