

Request For Proposal For **SPEECH THERAPY SERVICES**

November 6, 2025



Proposals must be submitted by:

Date: Tuesday, November 20, 2025

Time: 10:00 a.m.

Location: Auburn Enlarged City School District
78 Thornton Ave
Auburn, NY 13021

AUBURN ENLARGED CITY SCHOOL DISTRICT
BUSINESS OFFICE

REQUEST FOR PROPOSALS
SPEECH THERAPY SERVICES

DATE ISSUED: _____

DISTRIBUTION – *Important Notice* – The Auburn Enlarged City School District officially distributes Request for Proposal (RFP) documents through the Purchasing Agent or District Clerk. Copies of the Request for Proposal obtained from any other source are not considered official copies. Only those Proposers who have obtained the Request for Proposal from either the Purchasing Agent or District Clerk, and who are recorded by the School District as potential Proposers of record, are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Auburn Enlarged City School District Purchasing Agent or District Clerk, it is recommended that you receive an official copy.

GENERAL REQUIREMENTS: Proposers are to submit two (2) copies of their Proposal plus this RFP document, initialed on the lower right-hand side in the format required by this Request for Proposal.

SUBMISSION LOCATION: Board of Education

Auburn Enlarged City School District

SUBMISSION DATE AND TIME: Tuesday, November 20, 2025, at 10:00 a.m.

Proposals received after the date and time will be returned to the Proposer unopened.

CONTACT/QUESTIONS: Requests for information related to this Request for Proposal should be directed to:

Questions must be submitted in writing by hand delivery, electronic mail, or facsimile no later than seven (7) days prior to the submission date.

This Request for Proposal document is prepared in Microsoft Word format. Any alterations to this document made by the Proposer may be grounds for rejection of the Proposal, cancellation of any subsequent award, or any other legal remedies available to the Auburn Enlarged City School District.

NOTICE TO PROPOSERS

AUBURN ENLARGED CITY SCHOOL DISTRICT

Sealed Proposals for SPEECH THERAPY Services, as requested by the Auburn Enlarged City School District, will be received by the School District at the office of the District Clerk until 10:00 a.m., local time, on Tuesday, November 20, 2025. At that time, they will be publicly opened.

Any Proposal not received by the above date and time will be returned to the Proposer unopened.

Complete Request for Proposal (RFP) documents may be obtained from the Office of the District Clerk, Auburn Enlarged City School District, by the prospective Proposer or his designated representative.

Proposals will remain firm for a period of 45 days following the date of the opening, and they shall thereafter remain firm until the Proposer provides written notice to the Board of Education that the Proposal has been withdrawn.

The Auburn Enlarged City School District reserves the right to reject any and all Proposals, to waive any and all informalities relating to a specific Proposal submitted to them, to reject any and all Proposals, to re-advertise and invite new Proposals, to accept the best combination of Proposals from one Proposer, to accept the whole or part of a Proposal, or to accept parts of Proposals from one or more Proposer, as in the Board of Education's judgment deems to be in the best interest of the School District.

Business Office

Auburn Enlarged City School District

SCOPE OF WORK:

1. Based upon the recommendations of the Committee on Special Education, the District is required to provide speech/language services by New York State certified clinicians in accordance with Part 200, Regulations of the Commissioner New York State Education Department regulations.
2. Currently, in our five elementary schools, there may be students with Individual Education programs recommended to receive direct speech/language services, one to three times per week for the 2025-2026 school year.
3. The district provides the number of students as an estimate. The numbers may vary pending CSE recommendations at any time during the school year.
4. In conjunction with a student's IEP, speech/language services can be provided to a student individually or in a group, not to exceed five students.
5. The chosen provider will work cooperatively with district and building administration, psychologists, speech therapists, and teachers to provide research-based, educationally appropriate services to AECSD students.
6. The rate for Speech therapy services will include the timely completion of all paperwork, screenings, evaluations, and reports (including Medicaid), school-related meetings (including CSE and Department meetings), and completing scripts.
7. The chosen provider will be responsible for the timely completion of written information related to the development and implementation of a student's IEP as it pertains to the delivery of speech/language services, including but not limited to present levels of performance, goals and objectives, and periodic updates on goal achievement to parents, to coincide with report card distribution.
8. Dates of service will follow the AECSD Public School's yearly calendar, along with the dates prescribed in each child's IEP.
9. Hours of service will be mutually determined by the district and the provider, in conjunction with the hours of operation for each school in the district.
10. The chosen provider will provide the basic materials and supplies necessary to conduct speech/language sessions.
11. If a child's therapy, as stated on a student's IEP, requires individual equipment, supplies, or materials, the district shall provide such items.
12. The district shall provide appropriate space for speech/language services and for the safe storage of equipment, supplies, and materials in each building.
13. The district will be responsible for obtaining parent consent for evaluations to provide services.

GENERAL REQUIREMENTS

1. Inquiries concerning the RFP and the subject of the request for proposals must be made to:

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

2. Firm / Individual Qualifications and Experience
3. Provide an affirmative statement that the firm/individual is independent of the District.
4. State the name(s) of the individual(s) to be assigned to the District, provide brief resumes, and related project experience.
5. Provide a listing of references for school districts or other entities for which **SPEECH THERAPY SERVICES** were rendered within the past three years.
6. Proposer Information

The following will be required in an overview as part of the proposer's proposal:

1. Proposer name, size, and stability.
2. Provide the name and title of person(s) submitting the proposal, the proposer's main office address, and primary and secondary points of contact and their telephone and fax numbers, including area code.
3. Brief (one or two paragraphs) description of the proposer's business, its history, and future plans.
4. Provide copies of all applicable licenses and/or registrations held by the proposer and/or its owners, directors, officers, and/or employees.
5. Indicate the number of years in business and experience in providing

DESCRIPTION OF THE DISTRICT

a. Contact Person(s)

The selected proposer(s)' principal contact with the AECSD City School District will be the **ASSISTANT SUPERINTENDENT OF STUDENT SERVICES, SARAH PASSARELLO (315-255-8801)**, who will coordinate the assistance to be provided by the District to the selected proposer(s), if any.

b. Background Information

The Auburn Enlarged City School District is located in Cayuga County, New York. We have approximately 3,000 students enrolled. The District is comprised of a High School, a Middle School, and 5 elementary schools. Detailed information on the District can be accessed on the District's website is www.aecsd.education.

PROPOSAL TIMELINE

The following is a list of the anticipated dates for the District's actions with respect to this RFP:

Request for proposal issued: November 6, 2025

Submission date for proposals: November 20, 2025

Board of Education Approval UPON COMPLETION

Selected firm(s) notified: AFTER BOE AWARD

Contract date: Upon Appointment

COST OF SERVICES

Include in the proposal the fees to be charged for providing the services that are the subject of this RFP. The proposals in response to this RFP List all proposed fees for the services sought in this RFP. List the hourly rate of pay, including hourly rates for various personnel of the proposer, which rates will be the basis for costing additional services that may be requested.

EVALUATION OF PROPOSALS

The District will evaluate the responses based on the information supplied by the proposer. Criteria for evaluations will include:

CATEGORY WEIGHT

CRITERIA	WEIGHT
The special knowledge or expertise (e.g., experience and qualifications	25%
Professional Qualifications, prior experience, and demonstrated capabilities	35%
Total proposed price	25%
Staffing/time available from the proposer	15%

The District has the right to reject any and all proposals if, in its opinion, the best interest of the District will thereby be promoted.