



**School Board of Leon County, Florida  
District Term Contract  
DTC-24-1008**

**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 Community Rehab Associates, Inc., DBA CRA Therapy, (Contractor) located at 3950 3<sup>rd</sup> Street North, Suite D, St. Petersburg, FL 33703. 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: CRA Therapy response to RFP 517-2024, Speech-Language Pathology Services; and
- c) Exhibit C: CRA Therapy 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: CRA Therapy response to RFP 517-2024, Speech-Language Pathology Services; and
- d) Exhibit C: CRA Therapy 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](mailto: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](mailto: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:**

Molly Brock, Account Executive  
Community Rehab Associates, Inc. DBA CRA Therapy  
3950 3<sup>rd</sup> Street North, Suite D  
St. Petersburg, FL 33703  
Telephone: (877) 268-4329 Ext. 110  
Email: [molly@commrehab.org](mailto:molly@commrehab.org)

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](mailto: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:  
COMMUNITY REHAB ASSOCIATES, INC.,  
DBA CRA THERAPY

Molly Brock

Molly Brock  
Printed Name

Account Executive  
Title

7/18/2023  
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)



**"Preparing students to become responsible, respectful, independent learners equipped with the critical thinking skills necessary to compete in our global society."**



## **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 <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com">https://www.demandstar.com</a>
Written Questions Due	May 15, 2023	Submit to: June Kail, Procurement Officer Subject: RFP 517-2024, Speech-Language Pathology Services Email: <a href="mailto:purchasing@leonschools.net">purchasing@leonschools.net</a>
Anticipated Posting of Answers to Submitted Questions	May 19, 2023	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com">https://www.demandstar.com</a> 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 <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com">https://www.demandstar.com</a>

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# SECTION 1: Key information

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## 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.



## 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.



## 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](mailto: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.

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## 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

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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.



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## 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.



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## 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.



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## 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](mailto:bidprotests@leonschools.net). Protests must be made in compliance with Rules 28-110.003 and 28-110.004, Florida Administrative Code (F.A.C.).

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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 12<sup>th</sup>.

- 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 12<sup>th</sup>;
- 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
<b>Total Cost Points</b>	<b>100 points</b>

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><b>CRITERION 1: Business Experience</b></p> <ul style="list-style-type: none"> <li>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?</li> <li>How well did the Proposer convey their ability to provide services as described in this RFP?</li> <li>Are any issues or concerns identified regarding the Proposer's experience or ability to provide the services sought?</li> </ul>	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>
<p><b>CRITERION 2: Staffing and Qualifications</b></p> <ul style="list-style-type: none"> <li>Formal Education</li> <li>Continuing professional education relative to speech-language therapy services</li> <li>Experience in education or government</li> <li>Experience in providing speech-language therapy services to children in grades Pre- K through 12<sup>th</sup>.</li> </ul>	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>
<p><b>CRITERION 3: Approach to Service Delivery</b></p> <p>The approach that the Proposer will use in providing the services</p> <ul style="list-style-type: none"> <li>Has the Proposer demonstrated in their Proposal an ability to effectively provide quality speech and language therapy services required by this RFP;</li> <li>How well the Proposer's solution maximizes operational efficiencies and supports the District's goals;</li> <li>Does the Proposal demonstrate a thorough, effective, and beneficial plan for the services sought through this RFP;</li> <li>How the Proposer's proposed staffing plan serves the District's needs in terms of quantity and quality of the team members; and</li> <li>How well does the Proposal demonstrate their understanding of the District's goals to be achieved via this RFP?</li> </ul>	<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
<b>CRITERION 4: Quality of References</b> <ul style="list-style-type: none"> <li>To what extent does the Proposer's references demonstrate its' ability to provide services under a Contract?</li> <li>How well do the Vendor's recent clients compare to the size of scope of the services the District is seeking?</li> </ul>	Excellent 30 Good 22.5 Fair 15 Poor 7.5 Unsatisfactory 0

Scored by LCS Purchasing Department	
<b>CRITERION 5: COST POINTS</b>	Points to be assigned per Section 3.3.2
<b>Local Preference (Board Policy 6450)</b> <ul style="list-style-type: none"> <li>Leon County Vendors will receive 10 pts.</li> <li>Adjacent County Vendors will receive 5 pts.</li> </ul>	10
<b>Small Business Certification (Board Policy 6325)</b>	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
<b>Excellent</b>	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.
<b>Good</b>	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.
<b>Fair</b>	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.
<b>Poor</b>	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.
<b>Unsatisfactory</b>	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](mailto: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](mailto: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:
<b>Name:</b>		
<b>Title:</b>		
<b>Street Address:</b>		
<b>City, State, Zip code</b>		
<b>Telephone: (Office)</b>		
<b>Telephone: (Cell)</b>		
<b>Email:</b>		

<b>Company Name</b>	<b>Authorized Representative (Signature)</b>	<b>Date</b>
<b>FEIN #</b>	<b>Authorized Representative (Printed)</b>	

**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.

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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

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

<b>2024 – August</b>	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)
<b>2025 - January</b>	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
CBD Consulting	\$75.00/hr																
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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																
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>



CRA Therapy

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**Proposal**

**RFP 517-2024**

**Speech-Language  
Pathology Services**

---

**ENGAGE. EDUCATE. EMPOWER.**

**Original**

Prepared for:

**Leon County Schools**

Purchasing Department

Attn: June Kail, Procurement Officer

3397 West Tharpe Street

Tallahassee, FL 32303

**Due:** May 26, 2023

by 2:00 pm EST



Community Rehab Associates, Inc., DBA CRA Therapy

3950 3rd Street North, Suite D, St. Petersburg, FL 33703

Telephone: (877) 268-4329 | Fax: (727) 873-0709 | [www.cratherapy.com](http://www.cratherapy.com)

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# Tab A - Overview

## **TAB A - Overview**

### **1. Executive Summary/ Letter of Interest**

#### **Mission Statement**

*Our mission is to recruit highly qualified educational professionals to provide comprehensive services to students in the school-based setting. Our goal is to provide students with effective research-based, data-driven interventions that reduce barriers to success for every student.*

Community Rehab Associates, Inc., also known as CRA Therapy, is a **private, woman and therapist-owned**, medium-sized, school-based therapy staffing and management corporation established in November 2000. At CRA Therapy, we have been successfully providing comprehensive therapy and special education staffing solutions to school districts, charter schools, and private schools for over twenty-two years. We specialize in recruiting and hiring highly qualified educational professionals who provide effective researched-based, data-driven interventions that reduce barriers to success for every student.

CRA Therapy's main focus for more than twenty-two years has been solely on serving school districts and filling their staffing needs. This singular focus on providing skilled clinicians to our partnering districts and schools has fostered an expertise in staffing and providing educationally relevant therapy and special education services. We provide customized staffing solutions with detailed attention to follow through at the best value. We understand the staffing needs of school districts and are well versed in the best practices in providing special education services.

CRA Therapy is a debt-free company with sufficient dedicated working capital for all our projects. We have experienced consistent 12-30% growth each year for the past five years. Our strong cash balance demonstrates that our company is in a good position for long-term growth with a low debt-ratio. Our profitability ratio is 10% and expenses are increasing in alignment with increases in revenue.

CRA Therapy recruits and hires based on our core values of “**engage, educate, and empower.**” By hiring engaged providers, we know they are emotionally invested and passionate in treating, educating, and empowering growth in their students, while providing best practices and educational compliance. Our providers work in partnership with school staff, families, and the community to guarantee each student develops the essential knowledge and skills to be successful in school and their communities. Our students are always our number one priority and we hire educational providers who understand that students are the heart of what we do.

We celebrate diversity and positive collaborative relationships. We provide a diverse and equitable environment that allows all employees to feel valued, empowered, and included for their creativity, skills, and contributions.

CRA Therapy has the experience, technical ability, staff, and financial resources to deliver timely and high quality staffing solutions to your district. We have complete understanding of the nature and scope of the services to be provided and the capability to comply with all terms and conditions of RFP 517-2024 and resultant contract. 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, and Chapter 119, F.S.), Section 218.39, Florida Statutes, (F.S.) as defined in Chapter 10.800, Rules of the Auditor General.

CRA Therapy is a premier provider of school-based therapy staffing services, offering an unparalleled level of support and expertise to school districts across the nation. Our commitment to delivering exceptional services is evident in the many benefits we offer our clients. With 24/7 availability, expedited response times, and timely delivery of experienced and qualified candidates for district interviews, we ensure that our clients receive the support they need when they need it.

Our clients are supported by a dedicated recruitment team and a single point of contact, who are backed by multiple teams that work collaboratively to address district and student needs. All our candidates undergo a stringent multi-level screening and interview process that focuses on their school-based experience, knowledge of educational vs medical model, evidence-based therapy practices, and interventions that align with Florida B.E.S.T. Standards, RtI / MTSS, documentation compliance, and more.

We provide customized orientation on each district's policies, procedures, and processes, as well as assistance with scheduling and obtaining district badges before starting an assignment. Our HIPAA / FERPA training is offered to all providers, and we offer customized online time logs that allow for easy tracking and reporting of services provided. We also monitor our staff performance and set clear expectations and evaluation criteria for each employee, ensuring that any performance issues are handled in a systematic manner.

CRA Therapy is committed to providing ongoing mentorships, professional development, and staff support, both onsite and remotely. We also offer speech-language pathology clinical fellowship supervision, a drug-free workforce program, pre-employment drug screenings, criminal background and EVerify checks, and reporting and analysis of attendance and absence data upon district request. Our commitment to excellence is unmatched in the industry, and we look forward to partnering with Leon County Schools to deliver exceptional speech-language pathology services to your students.



## **2. Financial Interest**

Please find Attachment III Notice of Conflict of Interest on the following page.



# **Tab B - Experience and Organization**

## **TAB B - Experience and Organization**

### **1. References**

Please find CRA Therapy's three Proposer's Reference Forms on the following pages.

## Proposer's Reference Form

### Reference #1

Proposer Name: Community Rehab Associates, Inc., DBA CRA Therapy

Reference Company Name: Lake County Schools

Address: 201 West Burleigh Blvd., Tavares, FL 32778

Primary Contact Person: Colleen Parrott Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: Program Specialist Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: 352-253-6634 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: ParrottC@lake.k12.fl.us Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 10/2011 - Current Location of Services: \_\_\_\_\_

#### Brief description of the services performed for this reference:

CRA currently helps provide contracted SLPs, OTs, and PTs to work in Lake County Schools.

