



**School Board of Leon County, Florida
District Term Contract
DTC-24-1006**

Speech-Language Pathology Services

This Contract is between the School Board of Leon County, a public school district within Leon County, Florida, with offices at 2757 West Pensacola Street, Tallahassee, FL 32304 (District), and Talk of the Town Speech Therapy, LLC, (Contractor) located at 56 Water Street, St. Augustine, FL 32084. The District and Contractor are collectively referred to herein as “Parties,” and individually as a “Party.” All capitalized terms shall have the meaning assigned to them in the Contract unless otherwise defined here.

The Contractor responded to the District’s Request for Proposals, No: RFP 517-2024, Speech-Language Pathology Services. The District has accepted the Contractor’s Proposal and enters into this Contract in accordance with the terms and conditions of RFP 517-2024, Speech-Language Pathology Services.

Accordingly, and in consideration of the mutual promises contained in the Contract, the Parties agree as follows:

I. Scope of Work

The services and/or commodities to be provided by the Contractor pursuant to this Contract are defined in RFP 517-2024, Speech-Language Pathology Services, and all Addenda which are referenced and incorporated herein. The vendor’s proposal is attached as Exhibit B. This Contract serves as a master agreement, with individual purchases being made via purchase orders (POs).

II. Contract Term

The initial term of the Contract is for three (3) years. The initial Contract term shall begin on July 12, 2023, or on the last date on which it is signed by all Parties, whichever is later.

III. Renewal Terms

The District and the Contractor may renew the Contract in whole or in part, for a renewal term not to exceed three (3) years, or portions thereof, at the renewal pricing specified in the Contractor’s original submission, upon mutual agreement of the Parties as set forth in the Contract.

IV. Contract

This Contract, together with the following attached documents (Exhibits), sets forth the entire understanding of the Parties and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

All Exhibits attached to this Contract are incorporated in their entirety and form as part of this Contract. The Contract has the following Exhibits:

- a) Exhibit A: RFP 517-2024, Speech-Language Pathology Services and all Addenda;
- b) Exhibit B: Talk of the Town Speech Therapy, LLC response to RFP 517-2024, Speech-Language Pathology Services; and
- c) Exhibit C: Talk of the Town Speech Therapy, LLC cost proposal.

In case of conflict, the documents shall have priority in the order listed:

- a) The District Term Contract;
- b) Exhibit A: RFP 517-2024, Speech-Language Pathology Services and all Addenda;
- c) Exhibit B: Talk of the Town Speech Therapy, LLC response to RFP 517-2024, Speech-Language Pathology Services; and
- d) Exhibit C: Talk of the Town Speech Therapy, LLC cost proposal.

V. Amendments

No oral modifications to this Contract are acceptable. All modifications to this Contract must be in writing and signed by both Parties, except changes to Section VII., below. Any future amendments of the Contract, which alter the definition of the services, shall define the services in the same format as Exhibit A.

Notwithstanding the order listed in Section IV, amendments issued after Contract execution may expressly change the provisions of the Contract. If an amendment expressly alters the Contract, then the most recent amendment will take precedence.

VI. Contract Notices

Contract notices may be delivered by email to the Contractor's designated contact person as prescribed in Section VII.

VII. Contract Management

The District employee who is primarily responsible for maintaining the Contract Administration file is:

Shelly Kelley, Coordinator
Office of Business Services
Leon County Schools
3397 West Tharpe Street
Tallahassee, FL 32303
Telephone (850) 488-1206
Email: kelleys2@leonschools.net

The District's Contract Manager is:

Cathy Shields, Director
Office of Exceptional Student Education
3955 W. Pensacola Street
Tallahassee, FL 32304
850-487-7160
Email: shieldsc@leonschools.net

The District may appoint a different Contract Administrator or Manager, which will not require an amendment to the Contract, by sending written notice to the Contractor. Any communication to the District relating to the Contract shall be addressed to the District's Contract Manager, or designee.

The Contractor has assigned the following individual(s) to serve as the designated contact person for this Contract:

Primary Contact:

Kyle Cregan, Owner
Talk of the Town Speech Therapy, LLC
56 Water Street
St. Augustine, FL 32084
Telephone: (727) 364-4024
Email: khcregan@gmail.com

All questions and customer service issues concerning this Contract shall be directed to the Contractor's designated contact person(s), above. It will be the designated contact person's responsibility to coordinate with necessary District personnel, as required, to answer questions and resolve issues. The Contractor must provide written notice to the District's Contract Manager, or designee, if a new employee is designated as the contact person for this Contract.

VIII. Termination

A. Termination for Convenience

This Contract may be terminated by either Party at will upon no less than 30 calendar days' written notice, unless a shorter period of time is mutually agreed upon by both Parties. The Board's sole obligation shall be to reimburse the Contractor for those goods or services shipped and accepted by the Board up to the date of termination, and costs incurred by the Contractor for unfinished goods, which are specifically manufactured for the Board and which are not standard products of the Contractor, as of the date of termination. In no event shall the Board be responsible for the loss of anticipated profit. Notice shall be delivered by certified mail (return receipt requested), by another method of delivery whereby an original signature is obtained, or in person with proof of delivery.

B. Termination for Cause

If a breach of this Contract occurs by the Contractor, the District may terminate the Contract for cause. The District choose to provide, at its exclusive option, an opportunity for the Contractor to cure the breach for cause within 30 calendar days upon written notice of the deficiency by the District. Any breach of this Contract which is still left uncured by the Contractor after the District has elected to provide 30 calendar days to cure (remedy) the breach, may result in the District's termination of this Contract upon 24 hours written notice by the District. If the District does not elect to afford an opportunity for the Contractor to cure a breach (e.g. instances of egregious Contractor conduct or other Contractor actions which may be harmful to the District), the District may immediately terminate this Contract for cause, upon 24 hours' written notice to the Contractor, as described in this section. Notice shall be delivered by certified mail (return receipt requested), in person with proof of delivery, or by another method of delivery whereby an original signature is obtained.

C. Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of this Contract.

D. Termination for Lack of Funds

In the event the funds to finance this Contract become unavailable, the District may terminate the Contract upon no less than 24 hours' notice, in writing, to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained. The District shall be the final authority as to the availability of funds.

E. Contract Termination Requirements

If at any time, the Contract is cancelled, terminated, or otherwise expires, and a Contract is subsequently executed with a contractor other than the Contractor or service delivery is provided by the District, the Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent provider. This includes, but is not limited to, the timely provision of all Contract-related documents, information, and reports, not otherwise protected from disclosure by law to the replacing party.

IX. Assignment

The Contractor shall not sell, assign, or transfer its responsibilities or interests under this Contract to another party without prior written approval of the District's Contract Manager, or designee. The District shall, at all times, be entitled to assign or transfer its rights, duties, and obligations under this Contract to another governmental agency or special district of the State of Florida upon providing written notice to the Contractor.

X. Subcontracts

The Contractor is fully responsible for all work performed under this Contract. The Contractor may, upon receiving written consent from the District's Contract Manager, or designee, enter into written subcontract(s) for performance of certain obligations under this Contract. No subcontract shall relieve the Contractor of any responsibility for the performance of its contractual duties. All payments to subcontractors shall be made by the Contractor.

It is understood and agreed that the District shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Contractor shall be solely liable to the subcontractor for all expenses and liabilities under this Contract. All subcontractors are subject to the same background check requirements as are referenced in Exhibit A.

XI. Price Adjustments

Any price decrease effectuated during the Contract period by reason of market change or special sales offered to other customers shall be passed on to the District. This shall also apply to all in-place equipment on a rent or lease plan. Price increases are not accepted, unless otherwise stated. All prices are firm and shall be held for the duration of the Contract term. The District may, at its sole discretion, review a request from the Contractor for an equitable adjustment in Contract pricing if pricing or supply availability is affected by extreme or unforeseen conditions in the marketplace, outside of the Contractor's control. Requests shall be submitted to the District's

Contract Manager along with justification and backup information, as necessary, such as a letter from a manufacturer regarding price increases. The District will consider the request and respond within 30 days. The Contractor shall continue to fill orders at the current Contract pricing until a decision has been made.

XII. Additions/Deletions

During the term of the Contract, the District reserves the right to add or delete the number of commodities or services, when considered to be in its best interest. Pricing shall be comparable to amounts awarded.

XIII. Other Conditions

A. Public Records

The Contractor agrees to (a) keep and maintain public records required by the Board to perform the service; (b) upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statute; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the Board; and (d) upon completion of the Contract, transfer, at no cost to the Board all public records in possession of the Contractor, or keep and maintain public records required by the Board to perform contractual obligations. If the Contractor transfers all public records to the Board upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, then the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request, in a format that is compatible with its information technology systems. The Board may unilaterally terminate the Contract for refusal by any Contractor to allow public access to all documents, papers, letters, or other material made, or received by the Contractor in conjunction with the Contract unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Section 119.07(1), F.S. or Section 119.071, F.S. Additionally, the Contractor may be subject to penalties under Section 119.10, F.S.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this Contract, contact the custodian of public records at:

**Leon County Schools
ATTN: Julie Jernigan
2757 West Pensacola Street
Tallahassee, Florida 32304
Telephone: (850) 487-7177
Email: jerniganj@leonschools.net**

B. Disputes

Any dispute concerning performance of the terms of this Contract shall be resolved informally by the Contract Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Divisional Director of Business Services or designee. The District's Divisional Director of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the Parties, the Contract Managers and the District's Contract Administrator.

C. Notices

All notices required or permitted by this Contract shall be given in writing and by hand-delivery or email to the respective Parties. All notices by hand-delivery shall be deemed received on the date of delivery and all notices by email shall be deemed received when they are transmitted and not returned as undelivered or undeliverable. Both Parties may change their contact information and Contract Manager by written notice given to the other Party as provided above.

D. Insurance

The Contractor agrees to provide adequate insurance coverage on a comprehensive basis and to hold such insurance at all times during the existence of this Contract. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the District under this Contract. At a minimum this coverage shall include general liability coverage no less than \$1 million per occurrence and \$2 million in aggregate. Upon the execution of this Contract, the Contractor shall furnish the District's Contract Manager, or designee, written verification of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The District reserves the right to require additional insurance where appropriate.

If the Contractor is a state agency or subdivision as defined in Section 768.28, F.S., the Contractor shall furnish the District, upon request, written verification of liability protection in accordance with Section 768.28, F.S. Nothing herein shall be construed to extend any Party's liability beyond that provided in Section 768.28., F.S.

E. Employee Status

This Contract does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the District and Contractor are independent contractors under this Contract and neither is the employee of the other for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law.

F. Force Majeure

Neither Party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption or performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.


G. Available Funding

The District's performance and obligation to pay for goods and services under this Contract are contingent upon available annual funding. The costs of services paid under any other Contract or from any other source are not eligible for reimbursement under this Contract.

H. Scrutinized Companies Contractor Certification

The Contractor certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, (not including renewal years), the Contractor certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. Pursuant to Sections 287.135(5), F.S., and 287.135(3), F.S., the Contractor agrees the District may immediately terminate the resulting Contract for cause if the Contractor is found to have submitted a false certification or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the resulting Contract. Any company that submits a bid or proposal for a Contract, or intends to enter into or renew a Contract with an agency or local governmental entity for goods or services, of any amount, must certify that the company is not participating in a boycott of Israel.

CONTRACTOR:
TALK OF THE TOWN SPEECH THERAPY,
LLC

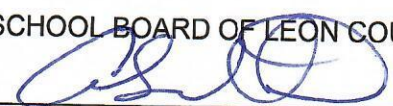


Kyle Cregan, Owner

7/10/23

Date


SCHOOL BOARD OF LEON COUNTY, FL



Alva Swafford Smith, Board Chair

7/11/2023

Date



Rocky Hanna, Superintendent

7/13/23

Date

Request for Proposals (RFP)



Speech-Language Pathology Services RFP 517-2024

RFP Released: April 26, 2023

Deadline for Questions*: May 15, 2023

Proposals Due*: 2:00 p.m. on May 26, 2023

June Kail
Procurement Officer
Leon County Schools
Purchasing Department
3397 West Tharpe Street
Tallahassee, Florida 32303

*Timeline subject to change. Changes will be communicated through an addendum to this RFP (see Section 1.8)

RFP Timeline

Steps in the RFP process	Date and Time	Location (if applicable)
Release of RFP	April 26, 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com
Written Questions Due	May 15, 2023	Submit to: June Kail, Procurement Officer Subject: RFP 517-2024, Speech-Language Pathology Services Email: purchasing@leonschools.net
Anticipated Posting of Answers to Submitted Questions	May 19, 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com 17
Sealed Proposals Due and Opened	May 26, 2023	Submit to: Leon County Schools Purchasing Department Attn: June Kail, Procurement Officer RFP 517-2024, Speech-Language Pathology Services 3397 W. Tharpe Street Tallahassee, FL 32303* <small>*Also the location for the Response Opening</small>
Evaluation Team Meeting	May 31, 2023	Leon County Schools Purchasing Department 3397 W. Tharpe Street Tallahassee, FL 32303
Anticipated Date the District will Advertise its Notice of Board Decision	June 29, 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com

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SECTION 1: Key information



1.1 Quick Facts

The School Board of Leon County, Florida (hereinafter referred to as the “District”), is requesting sealed proposals for the provision of speech-language pathology services.

- a. The use of capitalization (such as Proposer) denotes words and phrases with special meaning as defined in [Section 5, Definitions](#).
 - b. All dates and times reflect Eastern Time (Tallahassee, Florida) unless otherwise indicated.
 - c. The District reserves the right to perform, or cause to be performed, the services herein described in any manner it sees fit, including, but not limited to, award of other contracts, utilization of existing State or governmental contracts, public purchasing cooperatives, or to perform the work with its own employees.
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1.2 Proposer Qualifications

Proposers shall maintain a permanent place of business and have adequate finances and sufficient personnel to perform the services of this Contract.

- a. The Proposer is licensed to do business in Florida, and all individuals have a current/active professional license for speech-language pathology services issued by the Florida Department of Health;
 - b. Has a minimum of three (3) years of continuous experience providing educationally relevant speech-language pathology services; and
 - c. Proposer's staff must include licensed speech-language pathologists (SLPs) who have earned a Master's degree in speech-language pathology and have licensure through the Florida Department of Health.
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1.3 How to Contact Us (Procurement Rules and Information)

- a. All questions related to this RFP must be made in writing, via email, to the Procurement Officer listed below. Questions will only be accepted if submitted in writing on or before the date and time specified in the Timeline.
 - b. On or about the date referenced in the Timeline, the District will advertise its answers to written questions on the District's website at <https://www.leonschools.net/Page/4411> and DemandStar at <https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/>.
 - c. Between the release of the solicitation, and the end of the 72-hour period following the advertisement of the Notice of Board Decision (the 72-hour period excludes Saturdays, Sundays, and District holidays), Proposers to this RFP, or persons acting on their behalf, may not contact any employee or officer of the Leon County School Board or Superintendent concerning any aspect of this solicitation, except in writing to the
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Procurement Officer as provided in this solicitation or directed by the District. Violation of this provision may be grounds for rejecting a Proposal.

- d. Any person requiring special accommodations in responding to this solicitation because of a disability should contact the LCS Purchasing Department at (850) 488-1206 at least five (5) days before any pre-solicitation conference, solicitation opening, or public meeting. Persons who are deaf, hard-of-hearing, deaf-blind, or speech-disabled may contact the LCS Purchasing Office by using the Florida Relay Service at 1-800-955-8771 (TTY/ASCII).

The District's Procurement Officer

Name: June Kail, Director – Purchasing, Warehouse & Property Management

Purchasing Department

Leon County Schools

3397 W. Tharpe Street

Tallahassee, FL 32303

Telephone: (850) 488-1206

Email: purchasing@leonschools.net

- e. The Proposer shall not initiate or execute any decision or action arising from any verbal discussion with any District employee related to this RFP. Only written communications from the District's Procurement Officer and formal addendums are considered duly authorized expressions on behalf of the District. Additionally, only written communications from a Proposer are recognized as duly authorized expressions on behalf of the Proposer.

1.4 Developing Your Proposal

- a. This RFP is being issued as part of an open, competitive process and sets out the steps and conditions that apply.
- b. Proposers should take the time to read and understand the RFP. In particular, they should:
 - 1. Review Title XLVIII, [K-20 Education Code](#), within the Florida Statutes.
 - 2. Develop a strong understanding of the District's requirements detailed in [Section 2](#).
 - 3. Ensure their company is on file and in good standing with the Florida Department of State, or provide certification of exemption from this requirement, as required for all entities defined under Chapters 607, 617, or 620, Florida Statutes (F.S.), seeking to do business with the District.
- c. Proposers should prepare a clear and concise Proposal, avoiding complicated jargon, and thoroughly describing their ability to meet the expectations of the District.
- d. Proposers must follow the format and instructions included in this RFP for their Proposal submittal.

