



**GOVERNING BOARD AGENDA ITEM FORM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: December 6, 2011

TITLE: Award of Contracts for Occupational Therapists Services Based on Responses to Request for Proposal (RFP) 11-0024

BACKGROUND:

Request for Proposal (RFP) 11-0024 was mailed to forty vendors providing Occupational Therapist Services. The scope of work requires candidates to meet the following requirements:

- Current Certification as Registered Occupational Therapist Licensed in Arizona
- A minimum of 1 year of experience in a school setting including previous experience with syndromes, i.e.: students with Autism and/ or severe and profound disabilities
- Ability to work if the remainder of the 2011-2012 school year ensuring continuity for students receiving services
- Occupational Therapist services to include pre-k through high school, multiple schools, caseload approximately 60 students

Eight responses were received. Vendors were asked to provide resumes of candidates who could meet the above requirements, their K-12 experience, licensing, certifications, education, and availability. Vendors were also asked to provide information regarding their firm, references, insurance information and their cost of service.

RECOMMENDATION:

The Administration recommends the Governing Board make the determination a single award is not advantageous to the District and approve the award of contracts to Sunbelt Staffing, CompHealth, Supplemental Health Care, Staffing Options & Solutions, Invo Healthcare Associates and Escalada-Westland Occupational Therapy based on their responses to RFP 11-0024.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

November 29, 2011

Vicki Balentine

Vicki Balentine, Ph.D., Superintendent

Vendor Evaluation

Cathy Eiting & Lois Blowers from Student Services and Pete Burgard from Purchasing evaluated the eight vendor responses.

Two vendors were deemed ineligible for an award of contract:

Helping Hands Pediatric Therapies, PLLC has been in business less than two years and the sole O/T candidate provided is currently employed at another school district, would have to terminate their current employment and would not be available to the District for a minimum of four weeks.

Professional Placement Resources provided one resume. The candidate has only three years experience as an O/T and only five months in a K-12 school.

Six vendors were deemed eligible for an award of contract:

Sunbelt Staffing, CompHealth, Supplemental Health Care, Staffing Options & Solutions, Invo Healthcare Associates and Escalada-Westland Occupational Therapy provided resumes of candidates deemed eligible for contract employment at Amphitheater Schools. The firms provided the required school references, time in trade information and hourly billing rates for both full time and in one case part time work. From this pool of vendors the Student Services Department on Governing Board approval will interview O/T candidates from the six vendors listed to fill a current O/T opening.