

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □ Phone (901) 416-5376
(This proposal will not be accepted electronically or by facsimile. All proposals must be mailed or delivered to the above address.)

REQUEST FOR QUALIFICATIONS

(NOT AN ORDER)

Please submit proposals on the item(s) listed below. The right is reserved to reject any or all Proposals. If substitutions are offered, give full particulars. The Proposal must be submitted no later than January 16, 2024 @ 1:00 PM, CST

The Shelby County Board of Education reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Vendors shall be paid only when delivery is complete. *For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.

ADDENDUM 2
PT, OT, SLP, AUD and Interpreting for the Deaf Services

January 16, 2024

RFQ Submission Date

Revision 1: RFQ Submission Date Change. See the revision on page 1.

Scope of Work Corrections

Revision 2: Page 15: Qualifications for Speech Language Pathologists (SLP)

ISSUED BY: Toni Jones

RFP #011624TJ

We propose to furnish the item(s) and/or services outlined in the proposal at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. Proposals are submitted with a declaration that no Shelby County Board of Education Member or employee has a financial or beneficial interest in this transaction.

NAME OF FIRM

PHONE

FAX#

ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

AUTHORIZES REPRESENTATIVE NAME

CHECK HERE IF YOU ARE A MSCS REGISTERED MINORITY VENDOR

CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

PLEASE NOTE: Per the Memphis-Shelby County Schools Local Preference Purchasing Board Policy 2011, local preference purchasing means giving preference to businesses located within Shelby County, Tennessee where local vendors must have a physical address located within the limits of Shelby County for at least six (6) months prior to the bid or proposal opening date. A Post Office Box is not acceptable.

CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.

Revision 1:

RFQ Submission Date Change: **January 26, 2024 @ 1:00pm CST**

The RFQ submission date have been moved **FROM** January 18, 2024 @ 1:00pm to **January 26, 2024 @ 1:00pm CST**

Revision 2:

Scope of Work Corrections

Page 15: Qualifications for Speech Language Pathologists (SLP)

The following qualifications has been **REMOVED** from the scope for SLPs:

- Chair Behavior Intervention Plan (BIP) meeting, finalize paperwork, and upload to TN Pulse
- Complete a Functional Behavior Assessment (FBA) and write BIP for Speech Only students.
- Contact parents for Manifestation Meeting for speech only students
- Chair Manifestation Meeting, finalize paperwork, and upload to TN Pulse for speech only students

Corrected Section:

Qualifications for Speech Language Pathologists (SLP):

The following service requirements are set forth as guidelines for speech language pathologists, and for the Memphis Shelby County Board of Education. Please submit a proposal for your area of expertise, noting any additions or deletions as deemed necessary. The Contractor agrees to provide any or all of the following services as a speech language pathologists:

- Speech Language Pathologists (SLP) are required to hold a Certificate of Clinical Confidence (CCC) from the American Speech – Language - Hearing Association (ASHA) and hold or be eligible for a Tennessee Health Related Board and Tennessee Department of Education licensure as a SLP. Therapist may also be in the Clinical Fellowship Year (CFY) with ASHA.
- Provide interpretation of therapy reports and assessments.
- Serves as a Certifying Specialist in Special Education meetings.
- Serves as case manager for students receiving speech/language therapy services as a direct service.
- Complete speech and hearing screenings for gen ed students
- Receive Initial referrals from teachers/parents/school personnel for gen ed students and Stand-Alone Head Starts
- Contact parents and staff for all IEP meetings who have been identified as having speech language deficits only or who are suspected of having a speech and language deficits.
- Create all IEP meeting or Services Plan meeting documents for students identified as having speech/language only disabilities.
- Attend S-Team Meetings for gen ed students with academic concerns in addition to speech/language.
- Develop complete IEP if student is made eligible for speech-language therapy services only, obtain signatures and upload to TN Pulse
- Add goals and/or objectives, as appropriate, to the IEP for students receiving speech/language therapy services as a related service.
- Create a special education file for all speech/language only students.
- Complete progress reports and provides copies to parents and special education file for speech/language only students.

- Update speech language goals in progress reports for students receiving speech/language services as a related service.
- Administer Speech and/or Language testing for Initial Eligibility and 3-year re-evaluation.
- Write Initial Evaluation and 3-year Re-evaluation Speech-Language Reports
- Chair Meetings for speech only homebound students
- Maintain special education records in accordance with district policies for speech only students.
- Abide by FERPA and HIPAA confidentiality.
- Conduct IEP meetings in accordance with district procedures for speech only students
- Collaborate with the IEP team to identify priority goals / objectives.
- Trial, model and collaborate with the IEP team to embed strategies, equipment, and tools into the classroom and school routines to support student progress toward functional or academic goals / objectives.
- Adapt tools / materials to mitigate barriers to student participation.
- Provide training to teachers, staff, and parents in techniques and adapted equipment or specialized use of tools.
- Monitor assistive / adapted equipment and tools for safe and appropriate use by students and staff.
- Promote safe student access and participation with peers.
- Participate in the District's TennCare program seeking remuneration for medically necessary services in the IEP.
- Personnel must contact the principal of the assigned school(s) and the therapist's supervisor and / or manager if sick or absent from work.
- Personnel must be available for orientation and training.
- Personnel must be flexible for assignment changes.
- Personnel are willing to serve multiple schools.
- Therapists providing teletherapy services must utilize the HIPAA compliant platform.
- Therapists providing teletherapy services must be familiar with Tennessee laws governing teletherapy.
- Therapists abide by professional ethics as outlined by ASHA.