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- e. Proposals that contain provisions that are contrary to the material requirements of this RFP are not permitted. Including alternate provisions or conditions may result in the Proposal being deemed non-responsive to the solicitation.
 - f. Proposers must use Attachment I (Cost Proposal Form), to submit pricing. Proposers shall not change or substantially alter the form, but fill it out completely, as instructed in Section 3.2 of this RFP.
 - g. Proposers should thoroughly review their Proposal before submission to ensure the Proposal is complete and accurate and it has provided all information requested in the format prescribed in Section 3, Procurement Rules and Information.
 - h. The District is not liable for any costs incurred by a Proposer while responding to this RFP, including the costs associated with attending site visits, oral presentations, or negotiations, as applicable.
 - i. Proposers are expected to submit questions or concerns they have regarding the requirements or terms and conditions of this solicitation during the question and answer phase, per Section 1.3, a.
 - j. The District shall reject any and all Proposals that do not meet the following **pass/fail criteria (also referred to as Mandatory Responsiveness Criteria)**. Any Proposal rejected for failure to meet these requirements will not be evaluated further:
 - 1. The Proposer is licensed to do business in Florida, and all individuals employed by the company must possess a current/active professional license for speech-language pathology services issued by the Florida Department of Health;
 - 2. Have a minimum of three (3) years of continuous experience providing educationally relevant speech-language pathology services;
 - 3. Proposer's staff must include licensed, speech-language pathologists (SLPs) who have earned a Master's degree in speech-language pathology and have licensure through the Florida Department of Health.
 - 4. The Proposer must confirm that all services to be provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, and Chapter 119, F.S.), Section 218.39, Florida Statutes, (F.S.) as defined in Chapter 10.800, Rules of the Auditor General; and
 - 5. The Proposer shall complete and submit Attachment I, Cost Proposal Form, Attachment II, Required Provisions Certification, Attachment III, Notice of Conflict of Interest, Attachment IV, Proposer Contact Information, Attachment V.



1.5 Submitting Your Proposal

- a. Proposers shall submit their Proposals in a sealed envelope or package with the RFP number and the date and time of the Proposal opening clearly marked on the sealed envelope or packaging. Proposers may submit their Proposals by mail, courier, delivery

services (such as FedEx or UPS), or hand-delivery to the location below. **The District will not accept any Proposals submitted via email or fax.**

- b. Proposers must mail or otherwise deliver their Proposals to the following address:

Leon County Schools

Purchasing Department

RFP 517-2024, Speech-Language Pathology Services

Attn: June Kail, Procurement Officer

3397 W. Tharpe Street

Tallahassee, FL 32303

- c. It is the Proposer's responsibility to ensure their Proposal is delivered to the District by the date and time stipulated in the Timeline. The District's clock will stamp Proposals received and shall provide the official time for the Proposal opening. **Late Proposals will not be accepted.**
- d. Submit a Technical Proposal and a Cost Proposal in separately sealed and clearly labeled packages. The Cost Proposal may be shipped along with the Technical Proposal as long as it is sealed separately (such as in a sealed envelope) within the same shipping container and clearly marked.
- e. Submit one (1) signed, original Technical Proposal, five (5) additional hardcopies, and five (5) electronic copies of the Technical Proposal in searchable PDF format on individual electronic storage devices or flash drives (not password protected). The original Technical Proposal will take precedence in the event there is a discrepancy between the original and the hardcopies or electronic copies.
- f. Submit one (1) signed, original Cost Proposal (Attachment I), three (3) additional hard copies and one (1) electronic copy of the Cost Proposal in searchable PDF format on an electronic storage device or flash drive (not password protected). The original Cost Proposal will take precedence in the event there is a discrepancy between the original and the hardcopies or electronic copies.
- g. The signed original Proposals shall be clearly marked as "Original" and the hardcopies shall be numbered one (1) through five (5).
- h. If the Proposer includes information in their Proposal that they believe is and have marked as confidential or trade secret, the Proposer should submit one (1) redacted hard copy and one (1) redacted electronic copy, in searchable PDF format (in addition to the non-redacted version) as outlined in Section 3.6.
- i. Proposers are encouraged to print Proposal documents double-sided and minimize the use of non-recyclable materials.
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1.6 Proposal Opening

- a. Proposals are due and will be publicly opened at the time, date, and location specified in the Timeline.
- b. District staff are not responsible for the inadvertent opening of a Proposal that is improperly sealed, addressed, or not correctly identified with the RFP number.
- c. After the Bid Opening, interested parties may submit a written request to the Procurement Officer for the names of all Proposers.



1.7 Disposition of Proposals

- a. The District reserves the right to withdraw this RFP at any time and by doing, assumes no liability to any Proposer.
- b. The District reserves the right to reject any Proposals received in response to this RFP.
- c. The District reserves the right to waive Minor Irregularities when doing so would be in the best interest of the District. At its exclusive option, the District may correct Minor Irregularities but is under no obligation to do so.
- d. All documentation produced as part of this Proposal shall become the exclusive property of the District, may not be returned to or removed by the Proposer or its agents, and will become a matter of public record, subject to the provisions of Chapter 119, F.S. Selection or rejection of the Proposal will not affect this right. Should the District reject all Proposals and re-solicit, information submitted in response to this RFP will become a matter of public record as indicated in Section 119.071, F.S. The District shall have the right to use any ideas, adaptations of any ideas, or recommendations presented in any Proposal. The award or rejection of a Proposal shall not affect this right.



1.8 Changes to the RFP

The District will post all addenda and materials relative to this procurement on the District's Purchasing website at <https://www.leonschools.net/Page/4411> and on DemandStar at <https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/>.

Interested parties are responsible for monitoring this site for new or changing information relative to this procurement. Proposers are responsible for ensuring that all addendums have been read and incorporated, as applicable, in their Proposal.



1.9 Protest Procedures

Per Section 120.57(3), F.S., a Notice of Intent to Protest or a Formal Written Protest must be filed with the District's Purchasing Department within the timeframes established in Florida Statutes. Filings may be made physically at 3397 W. Tharpe Street, Tallahassee, Florida 32305, or via email to bidprotests@leonschools.net. Protests must be made in compliance with Rules 28-110.003 and 28-110.004, Florida Administrative Code (F.A.C.).

Filings received on a weekend, District holiday, or after 5:00 p.m. will be filed the next business day.

Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

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SECTION 2: Scope of Work

2.1 Background

The District and the School Board are created under Article IX, Section 4, of the Constitution of the State of Florida. The School Board is an independent taxing and reporting authority responsible for the operation, control and supervision of all free public schools within the school district, subject to the Florida K-20 Education Code, Chapters 1000 – 1013, F.S. The Board consists of five (5) elected officials responsible for, among other things, the adoption of policies which govern the operation of District public schools. The elected Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of state laws, State Board of Education Rules, and School Board policies.

The District provides a standard, traditional curriculum to a student body of approximately 31,000 students ranging from pre-kindergarten through the 12th grade. LCSB also provides adult education at several facilities during regular and non-school hours. In addition to the standard curriculum, LCSB offers a variety of specialized technical training programs for the higher-grade levels.

2.2 Procurement Overview

The District desires to receive proposals for licensed Speech-Language Pathologists (SLPs) to service District students with communication disorders in the areas of language, articulation, fluency, and voice. Without these services, students with speech or language disorders would not develop according to their potential in areas of communication, including receptive and expressive language, social and pragmatic language, speech sounds/articulation, fluency, voice, and assistive technology.

Although it is recognized that a number of students may benefit from Speech-Language Pathology Services only those students who meet federal and state guidelines may be served. This program is not designed to provide support to students with limited English proficiency, who are not otherwise language disordered, or to serve students who are having difficulties in school unrelated to a communication disorder. Speech-Language Pathology is one of many specialty areas within the Exceptional Student Education (ESE) Department of the District. Since many students have diverse needs and are often served in more than one program within the ESE Department, coordination and integration of this service is essential.

The District anticipates awarding one or more contracts for services as is in the District's best interest. Successful Proposer(s) must have the ability to begin the implementation of services if awarded on or before August 10, 2023.

2.3 Contract Term

We anticipate the Contract(s) will commence within 30 days of award. The expected Contract term and options to renew are:

Description	Time Period
Initial term of the Contract	Three (3) years
Optional Contract Renewal Term(s)	Up to three (3) years, or portions thereof
Maximum term of the Contract	Six (6) years

2.4 Scope of Work

Scope of services includes, but is not limited to, direct therapy with students, consultation and collaboration with teachers, parents, and other professional staff, attendance and participation (required) in student staffings, development of Individual Education Plans (IEPs), and progress reports.

- 2.4.1** The ESE Department will assign contracted SLPs to specific LCS worksites to provide services.
- The Successful Proposer must be able to immediately provide licensed speech-language pathologists in sufficient numbers to accommodate the service needs of the District.
 - Contractor Staff shall dress in a professional manner that is reflective of the school environment. Medical scrubs are not allowed.
 - The Contractor must identify a full-time liaison/supervisor who will serve as the primary contact with the District regarding this Contract. The cost of the liaison/supervisor shall be included in contract pricing.
 - The District locations may issue open (blanket) purchase orders as required. Receipt of open orders does not authorize the release of any service. For all open orders, services will be on an as-needed basis through the use of an order form. Services received as a result of an open order, where an order form has not been released, will not be accepted, and no cost shall be incurred by the District as a result.
- 2.4.2** The Contractor's Staff will collaborate with school and district personnel to meet the needs of all students through participation and/or facilitation of MTSS, IEP, case conference, and data review meetings.
- 2.4.3** The Contractor's Staff shall provide and follow schedules for assigned schools. The SLP should inform the school principal and district ESE designee of departure from or changes in schedule. Schedules should be reflective of the individual students needs as outlined in Individual Education Plans (IEPs).
- 2.4.4** The Contractor(s) shall not hire any individual who is currently employed part-time or full-time by LCS as a speech- language pathologist or speech-language pathology assistant until the completion of the contracted school year. The Contractor(s) also shall hold

harmless any individual employed by them who elects to become employed by LCS for the following school year.

- 2.4.5** The Contractor's Staff shall be articulate in oral and written English.
- 2.4.6** The Contractor's Staff will conduct themselves professionally in due process matters and in litigious environments. SLP participation in these matters and environments may be required.
- 2.4.7** The Contractor's Staff shall follow the policies and procedures for the referral, identification, observation, screening, evaluation, eligibility, placement and service recommendations (based on a continuum of services), and dismissal of identified students as provided in the document "Special Programs and Procedures" located on the FDOE website and in the LCS ESE Handbook of procedures
- 2.4.8** The Contractor's Staff shall follow procedures for completing required documentation for student attendance, Individual Education Plans (IEPs), evaluation summaries, student progress and reporting to parents, reimbursement for Medicaid funding, and other procedures as indicated by the "Special Programs and Procedures" document and the ESE Department.
- 2.4.9** District administrative and support personnel shall be authorized to review all the Contractor's required documentation and observe all provided services.
- 2.4.10** The Contractor's Staff shall submit for approval any written communication intended for parents and teachers to the School Principal or designee prior to sending.
- 2.4.11** The Contractor's Staff shall follow all rules and procedures as contained in the LCS Employee Handbook of the individual school and District and shall refrain from using District equipment (such as phones, copiers, computers, etc.) for personal business use.
- 2.4.12** The Contractor shall complete and maintain all required records in the course of providing services.
- 2.4.13** The Contractor's Staff will ensure the proper usage and care of a variety of equipment, materials, devices (including assistive technology) and aids necessary to the delivery of services.
- 2.4.14** The District shall be allowed to review and approve SLPs prior to placement.
- 2.4.15** All Speech-Language Pathologists (SLP) and Speech-Language Pathology Assistants (SLPa) shall attend scheduled content and policies/procedures meetings, considered as part of their workday. These meetings shall include but are not limited to, general information on intervention and therapy strategies and techniques, policies and procedures of the Leon County Special Programs and Procedures, the rights of students with disabilities, and other operational and compliance procedures required to carry out the therapy program. SLPs and SLPa's shall incorporate any canceled service sessions due to meeting times into their schedules.
- 2.4.16** The Contractor(s) shall provide speech-language pathologists who agree to provide therapy services throughout the District at all times and locations designated by LCS. LCS reserves the right to request a change in times and locations of services provided by the Successful Proposer(s) (consistent with the written agreement for days and hours worked), during the course of an assignment. Services shall be provided up to seven and a half (7.5) hours per day on regular student attendance days. SLPs are expected to

participate in training and planning activities on teacher planning days and early release days. School year calendars are provided as Attachment XI.

2.4.17 The Contractor(s) shall provide the requested services within five (5) school days of verbal/written notice of an assignment by LCS.

2.4.18 The Contractor(s) shall ensure that any interruption of services due to the provider being “unavailable” or “absent” shall be made up and shall be documented as a “make-up” session.

2.5 Certification

The Contractor’s SLP staff must include licensed, certified SLPs who have earned a Master’s degree in speech-language pathology, have been awarded the Certificate of Clinical Competency from the American Speech and Hearing Association, and have active licensure through the Florida Department of Health or certification through the Florida Department of Education. Provisional licensees will be considered where there is adequate district supervision per section 468.1155 FS. Licensed speech-language pathology assistants who have a Bachelor’s degree in speech-language pathology and have met the requirements for licensure by the Florida Department of Health will be considered in instances where the Contractor provides appropriate supervision per Section 468.1215, FS.

2.6 Procedure

District administrators will contact a Contractor to discuss their individual service needs and requirements. The Contractor will prepare a written schedule for the provision of service detailing days/hours and total anticipated cost (at the awarded hourly rate) for each school year, which will be referenced on the corresponding purchase order. At no time should services be provided without an authorized purchase order or background clearance issued by the District.

2.7 Project Tracking & Progress Reporting

The Contractor, when requested, shall submit weekly progress reports to the District via email that contain:

- a. Work scheduled for the following week with estimated start dates and times;
- b. Work completed during the week with actual completion dates; and
- c. Unforeseen delays/obstacles, and other comments.

2.8 Billing and Payment

The Contractor(s) agree(s) to request compensation for services rendered monthly by submitting proper and accurate invoices, with detail sufficient for audit, to the Board's Contract Manager within 15 days following the end of the billing period for which payment is being requested. All invoices shall include the purchase order number, Contractor's name and FEIN, and the service location. Invoices shall include timesheets containing the dates and hours worked and any other documentation supporting the hours billed (such as sign-in and out sheets). All services will be paid to the nearest half hour. Travel time to and from schools shall not be billed. The invoice or supporting documentation (such as timesheets) must be signed by the Board's on-site personnel (Administrator, Principal, Assistant Principal, Teacher, or School Office Staff) with direct knowledge of whether services were delivered.

Upon receipt of a complete and correct invoice (along with required supporting documentation), the Board has five (5) business days to review, verify, approve, and submit the verified invoice to LCS Accounts Payable for processing. The Board shall pay all invoices within 30 days of receiving the proper invoice or the services being completed, verified, and approved, the latter of the two dates. The Board issues approved payments every two (2) weeks.

All Contractors must complete the ACH Direct Payment Form located online at <https://www.leonschools.net/Page/1086> within five (5) business days of Contract execution. The Board does not issue checks for vendor payments.

2.9 Performance Monitoring

The District may utilize any or all of the following methodologies in monitoring the Successful Proposer(s) performance under the Contract and in determining compliance with Contract terms and conditions:

- On-site reviews of work performed;
- Documentation/review of timely response to work requests;
- Documentation/review of timely completion of work as assigned; and
- Documentation/review of invoices.

The Contract Manager will provide a written monitoring report to the Successful Proposer within 30 days of a monitoring visit. Non-compliance issues identified by the Contract Manager will be described in detail to provide the Successful Proposer(s) the opportunity for correction, where feasible.

Within 10 calendar days of receipt of the District's written monitoring report the Successful Proposer shall provide a formal Corrective Action Plan (CAP) to the Contract Manager (email acceptable), in response to all noted deficiencies to include responsible individuals and required time frames for achieving compliance. Unless specifically agreed upon in writing by the Contract Manager, time frames for compliance shall not exceed 30 calendar days from the date of receipt of the monitoring report by the Successful Proposer. CAPs that do not contain all information required shall be rejected by the Contract Manager in writing. The Successful Proposer shall have 15 calendar days from the receipt of such written rejection to submit a revised CAP; this will not increase the required time for achieving compliance. All noted deficiencies shall be corrected within the time frames identified in the CAP, or as amended with prior approval of the District. If deficiencies are not corrected within the approved timeframe, the District will impose a financial consequence of \$100 per day until corrected. The Contract Manager may conduct follow-up monitoring at any time to determine compliance based upon the submitted CAP.

SECTION 3: Procurement Rules and Information

3.1 Contents and Format of Proposal Submittals

Proposals are to be organized in TABs as directed below. Proposers shall include all the requested information in each TAB, or their Proposal may be deemed non-responsive. Additionally, information included in the incorrect section may not be scored by the District's Evaluation Team.

a. TAB A

Overview

1. Executive Summary/ Letter of Interest

Submit a brief executive summary stating the Proposer's understanding of the nature and scope of the services to be provided and the capability to comply with all terms and conditions of the RFP.

2. Financial Interest

Please include a list of any Board/District employees or officials that have a material financial interest (over 5%) using Attachment III. Please include the employee/official's name, title/position, and the date they filed the required Conflict of Interest Statement with the Leon County Supervisor of Elections before the Proposal Opening.

b. TAB B

Experience and Organization

1. References

Proposers shall provide at least three (3), but not more than five (5), references for whom the Proposer has provided services of similar scope and size to the services identified in this RFP. References should reflect the current or recent experience and must support the experience requirements of this RFP. To qualify as current/recent experience, services described by references shall be ongoing or shall have been completed within the 12 months preceding the issuance date of this RFP.

Each reference shall be completed and signed by the individual offering the reference, and certified by a notary public, using Attachment V, Proposer's Reference Form. The District reserves the right to contact reference sources listed or previous clients not listed in the Proposer's Proposal.

2. Company Profile

- i. Size of the organization. Show personnel structure (flow chart) of your organization.
- ii. The number of years in business.
- iii. The number of years of experience providing speech-language pathology services.
- iv. The number of years of experience providing speech-language pathology services to school-aged children grades Pre- K through 12th.

- v. The number of licensed speech-language pathologists employed by your firm.

3. Narrative Record of Past Experience

As indicated in Section 1.4(j) of this RFP, it is a Mandatory Responsiveness Requirement that the Proposer has a minimum of three (3) years of continuous experience providing educationally relevant speech-language pathology services. Details of the Proposer's experience meeting this requirement shall be provided in narrative form and with enough detail for the District to determine its complexity and relevance.

4. Qualifications and Experience of Staff

The Proposer must identify the proposed team that will be responsible for providing the required speech-language therapy services. The Proposer shall submit resumes of all staff to be assigned to the team, including at a minimum:

- a. Formal education;
- b. Continuing professional development relative to speech-language therapy services;
- c. The number of years experience in providing speech-language pathology services to children ages 2-22 in grades Pre- K through 12th;
- d. Provide a current/active professional SLP license issued by the Florida Department of Health. The license must indicate the current State of Florida license number.

5. Litigation

Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three (3) years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect.

c. TAB C

Approach to Service Delivery

- 1. **Service Requests:** State how and to what extent the Proposer will respond to service requests within five (5) school days of notification.
- 2. **Service Techniques:** Describe, in detail, the services, techniques, and approaches the Proposer can provide to the District in the areas of Speech-Language Therapy Services. Document the experience the Proposer has in providing the services offered.
- 3. **Standards of Practice:** Describe how the Proposer stays familiar with State laws and standards of practice for Speech-Language Pathology Services
- 4. **Recruiting and Training:** Describe in detail your firm's procedures for recruiting, selecting, and training all Contractor Staff, which would demonstrate your firm's capacity

and ability to satisfactorily provide Speech-Language Pathology Services. Provide detailed information that indicates the Proposer can provide certified and experienced Speech-Language Pathologists to provide the services contemplated by this RFP.

5. **Prescreening Staff:** Describe in detail the Proposer's process in prescreening staff to include reference checking, drug testing, criminal background checking, communication, and technical skills level testing that are presented to the District for interview, evaluation, and determination of acceptance before assignment.

d. **TAB D**

Required Forms

Proposers shall complete the following forms:

- a. The completed, notarized Attachment II, Required Provisions Certification, signed by the authorized representative who signs the above-mentioned cover letter;
- b. Completed Application for Vendor Status*, and associated forms (<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/195/FORMS/Application%20for%20Vendor%20Status-ACH%20forms%20FEB%202021.pdf>);
- c. Attachment III, Notice of Conflict of Interest
- d. Attachment IV, Vendor Contact Information
- e. Attachment V, Proposer's Reference Form
- f. Attachment VI, Local Preference Affidavit (if applicable)
- g. Attachment VII, Subcontracting Form (if applicable)
- h. Attachment VIII, Drug-Free Workplace Certification (if applicable)
- i. Attachment IX, Certification Regarding Debarment
- j. Attachment X, Certification Regarding Lobbying

***Please note, if the Vendor is already registered with the District, it does not need to submit another application.**

3.2 Cost Proposal Submittals

Each Proposer shall complete and submit Attachment I, Cost Proposal Form, indicating pricing for services as detailed. The Cost Proposal Form shall **NOT** be included in the Proposer's Technical Proposal. The Cost Proposal Form shall be provided in a separate, sealed envelope. This envelope may be included in the shipping package with the Proposer's Technical Proposal; however, it must be separately sealed within the package. While factors that contribute to cost may be discussed in the Respondent's Proposal, actual pricing shall only be included in the Cost Proposal. Inclusion of price information in the Technical Proposal may result in finding the Proposal non-responsive.

3.3 Proposal Evaluation and Criterion

Failure to respond, provide detailed information, or provide requested Proposal elements will result in the reduction of points in the evaluation process. The District will reject any Proposal containing material deviations from the RFP. The District may waive any minor irregularities and technicalities. If only one responsive Proposal is received, the Team may negotiate the best terms and conditions with that sole Proposer or may recommend the rejection of all proposals as permitted by Section 6A-1.012(12)(c), F.A.C. The evaluation process will be conducted as described below. Evaluation of Proposals will be based on an average of the Evaluation Team Member's points (for sections evaluated by the Team).

3.3.1: Responsiveness Determination: Each Proposal will be reviewed by the District's Purchasing Department to determine if the Proposal meets the mandatory responsiveness criteria as listed in Section 1.4(j) of the RFP. Proposals deemed non-responsive will not be further evaluated nor be considered for award. The individual responsible for this portion of the evaluation is not a member of the Evaluation Team.

3.3.2: Cost Evaluation: The District's Purchasing Department will review and assign Cost Points based on the formula below:

Cost Component	Weight
Rate per hour for FDOH licensed SLP (In-Person)	30
Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	20
Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)	20
Rate per hour for FDOH licensed SLP (Remote)	15
Rate per hour for FDOE licensed SLP Assistant (Remote) supervised by a licensed SLP provided by the Contractor	15
Total Cost Points	100 points

For Cost Points, the Vendor submitting the lowest Cost will receive the total points assigned for that component. All other Proposals will receive Cost Points according to the following formula:

$$(N / X) \times \text{Weighted Cost Points Assigned} = Z$$

Where:

N = Lowest Price (per cost component) received by any Proposal

X = Vendor's Proposed Price

Z = Cost Points Awarded

Then the points scored for each cost component will be added together to determine the Total Cost Points Awarded.

3.3.3: Evaluation Team: This step evaluates the strengths of the companies that have responded to the RFP. The Team will score the Proposals using the evaluation criterion below.

Evaluation Criterion	Maximum Assigned Points
<p>CRITERION 1: Business Experience</p> <ul style="list-style-type: none"> Has the Proposer demonstrated in its Proposal that it has experience in performing the types of services sought with clients similar in size and mission? How well did the Proposer convey their ability to provide services as described in this RFP? Are any issues or concerns identified regarding the Proposer's experience or ability to provide the services sought? 	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>
<p>CRITERION 2: Staffing and Qualifications</p> <ul style="list-style-type: none"> Formal Education Continuing professional education relative to speech-language therapy services Experience in education or government Experience in providing speech-language therapy services to children in grades Pre- K through 12th. 	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>
<p>CRITERION 3: Approach to Service Delivery</p> <p>The approach that the Proposer will use in providing the services</p> <ul style="list-style-type: none"> Has the Proposer demonstrated in their Proposal an ability to effectively provide quality speech and language therapy services required by this RFP; How well the Proposer's solution maximizes operational efficiencies and supports the District's goals; Does the Proposal demonstrate a thorough, effective, and beneficial plan for the services sought through this RFP; How the Proposer's proposed staffing plan serves the District's needs in terms of quantity and quality of the team members; and How well does the Proposal demonstrate their understanding of the District's goals to be achieved via this RFP? 	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>

Evaluation Criterion	Maximum Assigned Points
CRITERION 4: Quality of References <ul style="list-style-type: none"> To what extent does the Proposer's references demonstrate its' ability to provide services under a Contract? How well do the Vendor's recent clients compare to the size of scope of the services the District is seeking? 	Excellent 30 Good 22.5 Fair 15 Poor 7.5 Unsatisfactory 0

Scored by LCS Purchasing Department	
CRITERION 5: COST POINTS	Points to be assigned per Section 3.3.2
Local Preference (Board Policy 6450) <ul style="list-style-type: none"> Leon County Vendors will receive 10 pts. Adjacent County Vendors will receive 5 pts. 	10
Small Business Certification (Board Policy 6325)	5

3.3.4 Score Computation: All scores will be calculated (sections scored by the Team will be averaged per criterion) and combined for a Grand Total Score.

3.3.5 The table below provides scoring guidelines to be used by the District's Evaluation Team members when allocating points:

Score	Score Description
Excellent	Exceeds expectations for effectiveness and responsiveness to the requirement. "Excellent" is defined as a proposal to a specific criterion that is extensive, detailed, exceeding all requirements and objectives of the solicitation, with the high probability of meeting the requirements with little or no risk to the School District. "Excellent" also demonstrates a complete understanding of the requirements, with the approach significantly exceeding performance and/or capability standards, has several exceptional strengths, shows no weaknesses, and will require normal contractor effort and project monitoring.
Good	Above minimum performance, effective and responsive to the requirement. "Good" is defined as a proposal which generally exceeds requirements in minor areas; therefore, has a good probability of meeting the requirements with little risk to the School District. "Good" also demonstrates a good understanding of the requirements, and the approach exceeds the performance or capability standards,

	with one or more strengths that will benefit the School District. Weaknesses will have little potential to cause a disruption of schedule, an increase in cost, or a degradation of performance. Normal contract effort and project monitoring will be required to overcome any difficulties.
Fair	Minimal acceptable performance standards and responsive to the requirement. "Fair" is defined as a proposal which generally meets the requirements. "Fair" demonstrates acceptable understanding of the requirements and the approach meets the performance or capability standards with no obvious strengths that will benefit the School District. Weaknesses will have the potential to cause a disruption of schedule, an increase in cost, or a degradation of performance. Special contractor emphasis and close monitoring will probably minimize any difficulties of risk.
Poor	Responsive to the requirement but below acceptable standards. "Poor" is defined as a proposal that demonstrates a limited understanding of the requirements, includes minor omissions, and the approach barely meets the performance or capability standards necessary for minimal contract performance. "Poor" demonstrates a misunderstanding of the requirements that may be corrected or resolved through discussions without a complete revision of the Proposal. Weaknesses can potentially cause some disruption of schedule, increase in cost, and/or degradation of performance even with special contractor emphasis and close project monitoring.
Unsatisfactory	Not responsive to requirement. "Unsatisfactory" is defined as a proposal not meeting the requirements without major revisions and proposes an unacceptable risk. "Unsatisfactory" demonstrates a misunderstanding of the requirements; the approach fails to meet performance or capability standard and contains major omissions and inadequate detail to assure the evaluator that the respondent understands the requirement.

3.4 Advertising Notice of Board Decision

A Contract will be awarded to the Responsive and Responsible Vendor(s) who receive the highest Final Score, considering price and other requirements as set forth in Section 3.3. The District reserves the right to award one (1) or more Contracts, in whole, or for part, for the services sought in this RFP. The District reserves the right to accept or reject any and all offers, or separable portions, and to waive any Minor Irregularity, technicality, or omission if the District determines doing so will serve the best interest of the Board.

As in any competitive solicitation, the Board shall advertise a public notice of Board Decision when the Board has decided on the outcome of the solicitation including, but not limited to, a decision to award a Contract(s), reject all Proposals, or to cancel/withdraw the RFP.

The Notice of Board Decision will be advertised on or about the date shown in the Timeline and will remain posted for a period of 72 hours (Saturdays, Sundays, and District holidays shall be excluded in the computation of the 72-hour period).

3.5 No Prior Involvement and Conflicts of Interest

Any Proposer who participated through decision, approval, disapproval, recommendation, preparation of any part of the purchase, influenced the content of the solicitation, rendered advice, investigated, audited, or served in any other advisory capacity, is ineligible to participate in this solicitation.

Additionally, no Proposer shall compensate in any manner, directly or indirectly, any officer, agent, or employee of the District for any act or service which he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the Proposer. No officer, agent, or employee of the District or Board shall have any interest, directly or indirectly, in any Contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the Board. The Proposer shall have no interest, and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.

Certification and acceptance of this provision is incorporated in Attachment II, Required Provisions Certification.

3.6 Confidentiality, Proprietary, or Trade Secret Material

The District takes its public records responsibilities as provided under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If the Proposer considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority, the Proposer must also simultaneously provide the District with a separate redacted copy of its Proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the District's solicitation name, number, and the name of the Proposer on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the District at the same time the Proposer submits its Proposal to the solicitation, and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Proposer shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure. Further, the Proposer shall protect, defend, and indemnify the District for any and all claims arising from or relating to Proposer's determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Proposer fails to submit a Redacted Copy with its Proposal, the District is authorized to produce the entire documents, data, or records submitted by the Proposer in answer to a public record request for these records. In no event shall the District, Board, or any of its employees or agents, be liable for disclosing, or otherwise failing to protect, the confidentiality of information submitted in response to this solicitation.

3.7 Small Business Participation

This RFP, in the evaluation phase, is subject to the small business development provisions specified in Board Policy 6325. If the Proposer is considering using subcontractors, the District highly encourages the use of small business vendors.

3.8 Local Business Preference

This RFP, in the evaluation phase, is subject to the local preference provisions specified in Board Policy 6450. If the Proposer is considering using subcontractors, the District highly encourages the use of local business vendors

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SECTION 4: Contract Terms and Conditions

4.1 Contract Modifications

During the term of the Contract, the District may unilaterally require changes (altering, adding to, or deducting from the specifications) provided such changes are within the general scope of this solicitation. The Contractor may request an equitable adjustment in the price(s) or delivery date(s) if the change affects the cost or time of performance. Such equitable adjustments require a formal contract amendment. The District shall provide written notice to the Bidder 30 days in advance of any Department-required changes to the technical specifications and/or scope of service, which affects the Bidder's ability to provide the service as specified herein. Any changes, other than purely administrative changes, will require a written change order or formal Contract amendment.

4.2 Use by Other Public Agencies

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Any such purchases are independent of the agreement between the District and Contractor, and the District shall not be a party to any transaction between the Contractor and any other purchaser.

The District hereby notifies interested parties that the Florida Department of Management Services purchasing agreements and state term contracts have been reviewed for the goods and services contemplated by this solicitation and the District has determined conducting our own solicitation is in our best interest.

4.3 Travel Expenses

The District shall not be responsible for the payment of any travel expenses incurred by Proposers due to this RFP or Contract.

4.4 E-Verify

Per Executive Order 11-116, "The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.gov/employers>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Contractors meeting the terms and conditions of the E-Verify System are deemed to comply with this provision.

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor shall not enter into a contract unless each party to the contract registers with and uses the E-Verify system per Section 448.095, F.S.

4.5 Subcontracts

The Contractor may, only with the prior written consent of the District, enter into written subcontracts for the delivery or performance of services as indicated in this RFP. Anticipated subcontract agreements known at the time of Proposal submission must be identified in the submitted Proposal using Attachment VII, Subcontracting Form. If a subcontract has been identified at the time of submission, a copy of the proposed subcontract must be submitted to the District. No subcontract, which the Contractor enters into concerning the performance of any of its functions under the Contract, shall in any way relieve the Contractor of any responsibility for the performance of its duties. All subcontractors, regardless of function, providing services on District property, shall comply with the District's security requirements, as defined by the Board, including background checks, compliance with Board Policy 2.021, the Jessica Lunsford Act, and all other Contract requirements. All payments to subcontractors shall be made by the Contractor.

If a subcontractor is utilized by the Contractor, the Contractor shall pay the subcontractor within seven (7) working days after receipt of full or partial payments from the District, per Section 287.0585, F.S. It is understood, and agreed that the District shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Contractor shall be solely liable to the subcontractor for all expenses and liabilities under the Contract. Failure by the Contractor to pay the subcontractor within seven (7) working days will result in a penalty to be paid by the Prime Contractor to the subcontractor in the amount of one-half ($\frac{1}{2}$) of one percent (1%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

4.6 Background Screening Requirements/Jessica Lunsford Act

Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools, School Boards, School Districts, and Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this Contract.

The Contractor shall bear all costs associated with background screening.

District Contact

Donald Kimbler

Leon County Schools Safety & Security

Monday-Friday (excluding District holidays), 8:00 a.m. – 5:00 p.m.

Phone: (850) 487-7293

Email: kimblerd@leonschools.net

4.7 Insurance

Below are the minimum insurance requirements the Contractor(s) must maintain:

- 4.7.1 General Liability: Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 4.7.2 Professional Liability/Technology Errors & Omissions: Limit not less than \$1,000,000 per occurrence covering services provided under this Contract.
- 4.7.3 Workers Compensation: Florida Statutory limits in accordance with Chapter 440, F.S.; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- 4.7.4 Auto Liability: Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: *"(Contractor Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition"*.
- 4.7.5 Acceptability of Insurance Carriers: The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- 4.7.6 Verification of Coverage: Proof of insurance must be furnished within fifteen (15) days of award of the contract.
- 4.7.7 Required Conditions: Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

The School Board of Leon County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Leon County, Florida.

Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St. Tallahassee, FL 32303

The School Board of Leon County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.
- 4.7.8 Cancellation of Insurance: Vendors are prohibited from providing services under this Agreement with LCSB without the minimum required insurance coverage and must notify LCSB within two business days if required insurance is cancelled.

4.8 Copyrights, Right to Data, Patents, and Royalties

Where contracted activities produce original writing, sound recordings, pictorial reproductions, drawings, or other graphic representation and works of any similar nature, the District has the right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the District to do so.

The District shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Proposer. All computer programs and other documentation produced as part of the Contract shall become the exclusive property of the District, and may not be copied or removed by any employee of the Contractor's without express written permission of the District.

The Contractor, without exception, shall indemnify, and save harmless the District, the Board, and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Vendor. The Vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by the Contractor or is based solely and exclusively upon the District's alteration of the article. The District will provide prompt written notification of a claim of copyright or patent infringement, and will afford the Contractor the full opportunity to defend the action, and control the defense of such claim.

Further, if such a claim is made or is pending, the Contractor may, at its option and expense, procure for the District the right to continue the use of, replace, or modify the article to render it non-infringing. If none of the alternatives are reasonably available, the District agrees to return the article to the Contractor upon its request and receive reimbursement, fees, and costs, if any, as may be determined by a court of competent jurisdiction. If the Contractor uses any design, device, or materials covered by letter, patent or copyright, it is mutually agreed and understood without exception that the Contract prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work to be performed hereunder.

4.9 Independent Contractor Status

The Successful Proposer shall be considered an independent contractor in the performance of its duties, and responsibilities. The District shall neither have nor exercise any control or direction over the methods by which the Contractor shall perform its work and functions other than as provided herein. Nothing is intended to, nor shall be deemed to constitute, a partnership or a joint venture with the Contractor(s).

4.10 Assignment

The Contractor shall not assign its responsibilities or interests to another party without the prior written approval of the District. The Board shall, at all times, be entitled to assign or transfer its

rights, duties, and obligations to another governmental entity of the State of Florida, upon giving written notice to the Contractor.

4.11 Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

4.12 Severability

The invalidity or unenforceability of any particular provision shall not affect the other provisions hereof and shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes can still be determined and effectuated.

4.13 Reservation of Rights

The District reserves the exclusive right to make certain determinations regarding the service requirements. The absence of the District setting forth a specific reservation of rights does not mean that any provision regarding the services to be performed is subject to mutual agreement. The District reserves the right to make any and all determinations exclusively which it deems are necessary to protect the best interests of the District and the health, safety, and welfare of the District's employees, and of the general public which is served by the Board, either directly or indirectly, through these services.

4.14 Americans with Disabilities Act

The Proposer shall comply with the Americans with Disabilities Act (ADA). In the event of the Proposer's noncompliance with the non-discrimination clauses, the ADA, or with any other such rules, regulations, or orders, the Contract may be cancelled, terminated, or suspended in whole or in part, and the Proposer may be declared ineligible for further contracts.

4.15 Employment of District Personnel

The Contractor shall not knowingly engage, employ or utilize, on a full-time, part-time, or any other basis during the term of the Contract, any current or former employee of the District where such employment conflicts with Section 112.3185, F.S.

4.16 Legal Requirements

The applicable provisions of all federal, state, county, and local laws, and all ordinances, rules, and regulations shall govern development, submittal, and evaluation of all Proposals received in response to this RFP and shall govern any and all claims and disputes which may arise between a person(s) submitting a Proposal hereto and the Leon County School Board, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any Contractor shall not constitute a cognizable defence against the legal effect thereof.

4.17 Conflict of Law and Controlling Provisions

The Contract, plus any conflict of law issue, shall be governed by the laws of the State of Florida. The venue for any legal proceedings will be Leon County, Florida.

4.18 Default

If the awarded Proposer should breach the Contract(s) awarded, the Board reserves the right to seek all remedies in law and/or in equity.

4.19 Termination

4.19.1 Termination at Will

The Contract may be terminated by the District upon no less than 30 calendar days' notice and by the Contractor upon no less than 90 calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by another method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

4.19.2 Termination for Cause

Performance issues will be handled per Section 2.9 of the RFP. In the event the Contractor's performance issues are not remedied or are so egregious as to cause damage to life, safety, or property, the District may terminate the Contract upon 24 hours' written notice to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained.

4.19.3 Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of the Contract.

4.19.4 Termination for Lack of Funds

In the event the funds to finance this Contract become unavailable, the District may terminate the Contract upon no less than 24 hours' notice, in writing, to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained. The District shall be the final authority as to the availability of funds.

4.19.5 Contract Termination Requirements

If at any time, the Contract is cancelled, terminated, or otherwise expires, and a Contract is subsequently executed with a contractor other than the Contractor or service delivery is provided by the District, the Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent provider. This includes, but is not limited to, the timely provision of all Contract-related documents, information, and reports, not otherwise protected from disclosure by law to the replacing party.

4.20 Public Records

To the extent that information is utilized in the performance of the Contract(s) or generated as a result of it, and to the extent that information meets the definition of “public record,” as defined in Section 119.011(12), F.S., said information is recognized by the parties to be a public record and, absent a provision of law or administrative rule or regulation requiring otherwise, shall be made available for inspection and copying by any person upon request as provided in Chapter 119, F.S. The Contractor agrees to (a) keep and maintain public records required to perform the service; (b) upon request from the District’s custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the District; and (d) upon completion of the Contract, transfer, at no cost, to the District all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records.

All records stored electronically must be provided to the District, upon request from the District’s custodian of public records or Contract Manager, in a format that is compatible with the information technology systems of the District. Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this RFP shall be retained by the Proposer for seven (7) years after the termination of the resulting contract or longer as may be required by any renewal or extension of the Contract. The District may unilaterally cancel the Contract for refusal by the Proposer to allow public access to all documents, papers, letters, or other material made or received by the Proposer in conjunction with the Contract unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Sections 119.07(1), or 119.071, F.S.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, JULIE JERNIGAN, AT jerniganj@leonschools.net, (850)487-7363, 520 S. Appleyard Dr., Tallahassee, FL 32304.

4.21 Indemnification

The Contractor shall be liable and agrees to be liable for, and shall indemnify, defend, and hold

the District, Board, its employees, agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Contractor, or its employees or agents, in the course of the operations of the Contract, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

4.22 Disputes

Any dispute concerning the performance of the terms of the Contract shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Assistant Superintendent of Business Services or designee. The District's Assistant Superintendent of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Contract Managers, and the District's Contract Administrator.

4.23 Federal Terms and Conditions

For any solicitation that involves, receives or utilizes Federal funding, the following terms and conditions shall be considered a part of the solicitation and resulting Contract and the Vendor accepts and acknowledges that it is and will continue to be in compliance with said terms and conditions for the term of the awarded Contract:

- a. Equal Employment Opportunity (2 CFR Part 200.326(C)): All vendors, contractors, and subcontractors must comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, implementing regulations at 41 CFR Part 60. Applies to all construction contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3.
- b. Copeland "Anti-Kickback" Act (2 CFR Part 200.326(D)): All vendors, contractors, and subcontractors must comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3). Applies to all contracts and sub grants for construction or repair.
- c. Davis-Bacon Act (2 CFR Part 200.326(D)): All vendors, contractors, and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5). Applies to all prime construction contracts in excess of \$2,000 awarded by the District and sub grantees when required by Federal grant program legislation.
- d. Contract Work Hours & Safety Standards Act (2 CFR Part 200.326(E)): All vendors, contractors, and subcontractors must comply with 40 U.S.C. 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR part 5). Applies to all applicable contracts awarded by the District and sub grantees in excess of \$100,000 that involve the employment of mechanics or laborers.
- e. Access to Records (2 CFR Part 200.336): All vendors, contractors, and subcontractors shall give access to the School Board of Leon County, the appropriate Federal agency, Inspectors General, the Comptroller General of the United States, or any of their duly

authorized representatives to any books, documents, papers and records of the vendor which is directly pertinent to this specific solicitation for the purpose of making audit, examination, excerpts and transcripts.

- f. Rights to Inventions Made Under a Contract or Agreement (2 CFR Part 200.326 (F)): The recipient or subrecipient must comply with the requirements of 37 CFR Part 401 and any implementing regulations issued by the awarding agency. Applies to Federal awards meeting the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business Contractor or non-profit organization.
- g. Clean Air Act (2 CFR 200.326(G)): All vendors, contractors, and subcontractors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water pollution Control Act as amended (33 U.S.C. 1251-1387). Applies to contracts, subcontracts and sub grants for amounts in excess of \$150,000.
- h. Energy Efficiency (2 CFR 200.326(H)): All vendors, contractors, and subcontractors must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- i. Federal Debarment Certification (2 CFR Part 200.326(I): Certification regarding debarment, suspension, ineligibility, and voluntary exclusion as required by Executive Orders 12549 and 12689, Debarment and Suspension; and in accordance with 2 CFR Part 180, Section 300.
 - 1. The prospective lower tier participant certifies, by submission and signature of this Proposal, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.
- j. Anti-Lobbying Certification (2 CFR Part 220.326(J): Certification regarding use of Federal funds as required by Byrd Anti-Lobbying Amendment 31 U.S.C. 1352. This provision applies to varied at or above \$100,000.
 - 1. The Contractor certifies, by submission and signature of their Proposal, that during the term and after the awarded term of all contracts resulting from this procurement, it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment 31 U.S.C. 1352, including that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

2. Where funds other than Federal appropriated funds are used for such purpose in connection with obtaining any Federal award, the Contractor must disclose same.
- k. Procurement of recovered materials (2 CFR §200.322): The non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. Applies to items where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
- l. Records Retention: (2 CFR §200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

4.24 Anti-Discrimination

No person shall, on the basis of sex (including transgender, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to, discrimination in the performance of this Contract.

4.25 Discriminatory Vendor List

Per the provisions of 287.134(2)(a), F.S. "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The Vendor certifies, by submission and signature of their Proposal, that neither the Proposer, nor its principal Vendor, agent or representative is presently on the discriminatory vendor list, or otherwise precluded by Section 287.134, F.S. from participating in this Contract.

4.26 Public Entity Crime & Convicted Vendor List

Per the provisions of 287.133 (2)(a), F.S. "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. The Vendor certifies, by submission and signature of their Proposal, that neither the Proposer, nor its principal,

agent, or representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Section 287.133, F.S. from participating in this Contract.

4.27 Scrutinized Companies Certification

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the Contract exceeds \$1,000,000 in total (not including renewal years), the Proposer certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473 and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria as stated in Section 287.135(2)(b)2, F.S. Per Sections 287.135(5) and 287.135(3), F.S., the Proposer agrees the Board may immediately terminate the Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a Proposal for a contract or upon execution or renewal of a contract with an agency or local governmental entity for goods or services of any amount must certify that the company is not participating in a boycott of Israel.

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SECTION 5: Definitions

In this RFP, the following words and expressions have the definitions below unless the context otherwise clearly leads to a different interpretation.

Adjacent County	Any private independent vendor whose county abuts Leon County and has been licensed at least six (6) months preceding the bid or proposal opening, as required by local, State, and Federal law, to provide the goods and services to be purchased.
Business Day	Any weekday in Florida, excluding Saturdays, Sundays, and District-observed holidays.
Contract	The written agreement entered by the Board and Contractor(s) resulting from the award of this solicitation for the delivery of the goods or services described herein.
Contract Manager	The District representative, or their designee, whose responsible for oversight of the resulting Contract, including performance monitoring and certification of invoices for payment.
District/Board (LCSB)	Leon County School District, with the Leon County School Board serving as the Governing Board and contracting entity
Mandatory Responsiveness Requirements	Terms, conditions, and requirements that must be met by the Proposer to be considered responsive to this solicitation.
Material Deviation(s)	A deviation which, in the District's sole discretion, is not in substantial accordance with the requirements herein, provides a significant competitive advantage to one Proposer over other Proposers, has a potentially substantial effect on the quantity or quality of items proposed, services proposed, or cost to the District.
Minor Irregularity	A variation from the requirements herein that does not give the Proposer a substantial competitive advantage or benefit not enjoyed by other Proposers and does not adversely impact the interests of the District.
Proposer	A legally qualified corporation, partnership, or other business entity that submits a Proposal to the District in response to this RFP. This term differs from suppliers, which refers to the marketplace at large.
Responsible Proposer	A Proposer who can fully perform all aspects of the Contract Requirements and has the integrity and reliability to ensure good faith performance.
Responsive Proposal	A Proposal submitted by a Responsible Proposer which conforms to all material aspects of this RFP.
Subcontract	An agreement between the Contractor and any other person or organization, in which that person or organization agrees to perform any duties on the Contractor's behalf under the Contract. The Successful Proposer is not relieved of its duties under the Contract when it enters a Subcontract.
Successful Proposer(s) or Contractor	The Proposer(s) who is awarded the Contract(s) to deliver the goods or provide the services sought in this RFP.

Attachment I
Cost Proposal Form

RFP No. 517-2024 Speech and Language Therapy Services

Rates shall be inclusive of all expenses including travel, supplies, equipment, training, overhead and profit.

	Description	Rate Per Hour
1.	Rate per hour for FDOH licensed SLP (In Person)	\$
2.	Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	\$
3.	Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)	\$
4.	Rate per hour for FDOH licensed SLP (Remote)	\$
5.	Rate per hour for FDOE licensed SLP Assistant (Remote) supervised by a licensed SLP provided by the Contractor	\$

Company Name

FEIN

Authorized Representative Name (Printed)

Authorized Representative Title

Authorized Representative Signature

Date

Attachment II Required Provisions Certifications

1. **Business/Corporate Experience**

This is to certify that the Proposer :

- a. Company or individual has a current/active professional license for speech-language pathology services issued by the Florida Department of Health;
- b. Has a minimum of three (3) years of continuous experience providing educationally relevant speech-language pathology services; and
- c. Proposers' staff must include licensed speech-language pathologists (SLP) who have earned a Master's degree in speech-language pathology and have licensure through the Florida Department of Health.

2. **Prime Vendor**

This is to certify that the Successful Proposer will act as the Prime Contractor to the District for all services provided under the Contract(s).

3. **Meets Legal Requirements**

This is to certify that the Proposer's Proposal and all services provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, Chapter 119, F.S.).

4. **Financial Disclosure**

This is to certify that the Proposer has disclosed in their Proposal all suspensions, revocations, bankruptcies, judgments, or liens in the last five (5) years.

5. **Federal Debarment**

This is to certify that neither the Proposer, nor its principles, is currently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any Federal department or agency.

6. **Conflict of Interest**

Per Section 1001.42(12)(i), F.S., this certifies that no member of the Leon County School Board or the Superintendent has any financial interest in the Proposer whatsoever.

7. **Statement of No Inducement**

This is to certify that no attempt has been made or will be made by the Proposer to induce any other person or Contractor to submit or not to submit a Proposal with regards to this RFP. Furthermore, this is to certify that the Proposal contained herein is submitted in good faith and not subject to any agreement or discussion with, or inducement from, any Contractor or person to submit a complementary or other non-competitive Proposal.

8. **Statement of Non-Disclosure**

This is to certify that none of the contents of this Proposal have been disclosed before award, directly or indirectly, to any other Proposer or competitor.

9. **Statement of Non-Collusion**

This is to certify that the proposed costs in this Proposal have been arrived at independently, without consultation, communications, or agreement as to any matter relating to such costs with any other Proposer or with any competitor, and not to restrict competition.

10. Scrutinized Companies Certification

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, not including renewal years, the Proposer certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. In compliance with Sections 287.135(5), F.S., and 287.135(3), F.S., the Proposer agrees the District may immediately terminate the resulting Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a bid or proposal for a contract, or intends to enter into or renew a contract with an agency or local governmental entity for commodities or services, of any amount, must certify that the company is not participating in a boycott of Israel.

By signing this certification below, the Authorized Representative affirms they have the authority to bind the Proposer and acknowledges and affirms the statements above.

STATE OF FLORIDA _____
COUNTY OF _____ **Authorized Representative (Print)** **Authorized Representative (Signature)**
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (Vendor Name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ____ OR Produced Identification ____ Type of Identification _____

Attachment III
Notice of Conflict of Interest

Company Name: _____ [Proposers shall complete either Section 1 or Section 2]

Solicitation Number: RFP 517-2024

To participate in this solicitation process and comply with the provisions of Chapter 112.313, Florida Statutes, the undersigned corporate officer hereby discloses the following information to the Leon County School Board.

Section I

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.

_____	_____
Authorized Representative (Signature)	Authorized Representative (Print)

Section 2

I hereby certify that the following named Leon County School Board official(s) and employee(s) have a material financial interest(s) (over 5%) in this company, and they have filed Conflict of Interest Statements with the Leon County Supervisor of Elections, before the Proposal Opening.

Name	Title/Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____
Authorized Representative (Signature)	Authorized Representative (Print)

Date

Attachment IV **Proposer Contact Information**

The Proposer shall identify the contact information for solicitation and contractual purposes via the requested fields in the table below.

	For solicitation purposes, the Proposer's representative shall be:	For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:
Name:		
Title:		
Street Address:		
City, State, Zip code		
Telephone: (Office)		
Telephone: (Cell)		
Email:		

Company Name	Authorized Representative (Signature)	Date
FEIN #	Authorized Representative (Printed)	

Attachment V
Proposer's Reference Form

In the spaces provided below, the Proposer shall list all names under which it has operated during the past five (5) years.

On the following pages, the Proposer shall provide the information indicated for three (3) separate and verifiable references. The references listed must be for businesses or government entities for whom the Proposer has provided services of similar scope and size to the services identified in the RFP. The same reference may not be listed for more than one (1) organization, and confidential references shall not be included. In the event the Proposer has had a name change since the time work was performed for a listed reference, the name under which the Proposer operated at that time must be provided in the space provided for the Proposer's Name.

References that are listed as subcontractors in the response will not be accepted as references under this solicitation. Additionally, References shall pertain to current and ongoing services or those that were completed before January 1, 2022. References shall not be given by:

- Persons currently or formerly employed or supervised by the Proposer or its affiliates.
- Board members within the Proposer's organization.
- Relatives of any of the above.

Additionally, the District reserves the right to contact references other than those identified by the Proposer to obtain additional information regarding past performance.

Proposer's Reference Form

Reference #1

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☐ Excellent

Would you contract with this vendor again? Yes_____ No_____

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Proposer's Reference Form

Reference #2

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☐ Excellent

Would you contract with this vendor again? ☐ Yes ☐ No

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization
this _____ day of _____, 20____, by _____ (name of authorized representative) as
_____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Proposer's Reference Form

Reference #3

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☐ Excellent

Would you contract with this vendor again? ☐ Yes ☐ No

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Attachment VI
Local Preference Affidavit

To qualify for the Local Vendor Preference, a Proposer must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Proposal Opening. The Proposer, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Proposer affirms that it is a Local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

Proposer Name: _____

Physical Address: _____

County: _____

Phone of Local Location: _____

Length of Time at this Location: _____ **# of Employees at this Location:** _____

Is your business certified as a small business enterprise through Leon County Schools? _____

STATE OF FLORIDA
COUNTY OF _____

Authorized Representative (Print)

Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Attachment VII
Subcontracting Form

The Proposer shall complete the information below on all subcontractors that will be providing services to the Proposer to meet the requirements of the Contract, should the Proposer be awarded. Submission of this form does not indicate the District's approval of such subcontractor(s), but provides the District with information on proposed subcontractors for review.

Complete a separate sheet for each subcontractor.

Prime Proposer Name: _____

Type/Description of Goods or Service Subcontractor will provide: _____

Subcontractor Company Name: _____ FEIN: _____

Contact Person: _____ Contact Phone Number: _____

Address: _____

Email address: _____

Currently Registered as a Small Business with Leon County Schools? Yes _____ No _____

Local Proposer per PO6450? Yes _____ No _____

In a job description format, identify the responsibilities and duties of the subcontractor based on the specifications or scope of services outlined in this solicitation.

Attachment VIII
Drug-Free Workplace Certification

The undersigned Proposer, in accordance with Section 287.087, F.S. hereby certifies that

Company Name

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counselling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this Contractor complies fully with the above requirements.

Signature of Authorized Officer _____

Date _____

Attachment IX

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048

Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

B. Where the prospective lower tier participant is unable to certify to any of the statements in this

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment X

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By _____

Date: _____

(Signature of Official (Executive Director) Authorized to Sign Application)

By _____

Date: _____

(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For _____

Name of Grantee

Title of Grant Program

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ____ b. initial award c. post-award	3. Report Type: a. initial filing ____ b. material change For material change only: Year ____ quarter ____ Date of last report ____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier____, if Known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	

11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ Date: _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action or a material change to a previous filing, pursuant to Title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations to Bid (ITB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in items 4 or 5.
10. (a) Enter the full name, address, city, State, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Attachment XI

LCS 2023-2024 REGULAR CALENDAR

2023– August	2	Teachers Report
	2-4	Teacher Planning/Inservice Days
	7-9	Teacher Planning/Inservice Days
	10	Students Report
September	4	Labor Day Holiday (Districtwide)
	25	Fall Holiday (Districtwide)
October	13	End of First Nine Weeks
	16	Teacher Planning/Inservice Day
November	10	Veterans Day Holiday (Districtwide)
	20-22	Administrative Days (District Open)
	20-22	Thanksgiving Holidays (Students and Teachers)
	23-24	Thanksgiving Holidays (Districtwide)
December	13, 14, 15	Middle and High School Exam Days
	19	End of Second Nine Weeks/End of the First Semester
	20-29	Winter Holidays (Districtwide)
2024 - January	1	Winter Holidays (Districtwide)
	4-5	Teacher Planning/Inservice Day
	8	Students and Staff Return
	15	Martin Luther King, Jr. Day Holiday (Districtwide)
February	19	Presidents Day Holiday (Districtwide)
March	8	End of Third Nine Weeks
	11-15	Spring Break (Students and Teachers Out)
	18	Teacher Planning/Inservice Day
	19	Students Return
April	1	Spring Holiday (Districtwide)
May	22-24	Middle and High School Exam Days/Elementary, Middle and High Early Release
	24	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	27	Memorial Day Holiday (Districtwide)
	28-29	Teacher Planning/Inservice Day
June	3	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
July	19	Juneteenth Holiday (Districtwide)
	TBD	SRA and ESE Holiday Break
	4	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	29	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Days to be determined as needed (12/20/23-12/21/23)

LCS 2024-2025 REGULAR CALENDAR

2024 – August	2	Teachers Report
	2	Teacher Planning/Inservice Days
	5-9	Teacher Planning/Inservice Days
	12	Students Report
September	2	Labor Day Holiday (Districtwide)
October	3	Fall Holiday (Districtwide)
	18	End of First Nine Weeks
	21	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	25-27	Administrative Days (District Open)
	25-27	Thanksgiving Holidays (Students and Teachers)
	28-29	Thanksgiving Holidays (Districtwide)
December	18-20	Middle and High School Exam Days
	20	End of Second Nine Weeks/End of the First Semester
	23-31	Winter Holidays (Districtwide)
2025 - January	1-3	Winter Holidays (Districtwide)
	6-7	Teacher Planning/Inservice Day
	8	Students and Staff Return
	20	Martin Luther King, Jr. Day Holiday (Districtwide)
February	17	Presidents Day Holiday (Districtwide)
March	7	End of Third Nine Weeks
	10-14	Spring Break (Students and Teachers Out)
	17	Teacher Planning/Inservice Day
April	18	Spring Holiday (Districtwide)
May	21-23	Middle and High School Exam Days/Elementary, Middle and High Early Release
	23	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	26	Memorial Day Holiday (Districtwide)
	27-28	Teacher Planning/Inservice Day
June	6	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
July	19	Juneteenth Holiday (Districtwide)
	TBD	SRA and ESE Holiday Break
	3	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	25	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Days to be determined as needed (11/25/24 - 11/26/24)

LCS 2025-2026 REGULAR CALENDAR

2025 – August	1	Teachers Report
	1	Teacher Planning/Inservice Days
	4-8	Teacher Planning/Inservice Days
	11	Students Report
September	1	Labor Day Holiday (Districtwide)
October	2	Fall Holiday (Districtwide)
	10	End of First Nine Weeks
	13	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	24-26	Administrative Days (District Open)
	24-28	Thanksgiving Holidays (Students and Teachers)
	27-28	Thanksgiving Holidays (Districtwide)
December	17-19	Middle and High School Exam Days
	19	End of Second Nine Weeks/End of the First Semester
	22-31	Winter Holidays (Districtwide)
2026 - January	1-2	Winter Holidays (Districtwide)
	5-6	Teacher Planning/Inservice Day
	7	Students and Staff Return
	19	Martin Luther King, Jr. Day Holiday (Districtwide)
February	16	Presidents Day Holiday (Districtwide)
March	13	End of Third Nine Weeks
	16-20	Spring Break (Students and Teachers Out)
	23	Teacher Planning/Inservice Day
April	3	Spring Holiday (Districtwide)
May	20-22	Middle and High School Exam Days/Elementary, Middle and High Early Release
	22	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	25	Memorial Day Holiday (Districtwide)
	26-27	Teacher Planning/Inservice Day
June	1	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
	18	Juneteenth Holiday (Districtwide)
July	TBD	SRA and ESE Holiday Break
	2	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	24	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Days to be determined as needed (11/25/25-11/26/25)



**ADDENDUM #001
RFP 517-2024
Speech-Language Pathology Services**

Date: May 19, 2023

Solicitation: RFP 517-2024 Speech-Language Pathology Services

Proposals Due: May 26, 2023, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

This Addendum provides the Board's written answers to the timely written questions received.

Question	Answer																
1. Are you currently working with any agencies providing SLP services to your District?	Yes, the District currently works with several agencies.																
2. Who are the current vendors and what prices do they charge?	<table> <tr> <td>CBD Consulting</td><td>\$75.00/hr</td></tr> <tr> <td>ProCare Therapy</td><td>\$85.00/hr</td></tr> <tr> <td>Southeastern Therapy Services</td><td>\$65.00 - \$75.00/hr</td></tr> <tr> <td>Stepping Stones to Success</td><td>\$85.00/hr</td></tr> <tr> <td>Sunlight Speech</td><td>\$76.00/hr</td></tr> <tr> <td>Talk of the Town</td><td>\$62.00/hr</td></tr> <tr> <td>Talkative Tallahassee</td><td>\$90.00/hr</td></tr> <tr> <td>Therapeutic Endeavors</td><td>\$75.00/hr</td></tr> </table>	CBD Consulting	\$75.00/hr	ProCare Therapy	\$85.00/hr	Southeastern Therapy Services	\$65.00 - \$75.00/hr	Stepping Stones to Success	\$85.00/hr	Sunlight Speech	\$76.00/hr	Talk of the Town	\$62.00/hr	Talkative Tallahassee	\$90.00/hr	Therapeutic Endeavors	\$75.00/hr
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3. Have these vendors been able to meet all of your SLP needs?	No																
4. How many SLP (FTE) did each vendor provide to your District for the current school year?	The vendors have each provided between 1 to 4 FTE.																
5. How many SLP (FTE) do you anticipate needing for the upcoming school year?	The District anticipates needing 21 SLPs.																
6. Do you require that clinician resumes and/or licensure be submitted with the proposal?	Yes. Please see section 3.1 of the RFP.																
7. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)?	Therapists are contracted for up to 7.5 hours per day.																
8. How many work days are they assigned for the school year?	Therapists may be assigned up to 196 work days per school year.																
9. What is the average case-load by discipline in your District?	Currently, the average caseload is 67 students per SLP. The District has caseload targets of 60 at the elementary schools and up to 80 at the secondary schools.																
10. How will vendors be notified of award?	Please see section 3.4 of the RFP.																
11. Are there opportunities for rate increases during the first three year term of the contract, or is the rate set for the first three years?	Please see section 4.1 of the RFP.																

Question	Answer
12. Do you anticipate awarding to one or multiple vendors? If multiple, how many?	Please see section 2.2 of the RFP.
13. What are the factors considered in evaluating proposals for award? a) How is the award criteria weighted? Are these factors assigned a point value? b) If yes, please outline.	Please see section 3.3 of the RFP.
14. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?	Yes, the schools are equipped with therapy materials and supplies.
15. Will assigned therapists have access to computers/laptops and printers provided by your schools?	On-site therapists will have access to a computer/laptop and printer provided by the school.
16. Are we required to provide any technology (i.e., laptops, printers, access to teletherapy platform)?	The Successful Proposer(s) would be required to ensure virtual therapists can access the necessary technology.
17. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?	Indirect and direct services may be billed within the agreed-upon amount of hours per day/week.
18. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?	The District anticipates placing therapists at a specific school site each day. If the therapist is requested to travel between schools, they will be paid for that time.
19. Can you provide the current Vendors and their rates?	Please see the answer to Question #2.
20. Are electronic signatures acceptable on forms (except for the forms requiring a notarized signature)?	Yes, electronic signatures are acceptable.
21. Regarding the potential candidate resumes and licenses, do you require copies of licenses or will license verification suffice?	Vendors shall submit copies of candidate licenses.
22. Regarding the 3 references: a) Can you clarify if the Proposer is to have each reference complete their part, notarize it and return to Proposer to be included in the proposal in Tab 3 or does Proposer complete the required information for the reference and the District contacts the references? b) If the Proposer is to include the notarized reference forms in our proposal, due to time constraints in receiving the original back from the reference, could we use a copy of the notarized reference form that our references can scan and email back to us?	References must be completed and notarized by the individual providing the reference and included in the Proposer's Proposal when submitted. A copy of the notarized reference is acceptable.
23. What is the anticipated number of needed full-time and part-time SLP's for the 23-24 school year?	Please see the answer to Question #5.

Question	Answer
<p>24. Regarding Attachment X:</p> <p>a) If things are not applicable, do we leave blank or write "N/A"?</p> <p>b) Is the signature of a CFO as a second signature required or will signature of authorized representative suffice?</p>	<p>a) The non-applicable boxes can be left blank or marked n/a.</p> <p>b) The company's representative authorized to submit a binding offer must sign, regardless of title.</p>
<p>25. Will the district consider proposals from companies that ONLY provide teletherapy in regards to solicitation?</p>	<p>Yes, the District will consider teletherapy providers.</p>
<p>26. What is the estimated number of positions needed (part-time vs. full-time)?</p>	<p>Please see the answer to Question #5.</p>
<p>27. Will the district award more than 1 vendor?</p>	<p>Please see the answer to Question # 12.</p>
<p>28. Is a local office required? Is there a preference for local vendors?</p>	<p>A local office is not required. Please see section 3.8 of the RFP.</p>
<p>29. Who are the prime vendors for this RFP?</p>	<p>Please see the answer to Question #2.</p>
<p>30. How do we contact these prime vendors considering that we may prefer to bid as a Sub-contractor?</p>	<p>The District cannot provide guidance to vendors on how to partner with other vendors.</p>
<p>31. Where should references be included? The RFP lists References in both Tab B and Tab D.</p>	<p>A reference form is provided in Attachment V.</p>
<p>32. Is it necessary to complete Attachment X if the proposer has not taken part in any lobbying activities? If so, what should be written as the Name of Grantee and the Title of the Grant Program?</p>	<p>Instructions are provided on the last page of Attachment X.</p>
<p>33. One of my references made a mistake when completing the reference form (they listed my company name and address instead of the reference name and address). The reference has already been notarized. If the person who signed the reference makes corrections to the errors on the form (with initials on corrections), will this be accepted?</p>	<p>Yes, that will be acceptable.</p>
<p>34. For the Company Profile, should I include the current number of SLPs or the expected number of SLPs at the time of service initiation?</p>	<p>Your company profile should include the current number of SLPs and the anticipated number if awarded the contract.</p>
<p>35. For Attachment IX, what should be listed as the PR Award Number or Project Name? Is this the RFP number?</p>	<p>The RFP number and name should be listed.</p>
<p>36. Is it necessary to list an alternate contact person on each reference form?</p>	<p>An alternate contact should be listed when available.</p>



TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

a. **TAB A**

Overview

1. Executive Summary/ Letter of Interest

We are a family-owned and operated agency specializing in school-based speech therapy services. Having provided school-based services since 2008, including working with LCS each of the last three years, we have a comprehensive understanding of the scope of work required and we are certain of our ability comply with the terms of this RFP. We are organized, responsive, and passionate about providing LCS with high-quality therapists and our students with exceptional services.

2. Financial Interest

No board/district employees or officials have a material financial interest in our agency.

b. **TAB B**

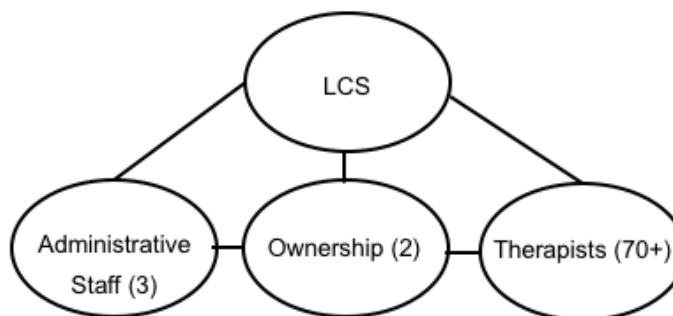
Experience and Organization

1. References

Please see Attachment V enclosed.

2. Company Profile

i. Our organization is comprised of 2 owners, 3 administrative staff, and over 70 therapists statewide, including SLPs, SLPAs, PTs, OTs, & ITDS. Please see the illustration below.





TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

- ii. We started our agency in August of 2014, nearly nine years ago. Our co-owner, Ashley Cregan, also spent five years between 2008-2014 working directly for two different Florida school districts as a speech language pathologist and spent a short amount of time working at DeSoto Trail Elementary School in 2021 to avoid a gap in services while we were in the hiring process.
- iii. We have been providing speech-language pathology services for 15 years.
- iv. We have been providing speech-language pathology services to school-aged children grades Pre-K through 12th for 12 years.
- v. We currently employ 43 speech-language pathologists, excluding SLPAs.

3. Narrative Record of Past Experience

We have twelve years of experience providing school-aged speech therapy services. We currently have agreements in place with St. Johns, Leon, Duval, Gadsden, Flagler, Columbia, Manatee, Pasco, Polk, Marion, Sumter, St. Lucie, & Collier County school districts. We have also worked directly with LCS for the last three years providing services for ten different schools and also provided services for a hospital homebound student.

4. Qualifications and Experience of Staff

Please see the attached resumes and licensure for the following therapists: Ashley Cregan, Jennifer Peters, Catherine Timm Fulkerson, Kara Alford Minacci, Lindsay Bond, Samantha Spore, Brianna Coltellino, Sydni Small, Elisha Grob, Adelle Day, Kianira Pacheco, Jayna Taylor.

Ashley Marie Cregan

(727) 967-1036 • 56 Water Street, St. Augustine, FL 32084 • amcregan5@gmail.com

Work Experience:

- August 2014 - Present** **Talk of the Town Speech Therapy, LLC** **St. Augustine, FL**
Owner/Speech-Language Pathologist M.S. CCC-SLP
- August 2013- February 2015** **North Florida Therapy Services** **Quincy, FL**
Speech-Language Pathologist M.S. CCC-SLP
- Speech and language services contracted for clients in Gadsden and surrounding counties
 - Clinical observations, hearing screenings, and speech and language evaluations
 - Development and implementation of Plan of Care (POC)
 - Therapy documentation and data collection
- October 2011- June 2013** **Sabal Palm Elementary** **Tallahassee, FL**
Speech-Language Pathologist M.S. CFY/SLP
- Responsible for speech and language therapy services to Pre-Kindergarten, Primary and Intermediate CBI, and general education classes
 - Clinical observations, hearing screenings, and speech and language evaluations
 - Development and implementation of Individual Education Plans
 - Response to Intervention (RtI) therapy for children prior to their eligibility in the speech-language program
 - Participate in weekly Intervention Assessment Team (IAT) meetings for at-risk students
 - Billing to Medicaid
- June 2012- August 2012** **Tallahassee Memorial Hospital Rehabilitation Center** **Tallahassee, FL**
Speech-Language Practicum
- Assisted speech and language pathologist in administering therapy services for patients in the outpatient rehabilitation center with speech and language disorders including: dysphagia, voice and resonance, cognition, traumatic brain injury, stroke, articulation, language, and social aspects
 - Assisted in therapy evaluations to diagnose and treat speech and language disorders
 - Administered clinical evaluations including the Montreal Cognitive Assessment (MoCA), Boston Naming Test, Assessment of Intelligibility of Dysarthric Speech, and the Western Aphasia Battery-Revised (WAB-R)
 - Developed plan of care and treatment based upon patient need
 - Conducted an in-service to TMH Rehabilitation Center clinical staff on the Rivermead Behavioural Memory Test-Third Edition (RBMT- 3)
- June 2011- August 2011** **Westminster Oaks SNF** **Tallahassee, FL**
Speech-Language Practicum
- Assisted speech and language director with speech and language services for patients including: dysphagia with the implementation of VitalStim, cognitive, augmentative communication, language, and articulation therapy
 - Assisted in therapy evaluations, including the MoCA and Bedside Evaluation of Dysphagia (BED), to diagnose and treat speech, swallowing, and language disorders
 - Assisted in the development of plan of care and treatment
- August 2010 – June 2011** **Odessa Elementary** **New Port Richey, FL**
Speech-Language Clinician
- Responsible for speech and language services to Pre-Kindergarten, Primary, and Intermediate Autism Spectrum Disorder (ASD) units
 - Responsible for speech and language services to Varying Exceptionalities (VE) Pre-Kindergarten unit
 - Therapy, clinical evaluations, hearing screenings, and speech and language testing
 - Developed and implemented of Individual Education Plans
 - Response to Intervention (RtI) therapy for children prior to their eligibility in the speech-language program
- August 2008 – June 2010** **Cypress Elementary** **New Port Richey, FL**
Speech-Language Clinician
- Varying Exceptionalities (VE) Pre-Kindergarten, provide services to the entire pre-k program
 - Responsible for speech and language services to all self-contained academic (SCA) classes
 - Therapy, clinical evaluations, hearing screenings, and speech and language testing at the elementary school level
 - Developed and implemented of Individual Education Plans

Education

August 2004-May 2008

B.S. Communication Science Disorders

Florida State University

Tallahassee, FL

May 2009-June 2012

M.S. Communication Science Disorders

Florida State University

Tallahassee, FL

AC# 10705107

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
12/30/2021	SA 12514	106270

THE SPEECH-LANGUAGE PATHOLOGIST

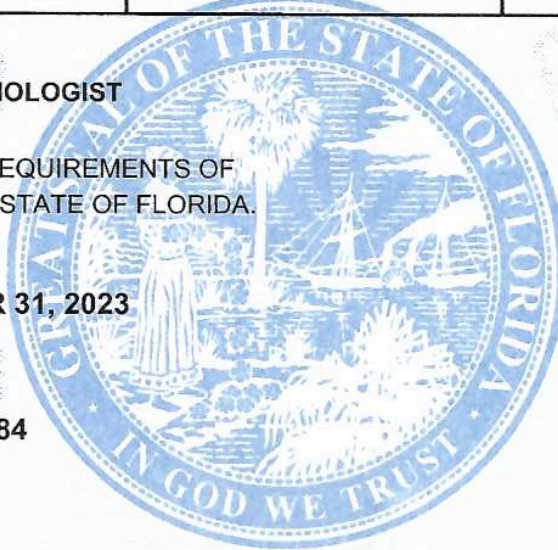
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date: **DECEMBER 31, 2023**

ASHLEY MARIE CREGAN

56 WATER ST

SAINT AUGUSTINE, FL - 32084



Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
State Surgeon General

DISPLAY IF REQUIRED BY LAW

Jennifer Reese Peters

Tallahassee, FL

EXPERIENCE

2022 – CURRENT

SPEECH/LANGUAGE PATHOLOGIST, TALK OF THE TOWN, TALLAHASSEE, FLORIDA

- Provide SLP services for Leon County Schools
- Develop and implement Individualized Education Plans

2020 – CURRENT

SPEECH/LANGUAGE PATHOLOGIST, SELECT SPECIALTY HOSPITAL, TALLAHASSEE, FLORIDA

- Comprehensive evaluations and treatment of communication skills, cognitive functioning and swallowing functioning
- Work closely with respiratory therapists for vent-dependent weaning and feeding tube-dependent weaning patients
- Develop and implement plans of care / therapy goals

2016 – 2018

SPEECH/LANGUAGE PATHOLOGIST, SOLIANT HEALTH, QUINCY, FLORIDA

- Screened, evaluated and administered standardized tests to Pre-K through High School
- Develop and implement Individualized Education Plans
- Provided speech and language therapy for caseload of 70+ students

2000 - 2001

SPEECH/LANGUAGE PATHOLOGIST, LEON COUNTY SCHOOL DISTRICT, TALLAHASSEE, FLORIDA

- Screened, evaluated and administered standardized tests to elementary school students
- Develop and implement Individualized Education Plans
- Provided speech and language therapy for students

2000 – 2000

SPEECH/LANGUAGE AND SWALLOWING DISORDER THERAPIST, CAPITAL HEALTH, TALLAHASSEE, FLORIDA

- Evaluate sub-acute and long-term care geriatric patients for speech, language, and swallowing disorders
- Developed nutritional meal plans for patients
- Administered therapeutic services

1998 – 1999

SPEECH/LANGUAGE AND SWALLOWING DISORDER THERAPIST, PRISM REHAB, LANSING, MICHIGAN

- Evaluate sub-acute and long-term care geriatric patients for speech, language, and swallowing disorders
- Developed nutritional meal plans for patients
- Administered therapeutic services

EDUCATION

MAY 1998

M.A. SPEECH AND AUDIOLOGY SCIENCES, MICHIGAN STATE UNIVERSITY

MAY 1995

B.S. SPEECH AND AUDIOLOGY SCIENCES, FLORIDA STATE UNIVERSITY

AC# 10693606

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
12/21/2021	SA 17780	104420

THE SPEECH-LANGUAGE PATHOLOGIST

NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date: DECEMBER 31, 2023

JENNIFER PETERS

1554 SURGEONS DR.

TALLAHASSEE, FL - 32308



Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
State Surgeon General

DISPLAY IF REQUIRED BY LAW

Catherine “Christy” Timm Fulkerson

EDUCATION

Florida State University Tallahassee, FL

Ph.D., Communication Science Disorders, in progress

M.S., Speech Language Pathology, August 2019

B.S., Communication Science Disorders, May 2017

PROFESSIONAL CREDENTIALS

Certificate of Clinical Competency in Speech-Language Pathology (CCC-SLP)

Florida Department of Health Speech Language Pathology Provisional License

PROFESSIONAL EXPERIENCE

Talk of the Town Speech Therapy, LLC, Tallahassee, FL

August 2022- Present

Bilingual Speech Language Pathologist

- Provide speech therapy services to a school-aged populations including scheduling, writing, and delivery of IEP meetings.

L.L. Schendel Speech and Hearing Clinic, Tallahassee, FL

May 2022- Present

Bilingual Speech Language Pathologist

- Supports FSU graduate students and clinical supervisors with bilingual therapy and evaluations as needed
- Contacts Spanish-speaking families, coordinates treatment plans, and teaches culturally responsive practices to graduate students and supervisors

Research Assistant, Tallahassee, FL

Aug 2020 - Present

Doctoral Student

- Assists in project analysis and item development for bilingual and monolingual language and literacy screeners and analyzes data to make evidence-based decisions by using the RStudio statistical programming software
- Presents findings at national and international conferences to other SLPs and academics in the fields of education, psychology, and communication science disorders

Ocean Palms Elementary School, Ponte Vedra Beach, FL

Aug 2019- Jun 2021

Elementary Speech Therapy Team

- Implemented group therapy for a caseload of 50 children from preschool – 5th grade with autism spectrum disorder, fluency impairment, articulation disorder, and expressive-receptive language disorders
- Collaborated with various professionals to create Individualized Education Plans and develop strategies and accommodations for academic success

Nemours Children’s Specialty Care, Jacksonville, FL

May 2019- Jul 2019

Full-Time Clinical Externship

- Implemented therapy for children of varying rare syndromes and disorders including Feeding disorder, auditory processing disorder, voice disorder, Cerebral Palsy, cleft palate, Zellweger syndrome, CHARGE syndrome
- Experience with pediatric Modified Barium Swallow studies and Fiberoptic Endoscopic Evaluation of Swallowing under the supervision of Catherine Swanson, CCC-SLP

Roberts Elementary School, Tallahassee, FL

Jan 2019- May 2019

Speech Language Pathology Student Intern

- Developed lesson plans and implemented group therapy for a caseload of 65 children from preschool – 5th grade with autism, fluency impairments, articulation disorders, apraxia of speech, and expressive and receptive language disorders under the supervision of Amanda Hall, CCC-SLP

COURSES TAUGHT

- Introduction to Communication Disorders (SPA 2001), Florida State University, Summer 2022
- Multilingual Intervention (SPA 4477), Florida State University, Spring 2022
- Multilingual Assessment (SPA 4470), Florida State University, Fall 2021

GUEST LECTURES

- “Culture and Language: Bilingualism & Dialect.” Cultural Responsiveness in Clinical Practice, Instructor: Lisa Fitton, Ph.D., February 2022.
- “Emergent Literacy.” Communication Intervention: Infants and Preschoolers, Florida State University, Instructor: Carla Wood, Ph.D., February 2022.
- “Emergent Literacy.” Communication Intervention: Infants and Preschoolers, Florida State University, Instructor: Carla Wood, Ph.D., February 2021.
- “Phonological Processes: A School Based SLP Perspective.” Introduction to Communication Disorders, West Carolina University, Instructor: Claire Wofford, Ph.D., February 2020.
- “SLP Q & A.” Introduction to Communication Disorders, West Carolina University, Instructor: Claire Wofford, Ph.D., October 2019.

CONFERENCES & WORKSHOPS

Meta-Analysis Training Institute, Chicago, IL July 2022

Training Recipient

- Attended a six-day training workshop with 30 other researchers on best practices for Meta-Analysis research

Society for the Scientific Study of Reading, Newport Beach, CA July 2022

Presenter

- Presented research describing the relationship between first language phonological awareness and second language word reading to understand how to better serve bilingual students in the domains of language and literacy

Communication Disorders Implementation Science, Virtual May 2022

Attendee

- Learned about implementation science within the field of communication science disorders (CSD) and practiced implementation science strategies to practically bridge the research to practice gap

American Speech Language Hearing Association Convention November 2019, 2022

Presenter

- Presented two poster presentation and one oral presentation on various topics including mentorship within CSD, shared reading interactions, and phonological awareness interventions
- Will present one poster presentation, one oral presentation, and one two-hour seminar on various topics including research to practice partnerships, engaging CSD students in culturally diverse opportunities, and best practice for working with culturally and linguistically diverse students

HONORS & AWARDS

- Recipient of the Triple L: Leadership in Language & Literacy Research Training Grant August 2020 – Present
- Recipient of L&L: Language & Literacy Training Grant August 2017 - 2018
- Recipient of AAUW St. Johns County Scholarship May 2018
- FSU Honors Program & Honors in the Major May 2017
- Garnet and Gold Scholar Society May 2017
- FSU President’s Humanitarian of the Year for College of Communication Feb 2017
- International Baccalaureate Diploma July 2014



Department of Health

CATHERINE CHRISTINE TIMM

License Number: SA18492

Data As Of 1/19/2023

Profession	Speech-Language Pathologist
License	SA18492
License Status	CLEAR/ACTIVE
License Expiration Date	12/31/2023
License Original Issue Date	10/28/2020
Address of Record	516 East Call Street TALLAHASSEE, FL 32301
Discipline on File	No
Public Complaint	No

The information on this page is a secure, primary source for license verification provided by the Florida Department of Health, Division of Medical Quality Assurance. This website is maintained by Division staff and is updated immediately upon a change to our licensing and enforcement database.

Kara Alford, M.S, CCC-SLP

Tallahassee, FL

Work History

Talk of the Town Speech Therapy LLC, Tallahassee, FL- *SLP*

February 2022- Present

- Provide speech therapy services for children ages 0-3 in the natural environment and school-age children in a school setting

Orange County Public Schools, Apopka, FL- *SLP*

October 2020-January 2022

- Articulation therapy
- Early language therapy
- School-ages language therapy

Liberty County School Board, Bristol, FL - *SLPA-SLP*

January 2017-January 2022

- Assessing, diagnosing, and treating school-aged children with speech, language, and fluency disorders
- Writing Individual education plans (IEP)
- Managing large caseloads and group therapy

Education

Florida State University, Tallahassee, FL

B.S Communication Science and Disorders

April 2016

M.S Communication Science and Disorders in Speech-Language Pathology

August 2019

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

AC#

10666265

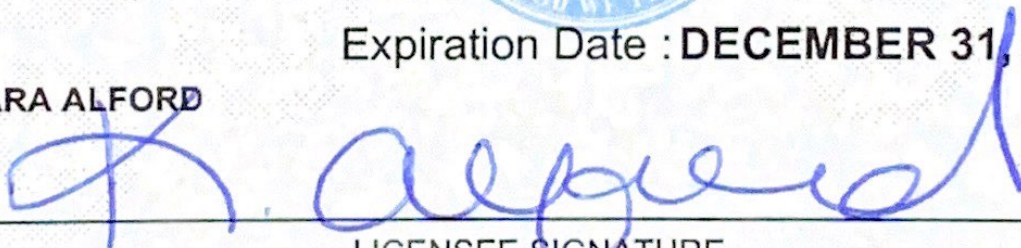
DATE	LICENSE NO.	CONTROL NO.
11/30/2021	SA 18301	100491

THE SPEECH-LANGUAGE PATHOLOGIST

NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date : **DECEMBER 31, 2023**

KARA ALFORD



LICENSEE SIGNATURE

LINDSAY BOND

EDUCATION:

University of Utah

MA (Spanish proficient) Speech Language Pathology, Spring 2021

BS Communication Sciences and Disorders, Spring 2019

EMPLOYMENT:

Speech Language Pathologist: August, 2022-Present

Employer: Talk of the Town Speech Therapy, LLC – Leon County Schools

RESPONSIBILITIES: Provide speech therapy services to a school-aged populations including scheduling, writing, and delivery of IEP meetings.

Speech Language Pathologist (**CFY member or Asha in certification process**): August, 2021-July 2022

Employer: Alpine School District

RESPONSIBILITIES: (with the guidance of CFY supervisor according to ASHA standards) Assessment: Administration of informal and standardized assessments (TOLD-3, CASL-2, GFTA-3); scheduling, writing, and delivery of IEP meetings (whether in person, online, or over the phone)

AC# 11100523

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
07/06/2022	SA 20452	110099

THE SPEECH-LANGUAGE PATHOLOGIST

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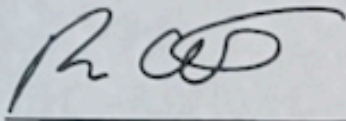
Expiration Date: DECEMBER 31, 2023

LINDSAY JOY BOND

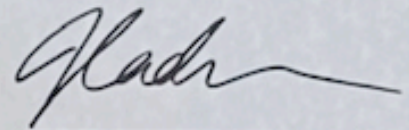
2855 APALACHEE PARKWAY

APT 239E

TALLAHASSEE, FL - 32301



Ron DeSantis
GOVERNOR



Joseph A. Ladapo, MD, PhD
State Surgeon General

DISPLAY IF REQUIRED BY LAW

EXPIRATION DATE: DECEMBER 31, 2023

Samantha Spore

Education

BACHELOR OF ARTS | MAY 2010 | FLORIDA STATE UNIVERSITY

- Major: Art History, Criticism and Conservation
- Cumulative GPA: 3.625/4.000, cum laude

NON-DEGREE POST-BACHELOR OF ARTS | DECEMBER 2018 | FLORIDA STATE UNIVERSITY

- Major: Communication Science and Disorders Bridge Program
- Cumulative GPA: 4.000/4.000

MASTER OF SCIENCE | COMPLETION IN AUGUST 2021 | FLORIDA STATE UNIVERSITY

- Major: Communication Science and Disorders
- Current Cumulative GPA: 3.877/4.000

Honors & Awards

- Golden Key National Honor's Society in 2003
- President's List in December 2007
- Helen J. Beard Undergraduate Scholarship for Excellence in the Major of Art History in May 2010

Professional History

SPEECH LANGUAGE PATHOLOGIST | TALK OF THE TOWN SPEECH THERAPY | 08/2021 TO PRESENT

- Provide speech therapy services to a school-aged populations including scheduling, writing, and delivery of IEP meetings for Gadsden County Schools



Department of Health

SAMANTHA SPORE

License Number: SZ10457

Data As Of 12/13/2022

Profession	Provisional Speech-Language Pathologist
License	SZ10457
License Status	CLEAR/
License Expiration Date	7/7/2023
License Original Issue Date	10/07/2021
Address of Record	2034 Chowkeebin Nene Tallahassee TALLAHASSEE, FL 32301
Discipline on File	No
Public Complaint	No

The information on this page is a secure, primary source for license verification provided by the Florida Department of Health, Division of Medical Quality Assurance. This website is maintained by Division staff and is updated immediately upon a change to our licensing and enforcement database.

BRIANNA COLTELLINO

EDUCATION

Florida State University, Tallahassee, FL

Ph.D., Speech-Language Pathology

Master of Science, Speech-Language Pathology

Bachelor of Science, Communication Science and Disorders

May 2021- Present

August 2020- July 2022

August 2017- May 2020

PROFESSIONAL EXPERIENCE

Capital Speech and Language Services, Tallahassee, FL

Speech Language Pathologist

October 2022- Present

- Provide speech therapy services for children ages 0-3 in the natural environment

Capital Speech and Language Services, Tallahassee, FL

Graduate Student Clinician

January 2022- July 2022

- Internship experience working with children ranging in age from 10 months-8 years old at a private practice
- Gained experience in administering and scoring assessments for receptive-expressive language and speech sound disorders
- Provided treatment in areas of infant dysphagia, childhood receptive-expressive language delays and disorders, articulation delays, phonological disorders, and autism spectrum disorder (ASD)
- Experience in conducting teletherapy sessions through GoTo Meeting platform

Southeastern Therapy Services, Tallahassee, FL

Graduate Student Clinician

August 2021- December 2021

- Internship experience working with students at Leon County High School and at the private practice
- Provided group treatment to students in areas of receptive-expressive language, social skills, fluency, augmentative and alternative communication, and articulation
- Conducted evaluations and individual treatment sessions at the private practice, including treatment with clients ranging in age from 4 months- 78 years
- Gained experience in treating areas of infant dysphagia, adult voice disorders, childhood receptive-expressive language disorders, ASD, and fluency disorders in children
- Experience in conducting teletherapy sessions through Zoom platform

L.L. Schendel Speech and Hearing Clinic, Tallahassee, FL

Graduate Student Clinician

August 2020- July 2021

- Worked with clients presenting with a variety of communication disorders, including children with hearing loss, adults with aphasia and apraxia, and adults with ASD
- Conducted aphasia group treatment and individual treatment sessions
- Gained diagnostic experience in areas of voice, hearing, receptive-expressive language, and articulation
- Experience in conducting teletherapy sessions through Zoom platform

RESEARCH EXPERIENCE

Language, Literacy, and AAC Across the Lifespan Laboratory, Florida State University, Tallahassee, FL

Research Assistant

January 2019- Present

- *Phonological Awareness in School-Age Children with Developmental Disabilities* – Responsible for experimental stimulus development, data collection and data management
- *Phonological Awareness in Preschool Age Children with Developmental* – Secondary data analysis of home literacy environment and phonological awareness in preschool age children with ASD.

AAC Connect Laboratory, Florida State University, Tallahassee, FL

Research Assistant

May 2020- November 2020

- *Family-centered practice during the COVID-19 pandemic: Lessons learned and implications for AAC service delivery*

ACADEMIC SCHOLARSHIPS

Graduate Assistant Scholarship, Experiential Learning: Directed Individual Study

Ph.D. Scholarship, Irene Backus Scholarship

January 2022- Present

December 2021

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

**Ron DeSantis**

Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General**Vision:** To be the Healthiest State in the Nation

August 19, 2022

Brianna Coltellino
2000 Merchants Row Blvd, Apt. 113
Tallahassee, FL 32311

Dear Ms. Coltellino,

Congratulations! You have fulfilled all requirements for a provisional license for a **Speech-Language Pathologist**. Your license number is **SZ10838**. You will receive the license in approximately seven (7) days.

Your license will expire **twenty-one (21) months from the date the license is issued**, which will be reflected on the license. **Pursuant to Section 468.1155(4), Florida Statutes a provisional license may not exceed 24 months.** This license may only be renewed one time for an additional three (3) month period if **you do not complete** your nine (9) months of professional experience before the expiration date on the license. To renew the license, you must submit **Form SPA-5 and Form SPA-2A**, approximately 60 days prior to the expiration of your license. The Provisional Licensure Renewal forms are available on the website at <http://floridasspeechaudiology.gov/resources/>

Please have your supervisor return to the Board office the SPA-2B and SPA-2C forms within 30 days of completion of the nine (9) months of professional employment experience you are obtaining with this license. These forms may be obtained from our website at <http://floridasspeechaudiology.gov/applications/evaluation-supervisory-report-provisional-license.pdf>

Please complete our customer satisfaction survey at <http://www.floridahealth.gov/licensing-and-regulation/survey/new-licensee-questionnaire.html>. The brief time you take to tell us how we performed our jobs will help us better serve you and other new licensees in the future.

Sincerely,

Crystal Hendershot
Regulatory Specialist II
FDOH | Board of Speech-Language
Pathology and Audiology

Florida Department of Health

Division of Medical Quality Assurance • Bureau of HCPR
4052 Bald Cypress Way, Bin C06 • Tallahassee, FL 32399-3256
PHONE: (850)245-4444 • FAX : (850) 850-921-6184

**Accredited Health Department**
Public Health Accreditation Board

Sydni Small
2700 Welaunee Blvd, Tallahassee FL 32308

PROFESSIONAL EXPERIENCE

Speech Language Pathologist Assistant (SLPA)

Talk of the Town, Riley Elementary & Ruediger Elementary School, Tallahassee FL August 2022 to Current

- Under the supervision of the Speech-Language Pathologist; work with students in individual and group formats focusing on each child's individual goals
- Consult with the SLP regarding current goals and needs of individual students
- Create fun, learning based activities that focus on improvement of articulation and/or language skills

Nanny, Tallahassee FL

September 2020-July 2022

Self-employed

- CPR/first-aid certified
- Excelled at providing in-home care for infants, toddlers, and children ranging from newborn to age 10
- Accommodated last minute schedule changes and followed parent guidelines
- Assimilated into households with diverse traditions, routines, and religious/dietary practices

RESEARCH EXPERIENCE

Capstone Project- SLPs Influence with Multiple Sclerosis

FSU Bridge Program (over the course of 3 semesters)

- Analyzed and interpreted articles about SLPs significance with MS
- Became familiar with APA 7th edition and how to correctly format a research paper
- Learned how to be effective and resourceful with the FSU database

EDUCATION

University of North Florida, Jacksonville, Florida,

August 2018-May 2020

Bachelor of Science in Communication, Concentration: Public Relations

Florida State University, Tallahassee, Florida

August 2020-August 2021

Speech Language Pathology Masters Prerequisite Bridge Program Certificate

LICENSES

Florida Department of Health

Licensed Speech Language Pathology Assistant

VOLUNTEER EXPERIENCE

UNF Department of Communication, Jacksonville, Florida

January 2020- April 2020

Social Media Intern

- Maintained a consistent social media post schedule (3 to 5 posts a week)
- Worked with faculty and staff to create digital content to be used in the CommConnect newsletter and to broadcast on social media platforms.
- Served as the school's brand ambassador on its social media platforms by engaging with social media followers online.



Department of Health

SYDNI SHERAY SMALL

License Number: SI5582

Data As Of 7/13/2022

Profession	Speech-Language Pathology Assistant
License	SI5582
License Status	CLEAR/ACTIVE
License Expiration Date	12/31/2023
License Original Issue Date	07/07/2022
Address of Record	2700 W 2700 WELAUNEE BLVD, UNIT 1922 UNIT 1922 TALLAHASSEE, FL 32308
Discipline on File	No
Public Complaint	No

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Elisha Grob

EDUCATION

Florida State University, **Tallahassee, Florida**

Master's of Science in Communication Science and Disorders

December 2022

- Overall GPA: 3.65, Cum Laude

Bachelor of Science in Communication Science and Disorders

May 2020

- Overall GPA: 3.71, Magna Cum Laude, Minor in Psychology

Interdisciplinary Certificate in Developmental Disabilities

May 2020

A certificate program that focuses on etiology and treatment of developmental disabilities.

STUDY ABROAD EXPERIENCE

Florida State University International Program *London, United Kingdom*

June 2019 – July 2019

Communication Science & Disorders

Florida State University International Program *Valencia, Spain*

September 2016 – December 2016

RESEARCH EXPERIENCE

Communication Science and Disorders, FSU, Tallahassee

- Used Piccolo, a training device, to rate videos of various parent- child interactions
- Met with families and recorded word count of children under the age of three with hearing loss using LENA and Starling devices
- Collected word count data and explain how it related to hearing loss

August 2020-December 2022

September 2019

CAMPUS & COMMUNITY INVOLVEMENT

Volunteering at Sabal Palm Elementary, Tallahassee, Florida

September 2019 – Present

- Mentored 20 children in a second grade classroom in both reading and mathematics to help them master skills
- Helped them in reading and mathematics as a class or helped struggling children individually

National Student Speech Language Hearing Association, Tallahassee, Florida

September 2017 – Present

- Attended meetings to learn more about the speech- language pathology field
- Tutored homeless children and helped them with their homework
- Attended walks like Amyotrophic lateral sclerosis to raise money

PRACTICUM/INTERNSHIP EXPERIENCE

Conley Elementary, Tallahassee, FL

Practicum March- May 2022

Internship August- December 2022

- Completed group and individual therapy with approximately 50 children a day with a diagnosis of Autism Spectrum Disorders, Fluency Disorders, Language Disorders, Developmental Delay, and Speech Sound Disorders
- Completed diagnostic testing to determine children's eligibility for services at the school
- Assisted with the necessary school paperwork such as IEP's and diagnostic reports

Pineview Elementary, Tallahassee, FL Practicum

January 2022- March 2022

- Performed group therapy with children who have a diagnosis of Autism Spectrum Disorders, Fluency Disorders, Language Disorders, Developmental Delay, and Speech Sound Disorders.

SHADOWING & OBSERVATION EXPERIENCE

London, United Kingdom

June- July 2019

- Observed therapy at four clinics at Meath School, Treetops School, Guy's Hospital, and Michael Palin Centre for Stammering Children

Miami, Florida

March 2019

- Shadowed a speech language pathologist at Super Hero Speech clinic

SKILLS

- Language: Intermediate Spanish (spoken and written)
- Technical: Microsoft Office (Word, PowerPoint)



Department of Health

ELISHA MICHELLE GROB

License Number: SZ11198

Data As Of 3/17/2023

Profession	Provisional Speech-Language Pathologist
License	SZ11198
License Status	CLEAR/
License Expiration Date	12/14/2024
License Original Issue Date	03/14/2023
Address of Record	D-07 1817 W Call St TALLAHASSEE, FL 32304
Discipline on File	No
Public Complaint	No

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ADELLE DAY
1854 Belle Vue Way Apt. 5B
TALLAHASSEE, FL 32304

LANGUAGE SKILLS
Competency in Spanish

EDUCATION

Associate's Degree
May, 2020

Tarrant County College
Fort Worth, TX

Bachelor of Science – Speech-Language Pathology
December, 2021

University of North Texas
Denton, TX

PROFESSIONAL EXPERIENCE

North Florida Therapy Services

June 2022 – September 2022

- Provide speech therapy services for children ages 0-3 in the natural environment.

Talk of the Town Speech Therapy, LLC

October 2022 – Present

- Provide speech therapy assistant services to a school-aged populations including scheduling, writing, and delivery of IEP meetings for Gadsden County Schools.

Honors and Awards

- President's List Award every semester enrolled at UNT (Fall 2019 – Spring 2021)
- UNT Scholarship for Continuing Students (University of North Texas)
- Dean's List Award every semester enrolled at Tarrant County College (Fall 2018 – Spring 2019)

MEMBERSHIP

Former member of UNT's National Student Speech Language Hearing Association

C# 10942886

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

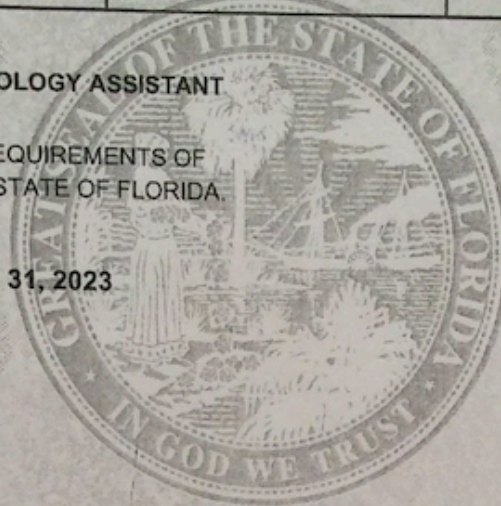
DATE	LICENSE NO.	CONTROL NO.
04/29/2022	SI 5453	14240

THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT

NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date: DECEMBER 31, 2023

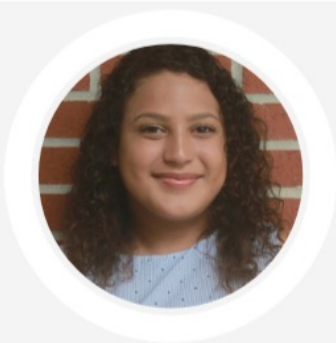
ADELLE PATRICE DAY
4122 FITZGERALD ROAD
TALLAHASSEE, FL - 32311



Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
State Surgeon General

DISPLAY IF REQUIRED BY LAW



Kianira Pacheco

TEACHER

1709 W Call Street apt
105
Tallahassee, FL 32304

kianirapacheco@gmail.com

<https://sites.google.com/view/kianirapacheco/home>

<https://www.linkedin.com/in/kianira-pacheco/>

PROFILE

Facilitates Instruction through a variety of different online programs, conducts data assessments and analysis periodically, and utilizes character-based classroom management to ensure effective outcomes.

CERTIFICATIONS

- CPR/First Aid in children and infants
- Certified to utilize Lexia Core
- Certified to utilize Acaletics
- Certified in Strategic Communication
- Certified In Effective Classroom Management
- Certified In Professional Practices for Educators
- Certified In Student Advocacy and Legal Issues

REFERENCES

- Elizabeth Ingram
ieingram1@usf.edu
- Patsy Sanchez
patsysanchez@usf.edu

WORK EXPERIENCE

TEACHER

Leon County Schools, 1st grade

January 2021- Present

- Lead evaluation and Interpretation of STAR, A.R., and IReady data to optimize instruction and differentiate small groups.
- Gauge and assess progress for compliance with Individual Education Program (IEP) and M.T.S.S. framework.
- Provide updates to parents/guardians through written and verbal communication and meetings.
- Achieved significant Increase In literacy during 2021-2022 and academic school year through adoption of differentiated lessons centered on student Interest, learning style, and readiness.
- Spearheaded live Instruction and streamlined provision of feedback by maximizing key online resources.

SUBSTITUTE TEACHER

December 2018- January 2021

Hillsborough County Schools

- Worked in various public schools in Hillsborough County
- Managed different lesson plans
- Communicated with students and faculty regarding everyday procedures
- Taught core curriculum to students

RESEARCH ASSISTANT

USF's Rightpath Research & Innovation Center

November 2017- December 2018

- Primary duties include administration of educational tests to children aged 3 to 5 years
- Participate in training on ethical treatment of human subjects and research data.
- Communicate with school administrators, teachers and parents regarding study protocols.
- Collect informed consent documents and surveys from teachers.
- Manually enter data into an electronic storage system
- Gained experience in a formal office setting.
- Learned to input data as well as collecting data.
- Maintained a regular work schedule.

EDUCATION HISTORY

University of South Florida

Graduated December 2020

B.S. In Environmental Science & Policy

- GPA: 3.3
- Gained extensive training and successfully accomplished all courses for degree.



TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

SLPA license pending.

Jayna Tyler

Tallahassee, FL

Work Experience

Registered Behavior Technician (RBT)

Cayer Behavioral Group - Tallahassee, FL August 2022 to Present

- Worked one on one with younger children diagnosed with autism. Provide ABA therapy in school, clinic and home setting.

Preschool Teacher

Bright Horizons Child Care Center - Greenville, SC August 2021 to August 2022

- Worked with infants and toddlers in classroom settings.

Education

Bachelor's degree in Speech Pathology

Florida State University - Tallahassee, FL

August 2022 to Present

Bachelor of Science in Child Development and Family Studies

University of South Carolina-Upstate - Spartanburg, SC

August 2017 to July 2021



TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

SLPA license pending.



TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

5. Litigation

N/A

c. TAB C

Approach to Service Delivery

1. Service Requests: We will respond to service requests the same day and immediately start working to fill those requests. Our local network of therapists, comprised of LCS providers, Gadsden County Schools providers, as well as well as Early Steps providers in Leon County and surrounding areas, increases the likelihood that we will be able fill service requests, even mid-school year. Our statewide network of therapists also allows for the possibility of teletherapy coverage. As previously mentioned, our co-owner, Ashley Cregan has personally stepped in to fulfill service requests.

