

ENTHEOS ACADEMY

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Entheos Academy

REQUEST FOR PROPOSAL

Speech Therapy Services

4710 W 6200 S Kearns UT 84118

801-417-5444

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SECTION I

SELECTION SCHEDULE

Notice of RFP:

January 26, 2023 - March 24, 2023— published on the Entheos Academy website –
www.entheosacademy.org

Submission Deadline:

Friday, March 24, 2023, by 5:00 pm to Sue Talmadge at sue.talmadge@entheosacademy.org:
Proposals must be submitted in compliance with Section IV of this RFP.

Award Date:

Wednesday, April 5, 2023.

SECTION II

INTRODUCTION

- A. Entheos Academy is requesting proposals for special education speech therapy services beginning in the 2023-24 school year. Entheos Academy serves approximately 1050 Kindergarten through 8th-grade students at two campuses on the west side of the Salt Lake Valley. Entheos has been providing a quality charter school education to students for over a decade and is currently seeking RFPs for speech services to ensure that we provide high quality and fiscally responsible speech therapy for students in our special education department who require such support.

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- B. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Entheos, taking into consideration the evaluation factors set forth in this RFP.

SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Entheos Academy Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals to ensure a complete understanding of and responsiveness to the solicitation requirements.
- D. It is understood that Entheos' issuance of this RFP does not obligate Entheos to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Entheos will, in fact, accept any of the said proposals. Accordingly, no agreement exists between Entheos and any offeror until a written contract is approved and executed by the Entheos governing board.
- E. This RFP does not obligate Entheos to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become the property of Entheos.
- F. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

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SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number, and email address
 - e. Company's website address
 - f. Signature and position/title of the company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications outlined in Section V below.
- C. Proposals must include evidence of a current business license and insurance.
- D. Proposals must be emailed to Sue Talmadge at sue.talmadge@entheosacademy.org on or before Friday, March 24, 2023, by 5:00 pm. Proposals should be in a PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- E. **The subject line of the emailed proposal must include "Request for Proposal - Entheos Academy Speech Services."**
- F. Proposals must be signed by the offeror.

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SECTION V

SPECIFICATIONS

SCOPE OF SERVICES:

Speech Services:

1. Speech providers will be either certified Speech Language Pathologists (SLP) and/or Certified Speech Technicians who are supervised by a Speech Language Pathologist.
2. The provider will administer evaluations to students referred for speech and language services.
3. The provider will administer evaluations to students referred for speech and language students who are due for their triennial review.
4. The provider will provide all IEP service minutes as stated on the IEP.
5. The provider will complete IEP meetings for students enrolled in speech services.
6. The provider will provide consultation and education to faculty members as necessary.
7. The provider will also be the case manager for all SLI/CD students (to include all necessary paperwork).

Time Requirements:

1. The contractor (SLP/SLT) will be able to provide up to 40 hours per week to fulfill its obligations under this contract. The amount of time may fluctuate as the speech caseload varies.

Location of Services Rendered:

1. The provider will be able to conduct therapy, in-person at either Entheos Academy campus. Preparation of IEP meetings, including scoring of testing and report writing, may be conducted either on campus or not, at the provider's discretion.
2. IEP meetings will be conducted at the school or online as necessary.
3. The SLP will perform services via telephone and through other methods as necessary to complete services in accordance with this agreement.

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Supplies:

1. Entheos will provide all necessary assessment tools unless the provider prefers to use their own tools.
2. Entheos will provide all necessary therapy supplies. The provided therapy supplies will remain the property of Entheos Academy. The provider may use their own supplies if they prefer.

EXPERIENCE AND QUALIFICATIONS

Other Requirements:

1. All providers are appropriately licensed.
2. Able to begin providing full services as of July 2023.
3. Quality References/history of delivering successful services.
4. Have a current business license and insurance.
5. At least 3 years of experience in providing speech services to schools.

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. Scope of services **(26 points)**; ability to fulfill the requirements listed in Section V.A.
- B. Experience and qualifications of the offeror **(20 points)**; ability to meet licensing requirements, timeline, provide references, business license, and insurance, years of experience.

Criteria Related to Cost*

- C. This criterion is based on the cost proposed in section V(B)(4) above **(20)**.

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Total points available based on Evaluation Criteria: **66 points.**

*NOTE: Cost is evaluated and scored independently.