

INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by ONEIDA COUNTY HEALTH DEPARTMENT until **3:00 P.M.**, local time on **Friday April 20, 2018**:

Special Education Related Services for Eligible Preschool Students with Disabilities Residing in Oneida County

RFP- # 2018-227

Specifications **MUST** be RECEIVED from Oneida County Health Department, phone Phyllis Ellis, Public Health Director at 315-798-5220 or mail request to Oneida County Health Department, 185 Genesee Street, Utica, NY 13501, or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section.)

Copies of the described RFP may be examined at no expense at the department of Oneida County Health Department.

The return envelope must be clearly marked with the RFP # and addressed to the department of Oneida County Health Department.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Dated: April 4, 2018

Phyllis Ellis
Director, Public Health

Request for Proposal #2018-227

Special Education Related Services for Eligible Preschool Students with Disabilities residing on Oneida County

General Information

Background:

Oneida County is seeking providers of special education related services to preschool children with disabilities pursuant to Section 4410 of the New York State Education Law and Part 200 of the Regulations of the Commissioner of Education, through Oneida County's Education of Handicapped Children Program. Prospective Contractors must have been approved by the Commissioner of Education of the State of New York to provide the above named special education related services in compliance with 8 NYCRR Part 200, to eligible preschool student with a disability, as recommended by the Committee on Preschool Special Education (CPSE) and approved by the Board of Education (BOE) from the child's resident school district.

Invitation to RFP:

The Oneida County Health Department, pursuant to Section 4410 of the New York State Education Law and Part 200 of the Regulations of the Commissioner of Education, is seeking licensed professionals to provide special education related services to eligible preschool students with disabilities residing in Oneida County.

Term:

July 1, 2018 through June 30, 2020 with two subsequent one-year options to renew.

Scope of Work:

- a) The Contractor shall provide appropriate special education related services for classified children with disabilities delivered on an itinerant basis subject to New York State Education Department (SED) and Board of Education (BOE) approval. The parties agree that "related services" shall have the same meaning as that term is defined in section 4410 of the New York State Education Law and 8 NYCRR 200.1 (qq).
- b) The Contractor shall provide special education related services for classified children with disabilities during the school year. The school year is defined as a July/August session from July 1 through August 31 and/or a September/June session from September 1 through June 30.
- c) The Contractor cannot begin providing special education related services to a classified child with a disability until the BOE has approved the Notification of Determination of Placement or STAC 1 (System to Track and Account for Children), if the BOE uses the STAC 1, outlining the appropriate special education related service to be provided by the Contractor. The start date will be indicated on the STAC 1 and a copy shall be provided to the Contractor.
- d) The County will set the rates for all related services delivered on an itinerant basis subject to the New York State Department of Education approval. All financial arrangements for services shall be between the County and the Contractor.

- e) The County will maintain an approved Related Services Provider List and ensure that the Contractor is a referral from this list approved by the New York State Department of Education for the County of Oneida.

Insurance:

The Contractor shall maintain a professional liability policy and will provide the County with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate during the term of the agreement. The Contractor shall also maintain general liability insurance and will provide the County with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate. The Contractor agrees to have the County named as “additional insured” on the general liability policy and to provide the County with certificates from said insurance company or companies showing proof of insurance as stated heretofore. The Contractor further agrees to provide that such coverage shall not be terminated without prior notice to the County of at least thirty (30) days. The Contractor grants Oneida County a limited power of attorney to communicate with the Contractor’s insurance provider and/or agent for the express purpose of confirming the coverage required hereunder.

Related Services:

Related services, which shall in appropriate cases be furnished to students with disabilities, shall include audiology, counseling including rehabilitation counseling services, occupational therapy, physical therapy, speech pathology, medical services as defined by regulations of the commissioner, psychological services, school health services, school nurse services, school social work, assistive technology services as defined under federal law, interpreting services, orientation and mobility services, parent counseling and training and other appropriate developmental, corrective or other support services and appropriate access to recreation.

Compensation:

The Contractor will be compensated for these related services at a billable rate as established by the County and the New York State Department of Education per visit.

Sealed proposals will be accepted until 3:00 PM on Friday April 20, 2018. No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.

PROPOSAL SUBMISSION INFORMATION:

Submission Date and Time: 3:00 PM on Friday April 20, 2018.

Clearly mark the submitted package with the appropriate title of the RFP and the name of the individuals. Please submit one (1) original and (2) copies. Only those RFP responses received prior to the date and time indicated above will be considered. No email or facsimile copies will be accepted. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Please submit one (1) original and two (2) copies to:

Patrice Bogan
Deputy Director
Oneida County Health Department
Adirondack Bank Building, 5th floor
185 Genesee Street
Utica, New York 13501

LOCAL GOVERNMENT REPRESENTATIVE:

Please direct all questions by email or by writing to:

Barbara Pellegrino
Oneida County Health Department
Adirondack Bank Building, 5th floor
185 Genesee Street
Utica, New York 13501
or
bpellegr@ocgov.net

PROPOSAL REQUIREMENTS:

All proposals must include the following:

1. Individual or Agency name
2. Experience with providing special education related services
3. Qualifications, including any required licenses, certifications, degrees, or permits
4. References