2. Service Techniques: We provide comprehensive and effective speech and language therapy services that are individualized to support students in the academic setting. We specialize in treating students with communication difficulties, including articulation and phonological disorders, expressive and receptive language disorders, fluency difficulties, and social communication delays. We have experience working with students with a wide range of disorders such as autism, Down syndrome, specific learning disabilities, apraxia, and developmentally delayed. We utilize evidence-based practices when developing therapy goals and implementing therapy techniques through AAC, visual cues, verbal prompts, modeling, scaffolding, paraphrasing, and numerous other techniques to support communication across all educational settings. We conduct hearing, speech, and language screenings, administer evaluations, implement intervention strategies and specialized therapy sessions as part of a multidisciplinary team, and develop individualized education plans based on clinical observations, progress monitoring, and collaboration with students' educational team and caregivers. We provide a variety of therapy approaches based on the students' needs, including inclusion therapy with co-teaching or supplemental teaching, small group sessions, individual sessions, short and intensive speech sessions, hospital homebound services, community-based instruction, consultations/indirect services, and virtual sessions.

3. Standards of Practice: To ensure our agency stays familiar with state laws and standards of practice, our co-owner, Ashley Cregan, maintains current state licensure and ASHA certification and operates as a lead SLP for our team. We



TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

also monitor each therapists' required continuing education completion and encourage courses that highlight current evidence-based practices and follow ASHA's Code of Ethics. We provide opportunities for professional development and specialized training for our SLPs through the collaboration of our robust network of certified therapists working as a multidisciplinary team.

4. Recruiting and Training: We only hire dedicated and trustworthy therapists who will represent our agency, and LCS, with the utmost professionalism. We utilized online advertisements, direct mailings, and have a website designed to attract prospective therapists. However, as we continue to grow and expand our statewide network, our most effective recruiting tool has been direct referrals from current and former therapists, contract partners, and our contacts within regional universities. Our affiliation with the Early Steps, including the Leon County office, allows us to offer multiple settings to prospective therapists, which is a powerful recruiting tool.

We also understand the importance providing our therapists with the support necessary to thrive. We strive to create a collaborative, family atmosphere that allows our therapists to grow as clinicians. We offer additional support to our SLPs by providing a lead SLP within our agency. The lead SLP is available to answer diagnostic and/or treatment questions, provide guidance on IEP goal development, provide guidance on testing procedures, and offer support for schedule development and caseload management. We also offer direct supervision for therapists in their clinical fellowship year and will conduct all necessary observation and mentorship requirements. We hold quarterly team meetings to discuss best therapy practices, share professional development opportunities, and discuss multidisciplinary approaches to therapy and intervention services. We provide opportunities for professional development and specialized training to our SLPs through the collaboration of our therapist network that operates as a multidisciplinary team. In addition to requiring therapists' attendance at all school-based trainings, we encourage professional development beyond the academic setting through board certified presentations, community gatherings, and team consultations. We monitor each therapists' required continuing education completion and provide access to online training tools and materials.

5. Prescreening Staff: Once identified, we screen all prospective therapists through a multi-phase interview process. We utilize references, as well as previous employers/educators, and verify credentials with the FDOH. Prior to official hiring, all therapist are required to obtain a background screening and drug test through LCS and we verify employment eligibility through E-Verify's



TALK OF THE TOWN THERAPY

PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

national database. Once hired, our drug-free workplace policy is strictly enforced and we monitor the maintenance of licensure, liability insurance, & background screenings for all of our therapists throughout their employment with our agency.

d. **TAB D**

Required Forms

Please see enclosed attachments II-X

Ashley Cregan, M.S., CCC-SLP

Ashley Cregan, 5/22/23

Kyle Cregan

Kyle Cregan, 5/22/23

Attachment II Required Provisions Certifications

1. **Business/Corporate Experience**

This is to certify that the Proposer :

- a. Company or individual has a current/active professional license for speech-language pathology services issued by the Florida Department of Health;
- b. Has a minimum of three (3) years of continuous experience providing educationally relevant speech-language pathology services; and
- c. Proposers' staff must include licensed speech-language pathologists (SLP) who have earned a Master's degree in speech-language pathology and have licensure through the Florida Department of Health.

2. **Prime Vendor**

This is to certify that the Successful Proposer will act as the Prime Contractor to the District for all services provided under the Contract(s).

3. **Meets Legal Requirements**

This is to certify that the Proposer's Proposal and all services provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, Chapter 119, F.S.).

4. **Financial Disclosure**

This is to certify that the Proposer has disclosed in their Proposal all suspensions, revocations, bankruptcies, judgments, or liens in the last five (5) years.

5. **Federal Debarment**

This is to certify that neither the Proposer, nor its principles, is currently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any Federal department or agency.

6. **Conflict of Interest**

Per Section 1001.42(12)(i), F.S., this certifies that no member of the Leon County School Board or the Superintendent has any financial interest in the Proposer whatsoever.

7. **Statement of No Inducement**

This is to certify that no attempt has been made or will be made by the Proposer to induce any other person or Contractor to submit or not to submit a Proposal with regards to this RFP. Furthermore, this is to certify that the Proposal contained herein is submitted in good faith and not subject to any agreement or discussion with, or inducement from, any Contractor or person to submit a complementary or other non-competitive Proposal.

8. **Statement of Non-Disclosure**

This is to certify that none of the contents of this Proposal have been disclosed before award, directly or indirectly, to any other Proposer or competitor.

9. **Statement of Non-Collusion**

This is to certify that the proposed costs in this Proposal have been arrived at independently, without consultation, communications, or agreement as to any matter relating to such costs with any other Proposer or with any competitor, and not to restrict competition.

10. Scrutinized Companies Certification

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, not including renewal years, the Proposer certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. In compliance with Sections 287.135(5), F.S., and 287.135(3), F.S., the Proposer agrees the District may immediately terminate the resulting Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a bid or proposal for a contract, or intends to enter into or renew a contract with an agency or local governmental entity for commodities or services, of any amount, must certify that the company is not participating in a boycott of Israel.

By signing this certification below, the Authorized Representative affirms they have the authority to bind the Proposer and acknowledges and affirms the statements above.

STATE OF FLORIDA

Kyle Cregar

Kyle Cregar

COUNTY OF Saint Johns

Authorized Representative (Print)

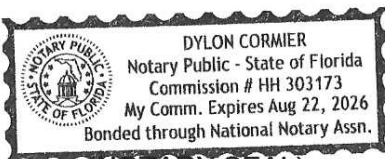
Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online

notarization this 24 day of may, 2023, by Kyle Cregar (name of

authorized representative) as Owner (position title) for

Talk of the Town Speech Therapy, LLC. (Vendor Name).



(NOTARY SEAL)

Dylan Cormier
Notary Signature

Dylan Cormier

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☒ Type of Identification FLDL



TALK OF THE TOWN THERAPY

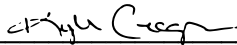
PEDIATRIC THERAPY & EARLY INTERVENTION SERVICES

We are already a registered vendor with LCS.

Attachment IV Proposer Contact Information

The Proposer shall identify the contact information for solicitation and contractual purposes via the requested fields in the table below.

	For solicitation purposes, the Proposer's representative shall be:	For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:
Name:	Ashley Cregan	Kyle Cregan
Title:	Owner	Owner
Street Address:	56 Water Street	56 Water Street
City, State, Zip code	St. Augustine, FL 32084	St. Augustine, FL 32084
Telephone: (Office)	N/A	N/A
Telephone: (Cell)	(727) 967-1036	(727) 364-4024
Email:	amcregan5@gmail.com	khcregan@gmail.com

Talk of the Town Speech Therapy, LLC  5/22/23

Company Name	Authorized Representative (Signature)	Date
<u>47-1704312</u>	<u>Kyle Cregan</u>	
FEIN #	Authorized Representative (Printed)	

Attachment V
Proposer's Reference Form

In the spaces provided below, the Proposer shall list all names under which it has operated during the past five (5) years.

Talk of the Town Speech Therapy, LLC

Talk of the Town Therapy

On the following pages, the Proposer shall provide the information indicated for three (3) separate and verifiable references. The references listed must be for businesses or government entities for whom the Proposer has provided services of similar scope and size to the services identified in the RFP. The same reference may not be listed for more than one (1) organization, and confidential references shall not be included. In the event the Proposer has had a name change since the time work was performed for a listed reference, the name under which the Proposer operated at that time must be provided in the space provided for the Proposer's Name.

References that are listed as subcontractors in the response will not be accepted as references under this solicitation. Additionally, References shall pertain to current and ongoing services or those that were completed before January 1, 2022. References shall not be given by:

- Persons currently or formerly employed or supervised by the Proposer or its affiliates.
- Board members within the Proposer's organization.
- Relatives of any of the above.

Additionally, the District reserves the right to contact references other than those identified by the Proposer to obtain additional information regarding past performance.

Proposer's Reference Form

Reference #1

Proposer Name: Talk of the Town Speech Therapy, LLC

Reference Company Name: St. Johns County School District

Address: 40 Orange Street Saint Augustine, FL 32084

Primary Contact Person: Kelly Pickett Alternate Contact Person: _____

Primary Contact Title: Program Specialist Alternate Contact Title: _____

Primary Contact Phone: 904-547-7648 Alternate Contact Phone: _____

Primary Contact Email: kelly.pickett@stjohns.k12.fl.us Alternate Contact Email: _____

Contract Performance Period: 8-2018 to present Location of Services: _____

Brief description of the services performed for this reference:

Providing contract SLPs for public + private (non-profit) schools in St. Johns County School District.
[Talk of Town]

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

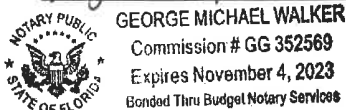
Would you contract with this vendor again? ☒ Yes ☐ No

[Signature] 5-23-23

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 23rd day of May, 2023, by Kelly Pickett (name of authorized representative) as Program Specialist (position title) for St. Johns County School District (company name).



[Signature]
Notary Signature

(NOTARY SEAL)

George Michael Walker
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☒ Type of Identification FL DL

Proposer's Reference Form

Reference #2

Proposer Name: Talk of the Town

Reference Company Name: Early Steps - Children's Home Society of FL

Address: 700 W 23rd St Bldg E40, Panama City Beach, FL 32405

Primary Contact Person: Juli Melara Alternate Contact Person: Joann Melvin
Primary Contact Title: Program Manager Alternate Contact Title: Billing Specialist
Primary Contact Phone: 850-747-5411 Alternate Contact Phone: 850-747-5411
Primary Contact Email: juliana.melara@chsfl.org Alternate Contact Email: joann
Contract Performance Period: 1/1/23 to 5/2023 Location of Services: Leon to Bay Counties

Brief description of the services performed for this reference:

Billing, therapy evaluation, therapy services, customer service for families in the Early Steps program.

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

Would you contract with this vendor again? ☒ Yes ☐ No

Juliane Melara
Primary Reference Contact Signature

5/23/23
Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization
this 23rd day of May, 2023, by Joann Melvin (name of authorized representative) as
Data Management Specialist (position title) for Children's Home Society (company name).



Joann Melvin
Notary Signature
Joann Melvin
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐ Type of Identification _____

Proposer's Reference Form

Reference #3

Proposer Name: Talk of the Town Therapy - Kyle and Ashley Cregan, Owners

Reference Company Name: Easterseals Northeast Central Florida-Early Steps Program

Address: 1219 Dunn Avenue, Daytona Beach FL 32114

Primary Contact Person: Stephanie Ellis-Clark Alternate Contact Person: Brenna Giblock

Primary Contact Title: Vice President-Early Intervention Alternate Contact Title: Program Manager

Primary Contact Phone: 352-250-1791 Alternate Contact Phone: 386-873-0365

Primary Contact Email: SEllis@esnecfl.org Alternate Contact Email: BGiblock@esnecfl.org

Contract Performance Period: July 1, 2015 to the Present Location of Services: Volusia, Flagler, Putnam

Brief description of the services performed for this reference:

Talk of the Town Therapy has provided early intervention services to the North Beaches Early Steps Program since 2015. Early Steps is an early intervention program for infants and toddler, from birth to 36 months, with suspected developmental delays, disabilities, and at risk conditions. Talk of the Town has a professional group of licensed Speech Therapist who continues to provide in-home treatment throughout our service area. Talk of the Town continues to exceed our expectations as an early intervention contracted provider.

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

Would you contract with this vendor again? ☒ Yes ☐ No

Stephanie Ellis-Clark

May 24, 2023

Primary Reference Contact Signature

Date

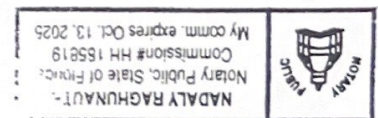
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 24th day of May, 2023, by Stephanie Ellis Clark (name of authorized representative) as Vice president (position title) for Easter seals (company name).

Notary Signature

Nadaly Raghunauth

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)



Personally Known ☐ OR Produced Identification ☒ Type of Identification FL DL E 424796705640

Attachment VI
Local Preference Affidavit

To qualify for the Local Vendor Preference, a Proposer must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Proposal Opening. The Proposer, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Proposer affirms that it is a Local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

Proposer Name: Talk of the Town Speech Therapy, LLC

Physical Address: 56 Water Street, St. Augustine, FL 32084

County: St. Johns

Phone of Local Location: (727) 364-4024

Length of Time at this Location: 4 Years # of Employees at this Location: 78

Is your business certified as a small business enterprise through Leon County Schools? Yes

STATE OF FLORIDA
COUNTY OF _____

Kyle Cregan

Authorized Representative (Print)

[Signature]

Authorized Representative (Signature)

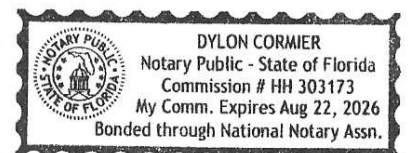
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 24 day of may, 2023, by Kyle Cregan (name of authorized representative) as Owner (position title) for Talk of the Town Speech Therapy, LLC (company name).

[Signature]
Notary Signature

(NOTARY SEAL)

Dylon Cormier

Name of Notary (Typed, Printed, or Stamped)



Personally Known ☐ OR Produced Identification ☒ Type of Identification FL DL

Attachment VII
Subcontracting Form

The Proposer shall complete the information below on all subcontractors that will be providing services to the Proposer to meet the requirements of the Contract, should the Proposer be awarded. Submission of this form does not indicate the District's approval of such subcontractor(s), but provides the District with information on proposed subcontractors for review.

Complete a separate sheet for each subcontractor.

Prime Proposer Name:

Talk of the Town Speech Therapy, LLC

Type/Description of Goods or Service Subcontractor will provide:

We will not use subcontractors.

Subcontractor Company Name: FEIN:

Contact Person: Contact Phone Number:

Address:

Email address:

Currently Registered as a Small Business with Leon County Schools? Yes No

Local Proposer per PO6450? Yes No

In a job description format, identify the responsibilities and duties of the subcontractor based on the specifications or scope of services outlined in this solicitation.

Attachment VIII

Drug-Free Workplace Certification

The undersigned Proposer, in accordance with Section 287.087, F.S. hereby certifies that

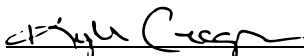
Talk of the Town Speech Therapy, LLC

Company Name

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counselling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this Contractor complies fully with the above requirements.

Signature of Authorized Officer 

Date 5/22/23

Attachment IX

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions


The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

B. Where the prospective lower tier participant is unable to certify to any of the statements in this

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
Talk of the Town Speech Therapy, LLC	Speech-Language Pathology Services RFP 517-2024
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
Kyle Cregan, Owner & Ashley Cregan, Owner	
SIGNATURE(S)	DATE
	5/22/23

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Attachment X

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By 

Date: 5/22/23

(Signature of Official (Executive Director) Authorized to Sign Application)

By 

Date: 5/22/23

(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For Kyle Cregan, Talk of the Town Speech Therapy, LLC

Name of Grantee

N/A

Title of Grant Program

Not applicable.

**Certification Regarding Lobbying
Attachment X
RFP 517-2024
Speech - Language Pathology Services**

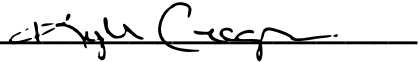
Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ____ b. initial award c. post-award	3. Report Type: a. initial filing ____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier _____, if Known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency: 	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> 	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> 	

Certification Regarding Lobbying
Attachment X
RFP 517-2024
Speech - Language Pathology Services

11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: 

Print Name: Kyle Cregan

Title: Owner

Telephone No.: (727) 364-4024 Date: 5/22/23

Exhibit C

Cost Proposal Form

Attachment I

RFP 517-2024

Speech - Language Pathology Services

Attachment I

Cost Proposal Form

RFP No. 517-2024 Speech and Language Therapy Services

Rates shall be inclusive of all expenses including travel, supplies, equipment, training, overhead and profit.

	Description	Rate Per Hour
1.	Rate per hour for FDOH licensed SLP (In Person)	\$ 65
2.	Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	\$ 58
3.	Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)	\$ 65 We'll provide CF supervision.
4.	Rate per hour for FDOH licensed SLP (Remote)	\$ 65
5.	Rate per hour for FDOE licensed SLP Assistant (Remote) supervised by a licensed SLP provided by the Contractor	\$ 58

Talk of the Town Speech Therapy, LLC
Company Name

Kyle Cregan
Authorized Representative Name (Printed)


Authorized Representative Signature

47-1704312

FEIN

Owner

Authorized Representative Title

5/22/23

Date