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

Would you contract with this vendor again?    Yes X    No \_\_\_\_\_

CG Parrott

5/9/23

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 9<sup>th</sup> day of May, 2023, by Colleen Parrott (name of authorized representative) as Program Specialist (position title) for Lake County Schools (company name).

Patricia Jo Painter  
Notary Signature

(NOTARY SEAL)

PATRICIA JO PAINTER  
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☒ Type of Identification Driver License

8



Proposer's Reference Form  
Reference #2

Proposer Name: Judy Peacock

Reference Company Name: Community Rehab Associates

Address: 120 Lowery Place, Fort Walton Beach, FL 32548

Primary Contact Person: Judy Peacock

Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: ESE Program Specialist

Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: (850) 833-3164

Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: judy.peacock@okaloosaschools.com Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 12/2006-Current

Location of Services: \_\_\_\_\_

Brief description of the services performed for this reference:

CRA provides speech language pathologists for our district to serve students in kindergarten through 12th grade in a public school setting.

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

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

Judy Peacock

May 18, 2023

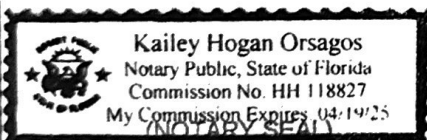
Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization this 18 day of May, 2023, by Judy Peacock (name of authorized representative) as ESE Program Specialist (position title) for Okaloosa schools (company name).

Kailey Orsagos  
Notary Signature

Kailey Orsagos  
Name of Notary (Typed, Printed, or Stamped)



Personally Known ☐ OR Produced Identification ☒ Type of Identification State Drivers License

## Proposer's Reference Form

### Reference #3

Proposer Name: Dr. Lisa Ard

Reference Company Name: Escambia County Public Schools

Address: 75 N Pace Blvd Pensacola, FL 32505

Primary Contact Person: Dr. Lisa Ard Alternate Contact Person: Sondra Hill

Primary Contact Title: SLI Program Specialist Alternate Contact Title: ESE Director

Primary Contact Phone: 850-469-5532 Alternate Contact Phone: 850-429-2977

Primary Contact Email: lard@ecsdfi.us Alternate Contact Email: shill@ecsdfi.us

Contract Performance Period: 2021-present Location of Services: K-12 schools

#### Brief description of the services performed for this reference:

Full range of speech/language evaluations and therapy, as well as, involvement in RTI/MTSS interventions

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

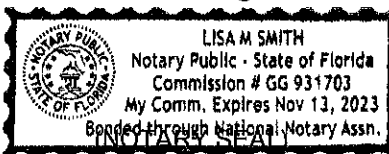
Would you contract with this vendor again? ☒ Yes ☐ No

Lisa Ard  
Primary Reference Contact Signature

Date

5/19/23

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 19 day of May, 2023, by Lisa Ard (name of authorized representative) as SLI Program Specialist (position title) for Escambia County Public Schools (company name).



Lisa M. Smith  
Notary Signature

Lisa M. Smith  
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐ Type of Identification \_\_\_\_\_

CRA Therapy is proud to have an extensive list of satisfied customers, all of whom attest to the exceptional services they are accustomed to receiving from CRA Therapy. Please see testimonials below and eight letters of recommendation on the following pages from some of our very satisfied clients.

*"CRA Therapy is my go-to agency whenever I need an SLP, OT, or PT!" – Robin Frink, ESE Coordinator, Lee County School District, FL*

*"You are always my first call! I love the therapists you send us." – Ellie Ingerick, SLP Coordinator, Sarasota County School District, FL*

*"Absolutely LOVE CRA" – Charlene Campbell, SLP Coordinator, Lake County Schools, FL*

*"All personnel CRA has provided currently and previously have been top notch. CRA has always responded quickly to fill our needs." – Julie Crowley, PT Coordinator, Marion County School District, FL*

*"CRA has provided quality services to our district for many years." – Kathy Dustin, ESE Director, Sumter County Schools, FL*

*"CRA is very responsive to our needs!" – Pat Kicklighter, SLP Administrator, Volusia County Schools, FL*

*"The services we have received from CRA Therapy are phenomenal. The staff is always available to help and answer any and all questions." – Julie Rutenburg, Director, Blossom Montessori School for the Deaf*

*"We have been pleased with every SLP you have referred! Your billing procedure is quick and straightforward. We also appreciate Jane Hastings support of the CFY SLPs. She is very knowledgeable and inquires about our county procedures during training. We look forward to many more years with CRA therapists!" – Ashley Schroeder, SLP Coordinator, Marion County School District, FL*

*"And, by the way, thanks so much to both of you for all that you've done! All of the SLPs that we're contracting with this year are from your company! That is certainly a testament to your hard work and professionalism. Thanks again!" – Dr. Elizabeth McBride, SLP Coordinator, Collier County School District, FL*



**Exceptional Student Education**  
**Stephanie Acosta-Castro**  
**Task-Assigned Director of Support & Compliance**  
1701 Northwest 23<sup>rd</sup> Avenue  
Fort Lauderdale, Florida 33311  
phone: 754-321-3470 • fax: 754-321-3439  
[stephanie.acostacastro@browardschools.com](mailto:stephanie.acostacastro@browardschools.com)

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Broward County, Florida**

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Earlean C. Smiley, Ed.D.  
Interim Superintendent

May 17, 2023

To Whom It May Concern,

It is my pleasure to write this letter of recommendation for Community Rehab Associates (CRA).

CRA has been a vendor of Broward Schools since 2006, providing competent and knowledgeable occupational therapy, physical therapy and speech-language therapy providers to our district.

CRA provides a support system for their therapists which allows for a smooth, efficient transition to the school sites where they are assigned. They are quick to respond to requests for providers and to address any issues or concerns that may arise.

I have found CRA to be reliable and professional, and I recommend them to any potential organizations.

Please feel free to reach out to me directly should you have any questions.

Sincerely,

Cynthia Mesa, Occupational Therapy Doctorate  
OT/PT Program Specialist  
Task-Assigned District Supervisor, Speech-Language and Physically Impaired  
[cynthia.mesa@browardschools.com](mailto:cynthia.mesa@browardschools.com)



**Vision:**  
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**Mission:**  
"Educate and prepare each  
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301 Fourth St. SW  
P.O. Box 2942  
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May 15, 2023

To Whom It May Concern,

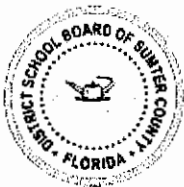
I have personally worked closely with CRA Therapy over the last 6 years. CRA has successfully provided Pinellas County Schools with several Speech Language Pathologists each year, since 2014, to provide therapy for our students. I am very thankful that CRA Therapy is able to fill our vacancies for therapy services. I have been very happy with the level of service provided to our district by CRA's therapists.

CRA Therapy's management and administrative teams are accommodating and extremely responsive to our needs and requirements during every step of the contract and fulfillment process. They are proactive and handle requests in a timely manner. I know that if an issue ever arises, CRA Therapy will work with me towards a solution.

I would highly recommend CRA Therapy and their services to any school district. We have been very satisfied with their level of performance and hope to continue to work with them in the future.

Sincerely,

Shirra Long M.A., CCC-SLP  
Coordinator, Speech-Language Pathologists  
Pinellas County Schools



# SUMTER COUNTY SCHOOL BOARD

2680 W C-476, Bushnell, Florida 33513 – <http://www.sumter.k12.fl.us>

*Preparing the Next Generation Today!*

May 16, 2023

**Richard A. Shirley**  
Superintendent of Schools

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### Warehouse

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### Transportation

Ext. 53200 Fax 793-1083

Kelly McDonnell

Community Rehab Associates, Inc.

3950 3<sup>rd</sup> Street North, Suite D

St. Petersburg, FL 33703

Ms. McDonnell,

As Director of Exceptional Student Education for Sumter County School District, I am thankful for the opportunity to work with Community Rehab Associates, Inc. to fill our vacancies for Occupational, Psychological, and Speech/Language therapy services.

Community Rehab Associates, Inc. has solely and successfully provided our school district with several licensed therapists for 17 years. They are experienced, qualified, and dependable. We have been happy with the level of service each of these clinicians has provided to our district.

Community Rehab Associates, Inc. is accommodating to our needs and requirements, on every level of the contract and fulfillment process. They have proven to be proactive and responsive to our requests; and any issues are successfully resolved efficiently. They assist with the coordination of caseload annually and are always available to attend onsite meetings.

I highly recommend Community Rehab Associates, Inc. and their services, as we have been very satisfied with their level of performance.

Regards,

Katherine Dustin

Sumter County School District



Dr. Scott Fritz  
Superintendent of Schools

**School Board of Volusia County**

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**Ms. Jamie M. Haynes, Vice Chairman**  
**Mrs. Anita Burnette**  
**Mr. Ruben Colón**  
**Mr. Carl Persis**

Speech-Language Department  
Exceptional Student Education  
Volusia County Schools  
Portable 42  
100 Wolf Pack Run  
Deltona, FL 32725  
386-255-6475 x 44028

March 21, 2022

To Whom It May Concern:

Community Rehab Associates, Inc. has been a bided contract company with Volusia County Schools for Speech-Language Pathologists for many years. In my experience, contact with Community Rehab Associates, Inc. has always been professional and collaborative.

Community Rehab Associates is active in filling our district's Speech-Language Pathology needs. Over the years, they have been one of our district's top providers of SLP candidates, providing quality SLPs who are prescreened. Most times, the SLPs from this company return year after year. When they do not return, I am provided with advanced notice. Additionally, in rare situations when I have faced issues with candidates, Community Rehab Associates has been active and supportive in providing supervision, support, and termination (although rarely needed) when required. Community Rehab Associates openly communicates with my district and allows me to supervise my team, including their contracted employees, as needed. In addition, their invoices are always timely and correct. In the rare instance there was a mistake, the company has been excellent and timely at correcting these issues.

I highly recommend Community Rehab Associates for a bid to contract Speech-Language Pathologists. They have been an excellent, professional company to work with.

In Service,

Sunshine M. Bush, MA, CCC-SLP  
ESE Specialist, Speech/Language Department



***Committed to Excellence***

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**District 3**

**Marc Dodd**

**District 4**

**Sandy Gamble**

**District 5**

**Stephanie Luke**

June 1, 2017

To Whom It May Concern,

I am writing this letter of recommendation for Community Rehab Associates. They have provided OT/PT services to Lake County for the past 7 years and Speech Language therapy services to us for the past 4 years. They have been an excellent company to work with, filling most of our SLP positions that cannot be direct-hired. The therapists are professional and knowledgeable, with the company monitoring their attendance and activity. They provide excellent services and we will continue to work with them. I highly recommend CRA for your therapy needs.

