



**REQUEST FOR PROPOSAL FOR
OCCUPATIONAL THERAPIST SERVICES
September 1, 2025 – June 30, 2030**

**AUBURN ENLARGED CITY SCHOOL DISTRICT
78 THORNTON AVENUE
AUBURN, NY 13021
ATTN: Jessica Luisi
PURCHASING AGENT**

Request for Proposal: Occupational Therapist

Auburn Enlarged City School District (AECSD) provides educational programs and services for students with disabilities in grades K-12. AECSD programs are located in local school district buildings and non-public schools and serve students with varying degrees of disabilities. AECSD also provides direct and indirect services to students with disabilities who are fully mainstreamed in community school buildings.

1. Purpose

AECSD is seeking the services of licensed Occupational Therapists to provide mandated Occupational Therapy to disabled students, ages 5-21, as indicated on students' Individualized Education Plans (IEPs).

Proposal Submission

Proposal must be clearly labeled and submitted to the **Purchasing Office (Attention Jessica Luisi) located at 78 Thornton Avenue, Auburn, New York 13021** on or before **3:00 PM, March 28, 2025**. There is no expressed or implied obligation for the AECSD to reimburse responding individuals or firms for any expenses incurred in preparing quotations or attending interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened. Responders should submit three (3) copies of their proposal. Questions related to services to be provided by selected vendor should be directed to Babette Valentine, Executive Director of Special Education, at BabetteValentine@aecsd.education or (315)255-8854.

Vendor(s) selected to provide services to the AECSD will be notified by the AECSD and will be required to complete the Board of Education contract process. This process will include signing a consultant contract, complying with fingerprinting requirements and completing a New York State Retirement System disclosure form.

2. Scope of Services

Occupational Therapists at AECSD are required to provide Occupational Therapy to disabled students in a variety of school settings during typical school hours throughout the school district.

The Occupational Therapists shall perform the following duties:

- Provide students with individual, group, and consultation Occupational Therapy services as indicated on the IEP, in accordance with New York State and Federal regulations

- Evaluate students to assess Occupational Therapy needs
- Provide Progress Summary Reports to the Committee of Special Education (CSE)
- Participate in CSE meetings by recommending appropriate motor goals and Occupational Therapy services and attending CSE meetings if requested
- Collaborate with administrators, teachers and other AECSD personnel
- Submit invoices
- Maintain appropriate student records such as attendance, service delivery, and student progress
- Obtain Medicaid compliant prescriptions for all students
- Input into an electronic database supporting evidence for AECSD to submit a claim to Medicaid for services performed

3. Qualifications of Responders

Occupational Therapists must meet the following qualifications:

- Licensed to provide Occupational Therapy by the State of New York, with current licenses, registrations and NPI numbers
- Fingerprint clearance through the State Education Department
- Completion of mandatory Relevant Employee training for Medicaid
- Provide services during typical school hours
- Provide services throughout district (public and non-public schools)
- Provide own transportation
- Provide a minimum of three (3) references
- Provide summary of previous relevant experience

The following qualifications are preferred:

- Experience working with disabled student populations
- Experience working in school settings
- Knowledge of IEPs

4. Other

Therapist agrees to comply with any rules and regulations of the New York State Education Department and the District's Parents' Bill of Rights for data privacy and security, including any amendments.

Award of Contract

The contract will be awarded to the entity whose proposal is the most advantageous to AECSD as determined by the evaluation process. The evaluation criteria will consist of the following:

- Experience in field
- Quality of Experience (working with disabled children, knowledge of Individualized Education Plans, working in a school setting)
- Cost
- Quality of references

AECSD reserves the right to reject any and all proposals, to waive informalities and minor irregularities in proposals received, and to request additional information from entities. The AECSD reserves the right to accept other than the lowest fee proposal.

The proposal should be structured for a term of engagement that will commence on September 1, 2025 and terminate on June 30, 2030.

Termination of Contract

Any contract agreed to under this Request for Proposal is subject to termination by either party with ninety (90) days written notice. In the event of termination of the contract, AECSD's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the vendor.

Right to Reject Requests for Proposal

The AECSD reserves the right to reject without prejudice any and all quotations received under this Request for Proposal.

Insurance Requirements

The Consultant will be considered an independent contractor. Consultant shall maintain, throughout the term of the contract, a current liability insurance policy issued by an insurance company authorized to do business in the State of New York, of an amount not less than \$1 million. Said policy shall list the AECSD as an additional insured and a Certificate of Insurance shall be provided to AECSD. If said policy shall lapse, for whatever reason, during the term of this agreement, AECSD reserves the right to immediately terminate this contract without any further notice to Consultant.

Vendor Invoicing

Awarded vendor must submit appropriate invoicing information as required by the AECSD within thirty (30) calendar days of service date.

5. Submittal Packet

A. Responding vendors will be required to submit the following as part of their response to this request for proposal:

- AECSD-provided pricing sheet enclosed in this request for proposal
- Minimum of three (3) references related to work performed within this field
- New York State Education Department Fingerprint Clearance Notification for all individuals who will be providing services to AECSD
- Primary contact information for the vendor
- Executive summary of previous relevant work experience in this field related to the qualifications section of this request for proposal
- Proof of Licensing or Certification (if applicable) based on requirements of qualifications of responders section of this request for proposal.

B. Proposal should be clearly identified on the envelope as follows:

Occupational Therapist Services

C. Proposals should be sent to:

Jessica Luisi, Purchasing Agent
Auburn Enlarged City School District
78 Thornton Avenue
Auburn, NY 13021

D. Proposals must be received no later than **3:00 PM on March 28, 2025**.

PRICING/DELIVERY INFORMATION

Vendor agrees to provide individual and group occupational therapy services to AECSD at the following rates:

Individual Therapy Services	\$ _____ /Session
Group Therapy Services	\$ _____ /Session
Evaluation	\$ _____ /Evaluation
Consultation	\$ _____ /Consultation

Vendor will not be reimbursed by AECSD for any travel related costs or days when AECSD has a scheduled holiday or emergency closing.

The above proposal is hereby respectfully submitted by:

Vendor: _____

By: _____ Signature: _____

Address: _____

Date: _____ Phone: _____ Fax: _____

Email: _____

Federal Employer Identification Number:
