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Instructions for Proposal Submissions

Request for Proposal for Speech and Language Pathology Services

Bid Package #: 2026-001

# Overview

The Garrett County Board of Education will receive Requests for Proposal (RFP) from experienced vendors to provide Speech and Language Pathology services to students from birth through twenty-one for the 2025-2026 school year. See Exhibit A for a list of schools and the approximate hours per week of SLP services. **The vendor will not be expected to provide all of the services listed in the SLP Bid, but may be asked to provide services at a selection of schools based on student needs. The Garrett County Board of Education is estimating that they will need a provider for roughly 80 hours a week.**

Please submit an original and two (2) copies of your proposal in a sealed envelope to the contact person shown below no later than **12:00 p.m. Noon (EDT) on Thursday, June 19, 2025**.

No oral proposals will be accepted. Electronically transmitted proposals will be accepted if the information is complete and timely, before 12:00 p.m. Noon (EDT) on June 19, 2025. All proposals received after the deadline will not be considered.

All proposals submitted shall become the property of the Garrett County Board of Education.

All responses to the Request for Proposal shall be submitted to:

Garrett County Board of Education

Attn: Chelsie Manges

770 Dennett Road

Oakland, MD 21550

Questions may be submitted via email to rfp@garrettcountyschools.org.

# Introduction

Garrett County Public Schools is seeking proposals from established vendors for SLP services for the 2025-2026 school year, including Extended School Year services as needed.

The purpose of this document is to provide information to submit a proposal.

# Submission Requirements

Please submit an original and two (2) copies of your proposal. Submissions must include the following:

* Cover Sheet (included)
* Completed Vendor Questionnaire (included)
* Completed Vendor Recommendation Service Plan (included)
* Completed Public Schools Federal/State/Local Government Debarment Procedure
* Additional information deemed necessary to fully develop the vendor’s qualification as well as its recommended plan of action

# All proposals submitted to the Board will be kept in confidence and shall be used solely for the purpose of evaluating the respondent’s recommendation for a possible award. The Board retains the right to provide proposal copies to the selection committee, legal advisors, and other representatives.

# A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the Board in writing. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

# Legal Background, Scope of Work, and Expectations

Legal Background: Garrett County provides speech and language therapy to students in accordance with IDEA, COMAR, and the Americans with Disabilities Act. Speech and Language therapy is provided in accordance with a student’s IEP or IFSP.

Speech and Language therapy services in schools may include such services as:

1. “Identification of children with speech or language impairments;

2. Diagnosis and appraisal of specific speech or language impairments;

3. Referral for medical or other professional attention necessary for the habilitation of speech or language impairments;

4. Provision of speech and language services for the habilitation or prevention of communicative impairments; and

5. Counseling and guidance of parents, children, and teachers regarding speech and language impairments.” [Section 300.34(c)(15)]

**Services- (Exhibit A)**

The GCPS Special Education Department provides speech and language services to approximately 250 students ages 3 through 21 across 11 schools, Head Start Centers, and Private Day Care Facilities.

Additionally, GCPS Infants and Toddlers Program provides speech/language therapy services to approximately 30 children ages birth through 4 years old in homes and community locations.

GCPS Special Education Department provides approximately 93 hours of speech and language therapy services weekly for Part B- School Age students across all 11 schools.

GCPS Infants and Toddlers Program provides approximately 103 sessions of speech and language therapy monthly, totaling approximately 51 hours of services monthly. These numbers are fluid and will vary during the term of the contract.

Services can be provided in all Garrett County Public Schools, which include 8 elementary schools, 1 middle school, and 2 high schools. In addition, speech and language services are provided to preschool students in Head Start or similar preschool locations and in the homes of students with IFSPs.

**Expectations**

The following are expectations for the vendor of this RFP:

1. Provide speech and language therapy to students as required.

2. Perform speech and language therapy assessments and evaluations using appropriate tests, skills, professional observations, and supplementary information.

3. Provide a written assessment report in a timely manner and adhere to all federal and state timelines.

4. Interpret evaluation findings in order to address the student’s present level of functional and academic performance and the impact of the student’s disability in the educational environment; document findings using the Maryland online IEP tool.

5. Participate in all IEP meetings to develop or revise an Individual Education Program for each student on the caseload, communicating evaluation information in understandable terms to IEP team members, including parents, for consideration in the development of IEP goals and intervention strategies. Participate in a similar manner for all IFSP meetings.

6. Develop educationally appropriate annual goals and objectives for each student on the caseload based on the present level of functional and academic performance; document goals and objectives using the Maryland online IEP tool.

7. Provide therapeutic interventions for each area of skill development as it relates to student participation and performance in classroom routines; develop adaptations and/or implement use of equipment to encourage student participation in activities, increase development of functional skills, and provide training and support to staff and parents to implement related services recommendations and make progress on annual goals and objectives

8. Consult with teachers/ trainers or parents regarding treatment/ training procedures related to Speech and Language Therapy.

9. Provide written recommendations for treatment services provided through the IEP or IFSP that are appropriate for the student’s needs.

10. Provide recommendations for and provision of sources for adapted equipment, switches, and toys appropriate to the child’s needs.

11. Provide therapy materials and/or equipment.

12. Consult with school district personnel for planning, implementation, and evaluation of speech and language services and programs.

13. Collect, record, and report data relative to student performance on individual goals and objectives.

14. Report progress on goals and objectives quarterly at a minimum using the Maryland online IEP or IFSP tool.

15. Conduct required formal evaluations to determine continued eligibility for service (conducted triennially for each student on the caseload).

16. Processing of necessary paperwork to facilitate billing of medical assistance for eligible students. The Board shall be the payee for the proceeds of this billing. Receipt of these proceeds does not impact the board’s responsibility to pay for services provided to all students, whether eligible for medical assistance benefits or not. Medical assistance billing will arrive at the Board of Education central office within 60 days of the close of the month for which treatment occurred.

17. Provide home-based activities and services as appropriate.

18. Participate in meetings with Special Education staff and Infant/Toddler staff.

# Evaluation of Proposals

Submitted proposals will be considered based on the evaluation process as outlined below.

Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

1. **Initial Selection Process**

A selection committee will review, in detail, all proposals that are received based upon, but not limited to, the following criteria. A proposal’s recommendation plan that best suits the needs of Garrett County Public Schools will be in accordance with the following criteria:

1. **Responsiveness - 10%**

Adherence to the requirements of the RFP.

1. **Qualifications & Expertise – 10%**

The proposal must clearly indicate the vendor possesses an understanding of state and federal special education laws as well as an understanding of Medical Assistance Billing process. All FTE’s hold Maryland DHMH licensure.

1. **Quality of Services – 20%**

The respondent’s ability to submit a plan on how to provide high-quality Speech and Language services to students. There is a plan for providing make-up sessions to demonstrate the ability to deliver services in a timely manner.

1. **Cost – 60%**

Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. Proposals that outline competitive pricing with value-added features and capabilities will be given higher consideration. All figures entered on the vendor proposal must be clearly legible.

The selection committee may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. Upon review, the selection committee may select a short list of potential awardees that meet the minimum qualifications for further review. **Priority will be given to vendors that are able to provide in-person services.**

1. **Interviews**

The Board reserves the right to conduct interviews of respondents included on the short list of potential awardees. The selection committee will contact the designated respondent’s representative, as indicated on the Cover Sheet, to schedule an interview date and time as needed. Interviews are anticipated to occur on June 24, 2025.

1. **Timeline**

After the selection committee and the Board make a final determination, the awardee and the Board will negotiate and execute a final agreement prior to the commencement of the work under the Contract.

Failure of any respondent to timely respond or come to terms with the Board will be cause for rejection of the proposal.

RFP Issued & Advertised June 5, 2025

Vendor Proposals Due June 19, 2025, at 12:00 p.m. Noon (EDT)

Interviews (as needed) June 24, 2025

Finalize Contract July 8, 2025

First Date of New Contract August 18, 2025 (tentative)

Note that the Board reserves the right to alter this timeline at any time.

1. **Rejection of Proposals**

The Board reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If the proposal fails to meet a material requirement in the RFP, or is incomplete or contains irregularities, the proposal may not be considered. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.