If you have any questions, please contact me at 352-253-6634.

Sincerely,

Charlene L Campbell, MEd  
Program Specialist,  
Speech, Language & Vision  
Impairment



# THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BLVD. ♦ FORT MYERS, FLORIDA 33966 ♦ WWW.LEESCHOOLS.NET

ROBIN R FRINK  
ESE COORDINATOR  
239-337-8367 FAX 239-337-8653

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CATHLEEN O'DANIEL MORGAN  
DISTRICT 7  
GREGORY K. ADKINS, ED. D.  
SUPERINTENDENT  
KEITH B. MARTIN, ESQ.  
BOARD ATTORNEY

May 30, 2017

To Whom It May Concern:

Community Rehab. Associates (CRA) has been an approved vendor for the School District of Lee County, Florida since July, 2007. This company has been a successful provider of quality speech-language pathologists, OTs, and PTs to fill vacancies within our district. For the current school year, Community Rehab. Associates has placed thirty (30) full time therapists within our district.

Each of the therapists that are placed in our schools by Community Rehab. Associates are qualified and skilled professionals. This agency has been compliant with and responsive to our district policies and procedures. Their therapists performed all required documentation and data entry in a competent and diligent manner. Kelly McDonnell, with CRA is easy to work with and is responsive to our requests and all communications.

I recommend Community Rehab. Associates as a contract vendor for speech language pathology services, OT services and PT services for any school district. Please feel free to contact me directly if you have any questions or would like additional information.

Sincerely,

Robin R. Frink, M.S. CCC-SLP, Ed.S.  
Coordinator, Exceptional Student Education

June 6, 2017

To Whom It May Concern:

My name is Elsa Gluvna, and I am the Speech-Language Program Specialist for the Manatee County School District in Florida. I have been asked to write a letter of reference for Community Rehab Associates, Incorporated (CRA), and I am pleased to do so.

The Manatee County School District has contracted for speech-language pathologists with CRA since 2006. CRA has provided us with experienced, qualified and dependable Speech-Language Pathologists. CRA provides in-person support personnel for supervision of speech-language pathologists who are in a Clinical Fellowship Year. They are able to provide speech-language pathologists for Manatee Country Schools throughout the school year, as needed, and are in contact with me on a regular basis to assure that everything is going well with their employees, and to address any needs that the district may have.

CRA has been an asset to the Manatee County School District and I highly recommend them as a company.

Sincerely,



Elsa Gluvna, M.A., CCC-SLP  
Speech-Language Program Specialist  
Manatee District Schools  
(941) 741-3176 X2062  
gluvnae@manateechools.net



Lucinda Sanchez  
ASSOCIATE SUPERINTENDENT

May 25, 2017

To Whom It May Concern:

I am writing this letter of recommendation for Community Rehab Associates, Inc.. CRA has been providing contracted services and speech-language pathologists to Albuquerque Public Schools since 2008; they have been one of our primary provider. This company has been extremely positive and professional.

CRA has help meet the needs of our school district during a period of significant critical shortage of speech-language pathologists as well as tremendous hardship with public school staff and budget cutbacks. Ms. McDonnell has been a delight to work with: she is interested and aware of our problems, responsive whenever we have a need, and diligent in their follow-up with us. The speech-language pathologists they have provided are well trained and respected in our schools. In fact, we anticipate continuing to utilize all of the therapists they have provided next year.

In summary, I highly recommend CRA! I hope this information is helpful to you. I am available to assist in providing any additional information that may be needed as you assess your potential relationship with this company. Please feel free to contact me at 505-855-9941 or [kastler@aps.edu](mailto:kastler@aps.edu).

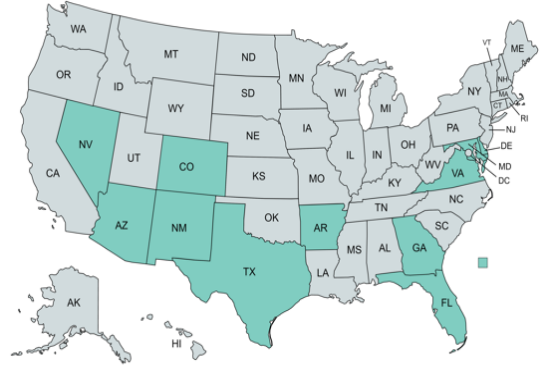
Sincerely,

Shelley Kastler-Davis MS CCC-SLP/L  
SLP Liaison for Albuquerque Public Schools

## 2. Company Profile

### i. Size & Personnel Structure of Organization

CRA Therapy is a medium-sized company with over sixty contracts in eleven states, including Arkansas, Arizona, Colorado, Delaware, Florida, Georgia, Maryland, Nevada, New Mexico, Texas, and Virginia. We currently employ a total of 359 school-based instructional service providers, many of whom have been with us for over ten years.



CRA Therapy is large enough to provide comprehensive staffing solutions for therapy services, but small enough to maintain a personal, flexible, and responsive approach to meeting our district clients' unique needs. Our team is committed to providing high-quality staffing and therapy services that prioritize client satisfaction.

Our organization is made up of various teams that work collaboratively to meet the needs of our clients and clinical staff. Each team is responsible for a specific part of the staffing process to ensure that our district partners are staffed with providers who are properly vetted, credentialed, qualified, and prepared to fulfill and maintain the District's needs throughout the school year. Our dedicated personnel are comprised of the following teams:

- Client Support
- Clinical Support
- Recruiting
- Licensing & Credentialing
- Quality Assurance
- Contracts
- Human Resources
- Professional Development
- Accounting and Finance
- IT Support
- Marketing

Our **Client Support Team** consists of National Account Executives that have a clear understanding of the staffing needs and challenges that our client partners face. Collectively, they have over 80 years of experience in the provision of school-based therapy services and working in the public school setting as therapists, managers, and administrators. This gives them the ability to better understand the goals and requirements of your district. They manage our contracts and staff and provide individualized and customized customer service and solutions to our district clients and our dedicated clinicians.

Our **Clinical Support Team** comprises Clinical Supervisors and Therapist Liaisons who are clinical leaders providing individualized support, training, mentorship, and clinical resources to our therapists. They participate in our interview process to assess clinical skills and knowledge, supervise clinical fellows, act as liaisons to help meet district needs, and provide clinical and best practices support to our therapists both onsite and remotely.

Our **Recruitment Team** combines our access to cutting edge technology with our knowledge of the therapy field and special education services in the school setting to build relationships with a network of highly qualified candidates. They have a nationwide reach utilizing successful recruitment methods to meet the needs of the districts we serve. Due to our extensive network of over 80,000 therapists and special education service providers in our recruitment base, and through creative, proactive, and personalized recruiting efforts, our recruiters are able to effectively and efficiently match skilled therapists to open positions in your district.

Our **Licensing and Credentialing Team** is responsible for onboarding and guiding new employees from the start of the hiring process. They complete E-Verify verifications, professional reference checks, schedule drug screenings, background checks, assist with obtaining district badges, and collect and verify required documents, credentials, and licenses. They ensure that our employees maintain current credentials and licenses by monitoring upcoming renewal dates and advise on the required steps needed.

Our **Quality Assurance Team** provides comprehensive monitoring of our clinicians and customer satisfaction throughout the school year. They support the district by helping monitor everything from new hire orientation to making sure end of year procedures are completed in a timely manner. Being a therapist-owned company, we are able to bring a school-based clinical approach to monitoring our employees and providing quality services to all students by providing comprehensive oversight for our clinicians. They provide online resources through our website and send out monthly newsletters to all our specialized instructional service providers, highlighting discipline best practices for the school setting, recognition awards, and therapy ideas. Their communication with staff and district contacts is ongoing throughout the year.

Our **Contracts Team** monitors compliance and works with our clients to have smooth contract implementation, renewals, and addendums that occur during the term of the contract.

Our **Human Resource Team** provides our employees with a positive experience by supporting benefits administration, paid time off, schedules, timesheets, and compensation. They understand the importance of timely responses, compliance, and employee retention.

Our **Professional Development Team** creates content for CRA University where our clinicians can earn free CE's for improving skills and meeting license requirements. Our professional development creators and trainers are highly qualified with over 40 years of combined experience, are published authors, and have presented at local, state and national conferences.

Our **Accounting and Finance Team** manages our billing process, accounts payable and receiving, payroll, and financial records. They utilize best practices when working with district procurement and purchasing departments so invoices are sent out correct and on time.

Our **IT Support** is available to all our remote clinicians to assist with any technical issues.

Finally, our **Marketing Team** manages our website, social media presence and content, and assists with our recruiting campaigns.

Company Organizational Chart



## **ii. Number of Years in Business**

CRA Therapy has been in business for over twenty-two years.

## **iii. Number of Years of Experience Providing Speech-Language Pathology Services**

CRA Therapy has been providing speech-language pathology services for over twenty-two years.

## **iv. Number of Years of Experience Providing Speech-Language Pathology Services to School-Aged Children Grades Pre-K through 12th Grade**

CRA Therapy has been providing speech-language pathology services to school-aged children grades Pre-K through 12th grade for over twenty-two years.

## **v. Number of Licensed Speech-Language Pathologists Employed By Firm**

CRA Therapy currently employs 244 speech-language pathologists and 12 speech-language pathology assistants.

## **3. Narrative Record of Past Experience**

CRA Therapy began providing speech-language pathology staffing services in Florida and has grown to providing additional specialized instructional services in eleven states across the nation. We have successful contracts with over sixty school districts and schools and boast 100% renewal of our contracts. We have long-term relationships with over thirty school districts and charter schools, demonstrating our commitment to providing exceptional services and fostering positive collaborations.

With over twenty-two years of experience providing school-based special education staffing services, CRA Therapy has developed a deep understanding of the challenges faced by school districts in providing high-quality speech-language pathology and other special education services. Over the years, CRA Therapy has refined our processes, systems, and personnel selection criteria to ensure we can deliver exceptional services to our school district clients.

CRA Therapy provides school-based special education staffing services to districts of all sizes. We provide speech-language pathology services to districts similar in size and scope to LCS, such as Escambia County Schools, FL, Lake County Schools, FL, Marion County Schools, FL, Okaloosa County Schools, FL, and St. Lucie County School District, FL.

Below is a sampling of our current contracts we have had for at least three continuous years providing speech-language pathology services.

- We have had a contract for speech-language pathology services with Broward County Schools, FL since 2008 and provided twenty-nine onsite and fifteen remote speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology, occupational, and physical therapy services with Clayton County Schools, GA since 2013 and provided four onsite and two remote speech-language pathologists, and three speech-language pathology assistants for the 2022-2023 school year.
- We have had a contract for speech-language pathology, occupational, and physical therapy services with Collier County School District, FL since 2005 and provided nine onsite and three remote speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Duval County Public Schools, FL since 2015 and provided twenty-two onsite speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Escambia County Schools, FL since 2016 and provided two onsite speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Lake County Schools, FL since 2011 and provided thirteen onsite speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Lee County School District, FL since 2007 and provided fourteen onsite and one remote speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Manatee County School District, FL since 2006 and provided twenty onsite speech-language pathologists and three speech-language pathology assistants for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Marion County Schools, FL since 2007 and provided one onsite speech-language pathologist and two speech-language pathology assistants for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Okaloosa County Schools, FL since 2012 and provided three onsite speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Palm Beach County School District, FL since 2012 and provided eighteen onsite speech-language pathologists for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with St. Lucie County School District, FL since 2016 and provided one onsite and one remote speech-language pathologist for the 2022-2023 school year.
- We have had a contract for speech-language pathology services with Volusia County School District, FL since 2012 and provided ten onsite and two remote speech-language pathologists for the 2022-2023 school year.

Some of the key benefits that CRA Therapy's extensive experience can bring to Leon County Schools includes:

1. Experienced and qualified staff: CRA Therapy has a rigorous hiring process to ensure that our therapists are highly skilled and experienced in working with children with a wide range of disabilities in a school-based setting. All therapists undergo background checks, reference checks, and credential verification before they are hired.
2. Customized solutions: CRA Therapy recognizes that every school district is unique, with its own set of challenges and requirements. As such, we will work closely with Leon County Schools to develop customized solutions that are tailored to your specific needs.
3. Continuity of care: CRA Therapy prioritizes continuity of care for the students we serve. We understand the path to a successful partnership is consistency and retention of staff and services. CRA Therapy's **successful staff retention rate of 90%** is due to our focus on establishing committed, respectful professional relationships with our providers, offering ongoing clinical support and mentorship, providing free professional development opportunities, and offering competitive rates and compensation packages. Maintaining our high staff retention rate allows us to offer returning staff to your district each year.
4. Exceptional support: CRA Therapy provides ongoing support to its therapists, ensuring that they have the resources they need to succeed. This includes access to free professional development opportunities and mentorship.



#### 4. Qualifications and Experience of Staff

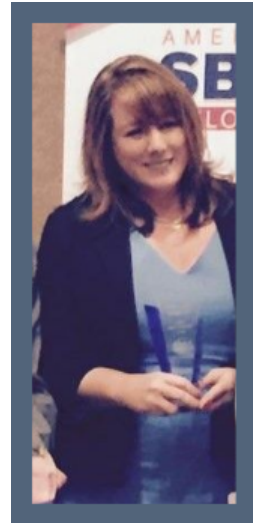
##### Individuals Who Will Manage Project

CRA Therapy will utilize the following dedicated staff in the performance of the RFP #517-2024 contract:



**Kelly McDonnell, M.S., CCC-SLP**, our CEO and Director of Therapy Services, has been working collaboratively with school systems for over 22 years to provide staffing solutions and consistent services. She is an experienced speech-language pathologist and holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health. She is an expert in working collaboratively with school district administrative staff.

Kelly coordinates and manages all CRA Therapy team staff. She makes sure all services are coordinated efficiently and that clients and therapists have successful experiences. She will provide client support and provide outcome measures upon request.



**Molly Brock, M.S., CCC/SLP**, one of our National Account Executives for Florida, has over 20 years experience as a pediatric speech-language pathologist. Prior to joining CRA Therapy, she was a Director of Exceptional Education Student Services with a large school district in Florida. As a Special Education Director, she managed speech-language pathologists, occupational therapists, physical therapists, audiologists, and the Assistive Technology Department. She has experience creating and presenting professional development to address district compliance and clinical staff needs. She has a significant background in contract administration, budgeting, and allocation of staff. This experience makes her well suited for problem-solving solutions with Leon County Schools.



Molly will be responsible for managing the partnership between CRA Therapy and Leon County Schools and the primary point of contact. She will be available by phone and email to the supervisor of the Speech-Language Program 24 hours a day, 7 days a week. Molly's responsibilities will include:

- Responding to the Leon County Schools' staffing requests immediately, typically within four hours
- Clarifying details of open positions, including dates of coverage, hours per week, caseload, population, school assignment(s), and required specialized skill set or additional preferences warranted for the position

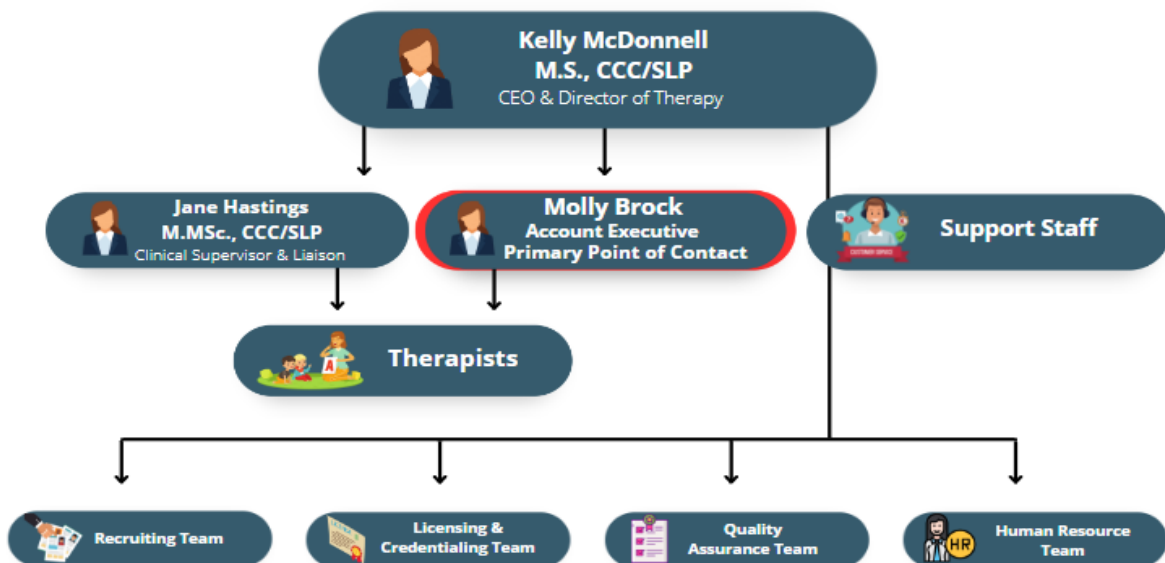
- Coordinating interviews between candidates and Leon County Schools
- Managing the integration of selected candidates into Leon County Schools
- Proactively plan for upcoming staffing needs by checking in monthly with Leon County Schools' point of contact for upcoming staffing needs
- Providing ongoing management of our speech-language pathologists
- Conduct monthly "care calls" with our CRA Therapy clinicians to provide support and verify performance of their duties
- Providing clinicians with ongoing information regarding district and company deadlines for reports and other contractual responsibilities and monitoring providers' compliance
- Management and resolution of any and all concerns of Leon County Schools
- Continuous follow up with Leon County Schools to ensure satisfaction of services



**Jane Hastings, M.M.Sc., CCC-SLP**, our Clinical Supervisor and Therapist Liaison, has 40 years of experience as a speech-language pathologist, with 25 of those years as a school-based therapist and administrator for a district speech and language program. Jane's background ranges from diagnostics to treatment, as well as administrative and coordination roles. As an administrator for a district-based Speech and Language Program in Florida, she provided supervision, support, and training to over 200 speech-language pathologists. She has developed and managed budgets, hiring processes, professional development, and policy development. She is a participant in the Florida Department of Education Leadership Academy for speech and language pathologists. Jane is an accomplished writer and ASHA and FLASHA presenter on topics of research and interest to school-based staff.

Jane will be available to support CRA Therapy staff and to help meet the needs of the District. She is able to provide support for scheduling, documentation, and clinical questions. She will provide ongoing communication and performance meetings as needed.

#### **CRA Therapy's Personnel Structure for RFP 517-2024**



# Kelly McDonnell M.S., CCC/SLP

## CEO & Director of Therapy Services

20 years of successful experience providing fiscal and strategic leadership in the school-based staffing industry

## Experience

CRA Therapy 2000– Current  
CEO & Director of Therapy Services

- Management of over 300 employees including Occupational Therapists, Physical Therapists, Speech–Language Pathologists, Speech Teletherapists, and School Psychologists nationwide
- Responsible for recruitment, placement, training, and retention of therapists in school-based environments
- Management of all client relationships, contracts, and a team of recruiters
- Development and coordination of program management, including continuing education classes, retention strategies, and resource networks for both employees and clients

Community Rehab Associates, Inc 1999– 2002  
Speech–Language Pathologist

- Home and school-based intervention for children with a variety of developmental disabilities including Autism, MR, CP and Down's Syndrome
- Provided collaborative intervention to promote communication and cognitive skills of clients in adult day programs

Genesis Rehab Services 1999– 2000  
Speech–Language Pathologist

- Provided therapy and assessment in a nursing home setting
- Treated disorders such as dysphagia, aphasia, apraxia, and dysarthria
- Developed communication boards for non-verbal clients to increase ability to communicate wants and needs to nursing staff



## Contact

 (877) 268–4329 x 114

 kelly@commrehab.org

 St. Petersburg, FL

## Education

University of Tampa  
Master of Science  
Speech–Language Pathology

Auburn University  
Bachelor of Science  
Communication Disorders

## Skillset

- Recruitment, Training, and Retention of Therapy Staff
- Salary and Contract Negotiations
- Billing Management
- Collaboration with Human Resources, Marketing, and Accounting
- Contract Compliance
- Supervision of Recruitment Team

## Current Licensure

- American Speech–Language–Hearing Association (ASHA) #12012900
- Florida Department of Health #SA5841

## Professional Memberships

- American Speech–Language–Hearing Association (ASHA)
- Florida Speech Language and Hearing Association (FLASHA)

# Molly Brock M.S., CCC/SLP

## National Account Executive

I am an account handler with strong interpersonal skills, highly creative and motivated to help school districts acquire and maintain long-term staff.

## Experience

CRA Therapy 7/2021– Current  
National Account Executive

- Develops, negotiates, and implements partnerships with school districts nationwide
- Management and resolution of any and all concerns of the clients
- Ensures compliance with all district, state, and federal guidelines
- Management of recruitment staff to ensure district openings are being filled with qualified staff

Duval County Public Schools 2013– 2021  
Director, Exceptional Education Student Services


- Served district as Specialist, Supervisor, and finally Director; direct supervision of Regional ESE Supervisors, Related Service staff, including OT, PT, SLP, Audiology, and Assistive Technology
- Provided technical assistance to school-based staff and administration
- Produced and presented professional development to address district compliance and clinical staff needs

Great Strides Rehabilitation 2011– 2013  
Clinical Liaison/ Speech–Language Pathologist

- Completed onboarding of new therapists
- Maintained patient authorization database
- Provided evaluation and treatment to patients in medical daycare and outpatient centers



## Contact

 (727) 735-4725

 molly@commrehab.org

 Jacksonville, FL

## Education

University of Vermont  
Master of Science  
Speech–Language Pathology

University Of Florida  
Bachelor of Arts  
Communication Sciences & Disorders

## Skillset

- Customer Service
- Business Development
- Account Management
- Negotiation Skills
- Relationship Management
- Contract Compliance
- Leadership
- Excellent Communication Skills
- Strong Interpersonal Skills
- Staff Retention

CRA Therapy 2006– 2011  
Speech–Language Pathologist

- Provided evaluation and therapy to students in an educational setting
- Served Pre–k, elementary, and private school students
- Acted as CF supervisor to new staff

Children First Home Health 2003– 2006  
Team Leader/ Speech–Language Pathologist

- Handled client acquisition and servicing
- Liaised between the clients and suppliers
- Ensured customer satisfaction by handling day–to–day affairs

UCP Central Florida 2001– 2003  
Speech–Language Pathologist

- Provided evaluation and therapy to students in an educational/ outpatient setting



#### Current Licensure

- American Speech–Language–Hearing Association (ASHA) Certificate of Clinical Competence
- Florida Department of Health Speech–Language Pathology License
- Florida Department of Education Certification

#### Professional Memberships

- American Speech–Language–Hearing Association (ASHA)

# Jane Hastings M.MSc., CCC/SLP

## Clinical Supervisor & Therapist Liaison

Driven Clinical Manager, Leader, and Speech-Language Pathologist with extensive experience in the school setting.

## Experience

CRA Therapy

2017 – Current

Clinical Supervisor and Therapist Liaison

- Provide instructions for current best practices
- Provide guidance for clinical activities
- Provide guidance for documentation and clinical reports
- Mentor clinicians
- Supervise speech language pathology clinical fellows
- Support staff with scheduling and answer clinical questions
- Provide on-going communication with staff and conduct performance meetings
- Assist with interviews and orientations
- Provide on-going training as needed
- Assist with placement of new employees
- 2003–2017: Program Specialist at Orange County Public Schools (OCPS), Orlando, FL
- 2006–2009: Adjunct Instructor at University of Central Florida
- 1999–2003: Language Diagnostician and Self-Contained Language Teacher at Orange County Public Schools (OCPS), Orlando, FL
- 1991–1999: Itinerant Speech-Language Pathologist at Orange County Public Schools (OCPS), Orlando, FL
- 1993: Speech-Language Pathologist at Knollwood Rehabilitation Hospital, Mobile, Alabama
- 1992: Speech-Language Pathologist at Tallahassee City Schools, Tallahassee, FL
- 1989–1992: Speech-Language Pathologist with Speech Therapy Services, Montgomery, Alabama
- 1986: Speech-Language Pathologist at Methodist Hospitals, Memphis, Tennessee
- 1982–1985: Speech Language Pathologist at Morton Plant Hospital, Clearwater, Florida

## Supervision

- 2017–2022: Provided technical support and supervision to 300+ related service providers.
- 2003–2017: Provided supervision, support, and training to 200+ SLPs. Developed and monitored budget, hiring, professional development, and policy development for district-based Speech and Language Program.



## Contact



(727) 409-3067



jane@commrehab.org



Orlando, FL

## Education

Emory University  
Master of Medical Science  
Communicative Disorders

University of Florida  
Bachelor of Arts  
Communicative Disorders

## Skillset

- Supervision
- Staff Education & Training
- Multidisciplinary Collaboration
- Instructor, Lecturer & Presenter
- School-Based Therapy
- Leadership
- Progress Monitoring
- IEP Knowledge
- Professional Development
- Grant Writing
- MindWing Concepts
- Recruitment

## Collaboration & Distinction

- Developed Progress Monitoring Tool for oral narrative skills used by OCPS speech and language clinicians and published by MindWing, Inc.
- Assigned and monitored speech and language interns working in OCPS in collaboration with the University of Central Florida, Nova Southeastern University, Florida State University, and other Universities
- Participant in Florida Department of Education Leadership Academy for Speech–Language Pathologists
- Partnership with Center for Autism and Related Services
- Member of Cleft Palate Team in collaboration with community partners
- Recruitment activities at speech and language conventions
- Organized and implemented Voice Clinics with OCPS staff and community partners
- Participated in OCPS Autism Task Force in collaboration with OCPS administrators
- OCPS Superintendent's Grant Winner

## Presentations

- American Speech–Language–Hearing Association (ASHA) National Convention presentations:
- "Strategic Planning to Support Students Success with the Common Core State Standards" oral presentation
- "Narrative Assessment as a Progress Monitoring Tool" poster session
- "Integrated Therapy with PreK Exceptional Education" poster session
- "Learning Goals and Scales for Improved Student Outcomes" poster session
- American Speech–Language–Hearing Association (ASHA) Annual School Conference presentations:
- "Improving Work Environment: Centralization of SLPs in One School District" poster session
- "Narrative Assessment as a Progress Monitoring Tool" poster session
- "Learning Goals and Scales for Improved Student Outcomes" poster session
- Florida Association of Speech–Language Pathologists & Audiologist (FLASHA) Annual Convention presentations:
- "What?? You Want Me To Do A Language Sample?" oral presentation
- "Improving Work Environment: Centralization of SLPs in One School District" poster session
- "Strategic Implementation of Language Therapy in the Public School Setting" oral presentation
- "Narrative Assessment as a Progress Monitoring Tool" poster session
- "Divina into Learning Goals and Scales" oral presentation

## Awards & Publications

- Published in the American Speech–Language–Hearing Association (ASHA) SIG 16 Perspectives on School–Based Issues, 2008: "What?? You Want Me To Do A Language Sample?"
- ACE Award Winner 2013
- Three–time winner of Disney Teacheriffic Award



## Current Licensure

- American Speech–Language–Hearing Association (ASHA) Certificate of Clinical Competence #01004278
- Florida Department of Health SLP License #SA 1635
- Connecticut Department of Public Health SLP License #18.005835

## Certifications

- Florida Professional Education Teacher Certification in Speech Language Impaired
- Florida Certification in Educational Leadership

## Professional Memberships

- American Speech–Language–Hearing Association (ASHA)
- Florida Association of Speech–Language Pathologists & Audiologists (FLASHA)
- Connecticut Speech–Language–Hearing Association (CSHA)

### Proposed Clinical Staff Candidates

Below are summaries of CRA Therapy's proposed clinical staff for RFP 517-2024 for the 2023-2024 school year. The following pages include their resumes and copies of their current and active professional speech language pathology licenses issued by the Florida Department of Health.

**Charles Attard** is a highly experienced speech-language pathologist specializing in working with children in school settings. He holds a Master of Arts in Communicative Sciences and Disorders from the University of Central Florida. He holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health. With almost 8 years of school-based experience, Charles has developed a wealth of knowledge and skills to effectively support students with speech and language needs. His expertise lies in assessing and treating communication deficits in school-aged children, enabling him to provide targeted intervention and support. Charles's extensive experience working in schools has equipped him with a deep understanding of the unique challenges and dynamics within educational environments, allowing him to collaborate effectively with teachers, parents, and other professionals to optimize student outcomes.

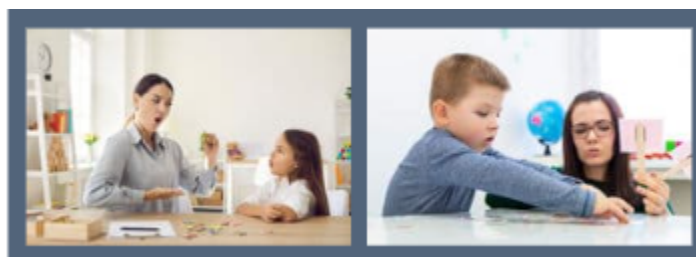
**Jessica Bonvenca** is a highly qualified speech-language pathologist with extensive experience in working with children in school settings. She holds a Clinical Doctorate in Speech-Language Pathology and a Master of Science in Education in Speech-Language Pathology. She holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health. With a diverse range of work experiences, Jessica has honed her skills in evaluating and treating speech, language, and social deficits in children. Her continuing education in areas such as Picture Exchange Communication System (PECS), Applied Behavioral Analysis (ABA), and Teletherapy further strengthens her expertise. Overall, Jessica's dedication to her profession and commitment to ongoing learning make her a valuable asset in supporting children's communication needs in educational settings.

**Ann Grant** is a highly skilled speech-language pathologist with extensive experience working with children in school settings. She holds a Master's degree in Communication Disorders and a Bachelor's degree in Education-Speech Pathology. Ann is certified by the American Speech-Language-Hearing Association and holds licenses in both Florida and Georgia. With over 30 years of experience, she has worked in various schools, providing evaluation and treatment for students with communication disorders. Ann has also served as a Compliance Specialist, ensuring adherence to speech-language pathology standards in schools. Her dedication to the field is evident through her active involvement in school improvement teams and leadership roles. Throughout her career, Ann has demonstrated a commitment to supporting children's communication needs and promoting their overall development.

**Ashleigh Hurd** is a dedicated speech-language pathologist with a strong background in working with children in school settings. She earned her Master's degree in Communication Sciences and Disorders from Georgia Southern University and a Bachelor's degree in Communication Sciences and Disorders from the University of North Carolina at Greensboro.. She holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health. With over 6 years of experience in schools and with children aged 18 months to 16 years, Ashleigh has provided evaluations, screenings, and therapy for various communication disorders. She has expertise in treating conditions such as articulation delays, autism, language impairments, and developmental delays. Ashleigh's commitment to professional development is evident through her participation in workshops and presentations, including training in PECS Level 2 and basic sign language. Her passion for helping children communicate effectively and reach their full potential is at the core of her work as a speech-language pathologist.

**Aleksandra Krawczyk** is a dedicated speech-language pathologist with a focus on working with children in school settings. She holds a Master's degree in Communication Sciences and Disorders, along with a Bachelor's degree in Communication Sciences and Disorders and English, both from the University of Central Florida. With over 3 years of experience in schools and working with children from preschool to 5th grade, Aleksandra has conducted assessments, provided evidence-based therapy, and contributed to individual education plans (IEPs). She has also gained valuable experience in the assessment and treatment of pediatric communication disorders through internships and clinical work. Aleksandra's commitment to professional development is evident through her pursuit of European Specialization in Fluency Disorders and her certifications in the Beckman Oral Motor Approach. She holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health.

**Suzanne Livoti** is an experienced speech-language pathologist dedicated to working with children in school settings. She holds a Master's degree in Speech Pathology from Worcester State College and a Bachelor's degree in Communication Disorders from The College of Saint Rose. With over 12 years of experience in schools, Suzanne has conducted evaluations, developed individualized education plans (IEPs), and provided evidence-based treatment and interventions for students. She is licensed by the Florida Department of Health, the New York Department of Education, and she holds the Certification of Clinical Competence in Speech-Language Pathology from the American Speech-Language-Hearing Association. Suzanne's expertise extends to collaborating with teachers, professionals, and families to support the communication needs of her students.



**Gabrielle Martin** is a dedicated speech-language pathologist with experience working with children in school settings. She earned a Master's of Education in Communication Disorders in Education from Valdosta State University and a Bachelor of Health Science in Communicative Disorders in Health Science from the University of Florida. She holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health. With over 6 years of experience in the field, Gabrielle has conducted diagnostic evaluations and screenings for individuals with swallowing and cognitive/linguistic difficulties. She has provided therapy targeting specific speech and language disorders in school settings, developed treatment plans, and assessed students' speech and language abilities using formal and informal assessments. Gabrielle's commitment to helping children improve their communication skills has made her an asset in the educational community.

**Cheriee Moore** is an experienced speech-language pathologist with a strong background in working with children in school settings. She holds a Master of Arts in Communication Disorders from the University of Central Florida and a Bachelor of Arts in Communication Disorders from the University of South Florida. With over 20 years of experience, Cheriee has provided speech and language evaluation and therapy services to students from kindergarten to 12th grade, both in-person and virtually. She has extensive experience in developing and monitoring Medicaid/IDEA services and projects, as well as providing guidance and support to speech language pathologists and therapists working in private and charter schools. Cheriee is certified by the American Speech Hearing Association and holds a license as an SLP from the State of Florida Department of Health. Her expertise and leadership in the field make her a valuable asset to the educational community.

**Melina Mora** is a skilled speech-language pathologist with a Master's degree in Bilingual Speech Language Pathology from Florida International University. She holds the ASHA Certificate of Clinical Competence in Speech-Language Pathology and is licensed by the state of Florida Department of Health. With over 10 years of experience, she has worked in various settings, specializing in speech and language delays, articulation, and fluency in children. Melina has expertise in evaluating and treating pediatric patients with a range of diagnoses, such as Autism, Cerebral Palsy, ADD/ADHD, Learning Disabilities, and Speech/Language Delay. She is dedicated to continuing professional development, having presented at universities and served as an adjunct professor. Bilingual in English and Spanish, Melina brings strong clinical skills and a passion for helping children thrive academically and socially.

**Danielle A. Miller** is a dedicated speech language pathology assistant with a strong commitment to providing exceptional speech-language therapy services to children. She earned a Bachelor's degree in Health Science, Communication Sciences and Disorders from the University of Florida, highlighting her solid educational background. She is licensed by the state of Florida Department of Health. With over 25 years of professional experience, Danielle brings valuable skills in communication, organization, and problem-solving. Her focus and dedication to supporting children in their speech and language development make her an ideal asset within a school setting. Danielle's expertise and passion ensure that she can make a positive impact on the lives of children in need of speech therapy services.



**Charles Attard, MA, CCC-SLP**  
**Speech-Language Pathologist**

**EMPLOYMENT HISTORY**

**Hernando County School District**

**School Site:** *Pine Grove Elementary School*  
*Brooksville, FL*

*Speech-Language Pathologist; ESE Dept SLP Team Lead*  
*July 2016 – Present*

**Orange County Public Schools**

**School Site:** *Conway Elementary School*  
*Orlando, FL*

*Speech-Language Pathologist*  
*January 2015 – July 2016*

**Job Duties:**

- Evaluation and treatment of speech and language related deficits with the general education setting (PK -5<sup>th</sup> Grade).
- Development of Individual Education Plans (IEPs) to meet student needs.
- Meetings with parents, teachers and staff to discuss IEPs, evaluation results, and other areas of concern.
- Collaboration with teachers and staff to development treatment plans and therapy goals.
- Appointed SLP Team Lead for Hernando County School District's ESE Dept for four consecutive school years (2017-2018, 2018-2019, 2019-2020, 2020-2021).
  - o Training and supervision of new clinicians/therapists (i.e., district policies and procedures, new hire training and supervision of Clinical Fellowship (CF) & Bachelor-level clinicians).
  - o Managing district's inventory of speech/language testing and therapy materials.
  - o Planning SLP school site assignments.
  - o Collecting, organizing, and reporting SLP and school site caseload data to district administration (e.g., superintendent, school board, ESE director).
  - o Interviewing SLP applicants.
  - o Collaborating with local teacher's union (HCTA) to improve SLP compensation and district ESE policies/procedures.

**UCF Communication Disorders Clinic**

*Graduate Office Assistant*  
*Orlando, FL*

*August 2011 – August 2014*

**Job Duties:**

- Assisted with day-to-day operations in clinic involving clinical staff, educators, and student clinicians.
- Fielded phone calls and answered questions about the clinic's services for both current and potential clients.
- Maintained and organized clinic materials.

**CERTIFICATION AND LICENSURE**

**American Speech-Language Hearing Association**  
**(ASHA) Member, Certificate of Clinical**  
**Competence (CCC)**

Active Member Since: *February 2016*

**Florida Dept of Health License in Speech-Language**  
**Pathology**

Original Issue Date: *March 2016*

**EDUCATION**

**Communicative Sciences and Disorders, M.A.**

*University of Central Florida*  
*Orlando, FL*

*January 2013 – December 2014*

- *Coursework:* Developmental Language Disorders, Aphasia, Cognitive Communication Disorders, Aural Rehabilitation, Augmentative Alternative Communication, Fluency Disorders, Reading & Writing Disorders

**Communication Sciences and Disorders, B.S.**

*University of Central Florida*  
*Orlando, FL*

*January 2011 – December 2012*

- *Coursework:* Guidance of Children with Communication Disorders, Counseling in Communication Disorders, Psychology of Aging, Language, Speech, & Hearing Disorders Across the Lifespan

**Associates in Arts, A.A.**

*Pasco Hernando Community College, Brooksville, FL*  
*January 2008 – December 2010*

**CLINICAL EXPERIENCE**

**UCF Communication Disorders Clinic**

*Clinical Practicum*

*Orlando, FL*

*May 2013 – May 2014*

- *Areas of Assessment and Treatment:*  
Accent Reduction and Modification, Adult and Childhood Onset Fluency Disorder, Reading Disorders, Aphasia (Individual and Group Treatment), Adult Apraxia of Speech, Cognitive Communication Disorders (Alzheimer's disease), School-Age Receptive/Expressive Language Disorders

**SPECIALIZATIONS & AREAS OF INTEREST**

**Diagnosis and Treatment:**

- fluency disorders
- phonological disorders
- school-age receptive/expressive language disorders

**Planning and Implementation:**

- play-based language therapy (early intervention/preschool population)
- augmentative alternative communication (AAC)
  - o programming of communication devices and implementation of communication strategies
  - o Picture Exchange Communication System (PECS), Proloquo2Go, and TouchChat for the Apple iPad.

## COMMUNITY INVOLVEMENT

### National Stuttering Association (NSA)

*Orlando (UCF) Chapter Member*

Active Member Since: January, 2011

### National Student Speech-Language-Hearing Association (NSSLHA)

*UCF Chapter Member*

Active Member: January, 2011 – December, 2012

### Florida Educator's Association (FEA)

*Hernando Classroom Teacher Association (HCTA)*

*Chapter – ESE Liaison/Representative*

Active Member Since: July 2016

## OTHER EMPLOYMENT HISTORY

### Alltel/Verizon Wireless

*Sales Representative*

*Spring Hill/Inverness, FL*

*October, 2007 – February, 2010*

*Job Duties:*

- Customer service, sales, incoming and outgoing calls, troubleshooting, and rate plan/bill analysis.
- Point of sale/activation system and product training specialist for several months following the Alltel/Verizon wireless merger in 2009.

### Wal-Mart Stores, Inc.

*Department Manager – Connection Center/Electronics Dept.  
Brooksville, FL*

*September 2002 – October 2007*

*Job Duties:*

- Sales and customer service
- Inventory management

## REFERENCES

### Charlotte Harvey, EdD, CCC-SLP

*Former Clinical Supervisor/Mentor (Retired)*

*University of Central Florida*

Phone: (321) 436-7638

Email: [charlotte.harvey@ucf.edu](mailto:charlotte.harvey@ucf.edu)

### Jane Hastings, MMSc, CCC-SLP

*Former Speech/Language Program Director*

*(Previously) Orange County Public Schools*

Phone: (727) 409-3067

Email: [jane@commrehab.org](mailto:jane@commrehab.org)

### Sean Maguire

*Principal/Conway Elementary School*

*Orange County Public Schools*

Phone: (407) 249-6310

Email: [6066@ocps.net](mailto:6066@ocps.net)

### Christina Dancsak, MS, CCC-SLP

*Former Co-Clinician, Pine Grove Elementary School*

*Hernando County School District*

Phone: (352) 428-1981

Email: [cdancsak@gmail.com](mailto:cdancsak@gmail.com)

### Sarai Nieves, MS, CCC-SLP

*Former SLP Team Lead; Assistive Technology Team Lead*

*Hernando County School District*

Phone: (352) 650-1858

Email: [snieves1858@gmail.com](mailto:snieves1858@gmail.com)

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE**

DATE	LICENSE NO.	CONTROL NO.
12/07/2021	SA 14458	101617

**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**

**CHARLES PAUL ATTARD**  
919 NORTH BROAD ST  
BROOKSVILLE, FL - 34601

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

AC#

10677815

DATE	LICENSE NO.	CONTROL NO.
12/07/2021	SA 14458	101617

**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**

**CHARLES PAUL ATTARD**

LICENSEE SIGNATURE



Ron DeSantis  
GOVERNOR



Joseph A. Ladapo, MD, PhD  
State Surgeon General

DISPLAY IF REQUIRED BY LAW

EXPIRATION DATE: **DECEMBER 31, 2023**

Your license number is SA 14458. Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit [www.FLHealthSource.gov](http://www.FLHealthSource.gov) and click "Renew A License" to renew online.

The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes, request duplicate licenses and much more.

It's simple. Log onto your MQA Online Services account today at <http://flhealthsource.gov/>. Select the "Account Login" button to access your account. For changes to your name, address or to request duplicate licenses, choose your selection from the dropdown list under "Manage My License". Your profession will open for renewal 90 days prior to your expiration date. When the renewal cycle opens for your profession, the "Renew My License" header will automatically display on your license Dashboard.

### IMPORTANT ANNOUNCEMENTS

#### ARE YOU RENEWAL READY?

The Department of Health will now review your continuing education records at the time of license renewal.

To learn more, please visit  
[www.FLHealthSource.gov/AYRR](http://www.FLHealthSource.gov/AYRR)

#### GROUND FOR DISCIPLINE

You should be familiar with the Grounds for Discipline found in Section 456.072(1), Florida Statutes, and in the practice act for the profession in which you are licensed. Florida Statutes can be accessed at [www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes)



## Department of Health

CHARLES PAUL ATTARD

License Number: SA14458

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA14458
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	03/28/2016
<b>Address of Record</b>	919 North Broad St BROOKSVILLE, FL 34601
<b>Discipline on File</b>	No
<b>Public Complaint</b>	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.

# JESSICA BONVENCA MSED CCC-SLP

## Speech Language Pathologist

### PROFESSIONAL AFFILIATIONS:

- ☐ American Speech-Language Hearing Association (ASHA)
  - ☐ 14169974
- ☐ State of New Jersey's Audiology & Speech-Language Pathology Advisory Committee
  - ☐ 41YS00978300
- ☐ Florida Board of Speech & Language Pathology
  - ☐ SA18018
- ☐ NPI 1528735628
- ☐ Florida Dept. of Health: Children's Medical Services: Early Steps

### EDUCATION:

NovaSoutheastern University	Fort Lauderdale, FL
<b>Clinical Doctorate in Speech-Language Pathology</b>	
Monmouth University	West Long Branch, NJ
<b>Master of Science in Education in Speech-Language Pathology</b>	May 2017
Stockton University	Galloway, NJ
<b>Bachelor of Science in Speech-Language Pathology and Audiology</b>	May 2013
Fine Arts: Photography Elective, Dean's List, Alpha Eta Honors Society	

### WORK EXPERIENCE:

<b>CommunicABILITIES</b>	Metuchen, NJ
<i>Speech-Language Pathologist (SLP)</i>	5/2022- present
Treat pediatric clients with varying disorders/ disabilities through a tele-health platform.	
<b>So To Speak Therapies</b>	Apopka, FL
<i>Speech-Language Pathologist</i>	10/2021- present
Evaluate and treat pediatric clients with varying disorders/ disabilities through a tele-health platform or within their home environment. An active Central Florida Early Steps Provider.	
<b>Greenwood Lakes Middle School</b>	
<b>Seminole County Public School District</b>	Lake Mary, FL
<i>Speech-Language Pathologist</i>	8/2020- 6/2022
Treat students with varying articulation, fluency, language, and social deficits. Determine and administer a variety of norm-referenced and qualitative assessments to best support qualification of services. Dictated evaluation reports, IEPs, progress reports, & data collection. Work on a multidisciplinary team with Mental Health Specialists, Psychologists, OTs, PTs, as well as Teachers of Deaf & HOH, Special Education, and General Education.	
<b>Center for Lifelong Learning</b>	Parlin, NJ
<b>Educational Services Commission of New Jersey</b>	9/2017-present
<i>Speech-Language Pathologist</i>	
Conducted individual and group therapy to students with speech, feeding, language, cognitive, and social needs who embody a variety of diagnoses: Autism Spectrum Disorder, Traumatic Brain Injury, or Multiply Disabled among the ages of 3-21. Advocated as an Alternative/Augmentative Communication (AAC) Specialist by applying knowledge of low to high-tech devices in determining appropriate AAC as well as	

implementation in the classroom and home settings. Composed formal evaluations: AAC Assessments, IEPs, ie. Work part-time during the Extended School Year (ESY) program. Completed External Placement 2 and Clinical Fellowship Year within this setting.

#### CONTINUING EDUCATION:

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- ☐ Picture Exchange Communication System Levels 1 & 2
- ☐ PECS to Speech-Generating Devices
- ☐ Clinical Instructions, Supervision, or Clinical Fellowship Mentors
- ☐ Teletherapy
- ☐ TouchChat
- ☐ Applied Behavioral Analysis (ABA)

#### CLINICAL EXPERIENCE:

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##### **External Placement I: Riverview Medical Center**

Red Bank, NJ *Fall 2016*

- ☐ Under direct supervision, worked with individual patients in the acute care, rehabilitation, and outpatient settings
- ☐ Involved in the assessment and treatment of pediatric and adult disorders: aphasia, apraxia, dysphagia, voice, late language emergence, articulation, phonology, fluency, selective mutism, and cognition
- ☐ Observed Modified Barium Swallow studies and dictated reports
- ☐ Facilitated an interactive group therapy for patients with cognitive impairments
- ☐ Acquired the most experience with performing dysphagia evaluations at bedside

#### CONFERENCES:

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##### **ASHA Convention**

Philadelphia, PA *2016*

Poster Presentation: "Treatments Utilizing Music to Enhance Language in Persons with Aphasia"

##### **Monmouth University's Interdisciplinary- Student Scholarship**

*2016*

"Enhancing Language with Music": A Single Case Study of a Musician with Aphasia

#### REFERENCES

---

1. Terese Manalansan MA CCC-SLP  
Speech-Language Pathology Department Supervisor at the Center for Lifelong Learning, Clinical Fellowship Supervisor, & Clinical Director of CommunicABILITIES  
(732) 762-9892 or [tmanalansan@escnj.us](mailto:tmanalansan@escnj.us)
2. Sue Ellen Strong  
Private Client's Parent  
(973) 214-1881 or [Sueellenstrong@aol.com](mailto:Sueellenstrong@aol.com)
3. Kelli Eaton MS CCC-SLP  
Speech-Language Specialist of the ESE Division at Seminole County Public Schools  
(407) 320-2144 or [kelli\\_eaton@scps.k12.fl.us](mailto:kelli_eaton@scps.k12.fl.us)
4. Barbara Miller MA CCC-SLP  
Senior Speech-Language Pathologist  
Riverview Medical Center  
(732) 890-8032 or [barbara.miller@hmn.org](mailto:barbara.miller@hmn.org)

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

AC#

1068062

DATE	LICENSE NO.	CONTROL NO.
12/09/2021	SA 18018	101985

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

JESSICA A BONVENCA

*Jessica A. Bonvenca*

LICENSEE SIGNATURE



JESSICA A BONVENCA

License Number: SA18018

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA18018
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	06/18/2020
<b>Address of Record</b>	138 Villa Di Este Terrace #208 LAKE MARY, FL 32746
<b>Discipline on File</b>	No
<b>Public Complaint</b>	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.

# **Ann Grant, M.S., CCC/SLP**

## **Speech-Language Pathologist**



### **EDUCATION**

- University of West Georgia, Carrollton, GA: January 2008 to December 2008
- Auburn University, Auburn AL: September 1985 to December 1986  
September 1981 to June 1985

### **DEGREE**

- Masters of Communication Disorders
- Bachelor of Science in Education-Speech Pathology

### **CERTIFICATION**

- Certification of Clinical Competence in Speech-Language Pathology from the American Speech-Language-Hearing Association (ASHA)
- Florida License-Speech Language Pathology
- L-5 Georgia Teacher Certification
- Georgia License-Speech Language Pathology
- Georgia Teacher Certificate

### **EXPERIENCE**

12/2021-Present      Community Rehab Associates, St. Petersburg, FL  
Crestview, FL

- Speech Language Pathologist

8/2018-12/2021      Bright Futures Speech Therapy, Mary Esther, FL  
415 W. Moreno St., Pensacola, FL 32501

- Speech Language Pathologist

07/2017- 7/2018      Pathway Programs, Peachtree City, GA  
156 Peachtree East # 149, Peachtree City, GA 30269

- Speech Language Pathologist

04/2012-7/2018      Hands on Healing, Fayetteville, GA  
290 Brandywine Blvd, Fayetteville, GA 30214

- Speech Language Pathologist

08/2014-6/2017      Clayton County Public Schools, Jonesboro, GA

Central Office-Department of Exceptional Students, 1085 Fifth Ave., Jonesboro, GA 30236

- Compliance Specialist
  - Compliance Specialist for Speech-Language Pathology (2016-2017)
  - Compliance Specialist for Speech-Language Pathology, Alternative High School, Alternative Middle School, Flint River Program, Open Campus High School, Roberts Middle School (2015-2016)
  - Compliance Specialist for Speech-Language Pathology, Jonesboro High School, North Clayton High School (2014-2015)

08/1990-08/2014 Clayton County Public Schools, Jonesboro, GA

J. W. Arnold Elem., 216 Stockbridge Rd., Jonesboro, GA 30236

- Speech-Language Pathologist-Assistant County Lead Therapist
- SLP at JW Arnold Elementary (24 years); North Jonesboro Elementary (2 yrs); Jonesboro Middle School (3 yrs); Pointe South Middle School (0.5 yrs.); Jonesboro High School (2 years) Jonesboro, GA
- Responsible for evaluating/treating Speech Impaired students with communication disorders
- START Chairperson: Responsible for leading and representing 6-8 SLPs
- Red Ribbon Week Chairperson 2004 -2011
- School Improvement Team Chairperson 1992-1994
- School Improvement team member
- Participated in evaluating children at the Pre-school Diagnostic Center

08/1989-06/1990 Tallapoosa County School, Dadeville, AL

125 N. Broadnax St. Suite 113, Dadeville, AL 36853

- SLP at Dadeville Elementary Annex
- Responsible for evaluating/treating students with Communication Disorders
- Responsible for evaluating/treating severely disabled students with Communication Disorders

12/1986-06/1989 Opelika City Schools, Opelika, AL

300 Simmons Street, Opelika, AL 36801

- SLP at Jeter Elementary
- Responsible for treating/evaluating students with Communication Disorders

09/1986-12/1986 Speech-Hearing Aid Inc., LaGrange, GA

- SLP Internship for Masters Degree
- Responsible for evaluating/treating adults and children with Communication Disorders

09/1983-12/1986 AU Speech and Hearing Clinic, Auburn, AL

- Student Clinician
- Responsible for evaluating/treating adults and children with Communication Disorders

11/1985-09/1986 Veteran's Administration Hospital, Tuskegee, AL

- Received 1985-86 Student Traineeship-Speech-Language Pathologist
- Responsible for evaluating/treating adults with communication disorders and attending physician's daily rounds once a week

4/1985-5/1985                      Montgomery School System, Montgomery, AL

- Student teaching experience-Speech-Language Pathologist

AC# 10636571

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

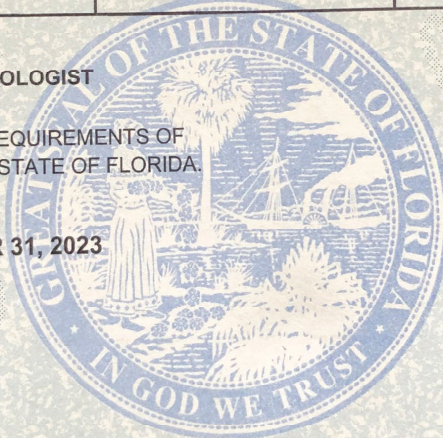
DATE	LICENSE NO.	CONTROL NO.
11/06/2021	SA 16388	98793

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

ANN MARIE GRANT  
181 181 WRIGHT CIRCLE  
NICEVILLE, FL - 32578



Ron DeSantis  
GOVERNOR

Joseph A. Ladapo, MD, PhD  
State Surgeon General

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## Department of Health

ANN MARIE GRANT

License Number: SA16388

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA16388
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	07/11/2018
<b>Address of Record</b>	181 181 Wright Circle NICEVILLE, FL 32578
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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**Ashleigh Hurd**  
Speech Language Pathologist



**EDUCATION**

**GA Southern University (formerly Armstrong Atlantic State University)**

**Master of Science** – Communication of Sciences and Disorders

May 10, 2014

Passed Praxis National Exam

December 2013

**The University of North Carolina at Greensboro (UNCG):**

**Bachelor of Science:** Communication of Sciences and Disorders

May 2012

**CERTIFICATIONS**

Infant, Child, and Adult CPR certified

**WORK EXPERIENCE**

**Ashleigh Hurd, CCC-SLP, LLC**

Owner/Speech-Language Pathologist, 6/2021-Present

Screen, evaluate, and treat the pediatric population through in-person therapy or virtual therapy.

**Invo-Progressive Healthcare – Duval County/Loretto Elementary**

School Speech-Language Pathologist, 9/2015-7/2021

Treat and screen elementary school children for language and articulation abilities. Work in the general education population with students with varied disabilities including Speech Impairment, Language Impairment, Other Health Impaired, Emotional-Behavioral Disability; as well as, the Communication and Social Skills program for students with Autism and similar disabilities.

**Lowcountry Therapy Center**

Private Practice and School Speech-Language Pathologist, 3/2015-6/2015

Treated and evaluated children between the ages 18 months to 7 years in the private practice setting and between the ages of 5 years to 16 years in the Montessori school setting. Experience in treating children with articulation delays, DeGeorge's Syndrome, autism, mixed receptive and expressive language delay, developmental delay, and Down Syndrome.

**Whale Branch Elementary School**

School Speech-Language Pathologist, 8/2014 – 3/2015

Treated, evaluated, and screened elementary school children for language and articulation abilities. Gained much experience with treatment in the Special Education classroom including children with autism, Down Syndrome, developmental delay, and phonological awareness.

### **CLINICAL EXPERIENCE**

**National Healthcare – Bluffton - Bluffton, SC** Graduate Student Intern, 1/2014 – 5/2014  
Developed experience with treatment of dysphagia, aphasia, dyspraxia, apraxia, and cognitive retraining

**West Chatham Elementary School - Pooler, GA** Graduate Student Intern, 8/2013 - 12/2013  
Experience with Pre-school – Fifth grade children with articulation, language, Apraxia of speech, Autism, and stuttering

**RiteCare Center at Armstrong – Savannah, GA** Graduate Student Intern, 9/2012 - 7/2013  
Worked with pediatric language, anomic aphasia, pediatric articulation.

**Savannah Speech and Hearing Center, Savannah, GA** Graduate Student Intern, 1/2013 - 5/2013  
Aided in leading the stroke group sessions with 10-15 adults

### **RELATED EXPERIENCE**

**The Power of Play: Effective Play-Based Therapy & Early Intervention**  
Attending presentation Cari EbErt, MS, CCC-SLP in Augusta, GA June 2015

**Armstrong Atlantic State University 2013 Student Scholar's Symposium**  
Presentation on *Comparing Inpatient and Outpatient Treatment for Reintegrating Military Personnel with Traumatic Brain Injury Back Into the Community.* Mentor: Dr. April Garrity

**The Hanen Centre Presentation, Savannah, GA** 4/30/2013  
Attended presentation by Toby Stephan

**Independent Research Study – Greensboro, NC** 1/2012-5/2012  
*Telepractice* – Mentor: Dr. Virginia Hinton

**Guilford Middle School, Greensboro, NC** Fall 2010  
Assisted in teaching a special needs middle school class

**Achieve Therapy Services, Matthews, NC** Spring 2008 - 2010  
Observed individual and group therapy sessions  
Volunteered in group sessions that included up to 8 children in each group with ages ranging from 3-6, 5-8, and 7-10.

### **OTHER WORK EXPERIENCES**

Tennis Academy of North Carolina (TANC) – Coach Summer 2007  
Ice House Rink at Eastland Mall - Intern, Coach Summer 2005 - Summer 2006

### **SKILLS**

PECS Level 2 trained; Basic Sign Language; CPR Certified; Microsoft Word, Excel, and PowerPoint

STATE OF FLORIDA

DEPARTMENT OF HEALTH

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10710525

DATE	LICENSE NO.	CONTROL NO.
01/04/2022	SA 14356	107884

THE SPEECH-LANGUAGE PATHOLOGIST

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THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date : **DECEMBER 31, 2023**

**ASHLEIGH LAUREN HURD**

LICENSEE SIGNATURE



## Department of Health

ASHLEIGH LAUREN HURD

License Number: SA14356

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA14356
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	02/05/2016
<b>Address of Record</b>	263 Saint Johns Forest Blvd SAINT JOHNS, FL 32259
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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### Education

**University of Central Florida**

Master of Arts in Communication Sciences & Disorders

Thesis: *Crosslinguistic Analysis of Stuttering and Typical Disfluencies in Polish-English Bilingual Adults who Stutter*

Orlando, FL

August 2016 – August 2018

Defended April 2018

**University of Central Florida**

Bachelor of Arts in Communication Sciences & Disorders

Bachelor of Arts in English—Creative Writing

Orlando, FL

May 2015

### Professional Experience

**University of Central Florida**

Adjunct Clinical Educator

Orlando, FL

February 2021-present

- Supervise graduate student clinicians in the university clinic and teletherapy
- Support students in case history review, goal development, and treatment implementation
- Provide feedback to students
- Collaborate with the graduate student, the client, and their families

**John Young Elementary**

Speech-language pathologist (CCC-SLP)

Orlando, FL

January 2019-present

- Conduct assessments for students demonstrating speech and language needs
- Plan and evidence-based therapy (in-person and teletherapy) for a variety of students (PK-5<sup>th</sup>)
- Contribute to special education team progress monitoring and individual education plan (IEP)
- Collaborate with teachers and parents regarding best practices in the classroom

**Beckman & Associates, Inc.**

Speech-language pathology student intern (full-time)

Maitland, FL

May 14<sup>th</sup>, 2018-July 26<sup>th</sup>, 2018

- Assisted in assessment, diagnosis, and treatment of various pediatric communication disorders
- Tracked and recorded data for SOAP notes and assessments
- Communicated with clients and their families regarding carryover treatment and data interpretation
- Certified in the Beckman Oral Motor Approach

**ManorCare – Winter Park**

Speech-language pathology student intern (part-time)

Winter Park, FL

January 8<sup>th</sup>, 2018-April 20<sup>th</sup>, 2018

- Provided diagnostic and therapeutic intervention for adults in skilled nursing facility setting
- Assessed feeding, swallowing, speech, and language abilities and provided appropriate, evidence-based treatment and recommendations
- Recorded and reported data in the form of SOAP notes and evaluations

**University of Central Florida Communication Disorders Department**

Research Assistant

Orlando, FL

January 2017 - April 2018

- Assisted Professor Vanryckeghem, PhD, CCC-SLP in research-related tasks, including analyzing *Behavioral Assessment Battery* data from international participants, proofreading manuscripts, and compiling fluency research information.

### **Licenses & Certifications**

- European Specialization in Fluency Disorders (in progress; expected June 2020)
- ASHA Member (CCC-SLP)
- Florida Department of Health License
- Beckman Oral Motor Approach

### **References**

- Dr. Martine Vanryckeghem: martinev@ucf.edu 407-823-4808
- Paulette Johnson : pdhjohnson@yahoo.com 614-535-6049

AC# 10670264

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
12/01/2021	SA 18154	100726

THE SPEECH-LANGUAGE PATHOLOGIST

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THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date: DECEMBER 31, 2023  
ALEKSANDRA KRAWCZYK  
STE D 3950 3RD ST N  
SAINT PETERSBURG, FL - 33703



Ron DeSantis  
GOVERNOR



Joseph A. Ladapo, MD, PhD  
State Surgeon General

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STATE OF FLORIDA  
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ALEKSANDRA KRAWCZYK



ALEKSANDRA KRAWCZYK

License Number: SA18154

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA18154
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	07/22/2020
<b>Address of Record</b>	STE D 3950 3rd St N SAINT PETERSBURG, FL 33703
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# Suzanne Livoti, M.S., CCC/SLP

## Speech-Language Pathologist



### EDUCATION

Worcester State College  
Master of Science in Speech Pathology

The College of Saint Rose  
Bachelor of Science in Communication Disorders

### LICENSES & CERTIFICATIONS

- Certification of Clinical Competence in Speech-Language Pathology from the American Speech-Language-Hearing Association (ASHA)
- FL DOH SLP License
- NY DOE SLP License

### EXPERIENCE

Speech Language Pathologist  
Hillsborough County Schools, FL  
9/2011 to Present

- Conduct speech and language evaluations, develop IEPs, and provided treatment/interventions based on evidence-based practices
- Create homework packets for students to use outside of the therapy setting
- Track data for progress toward goals
- Participate in documentation processes required by NM Medicaid
- Consult and collaborate with teachers, other professionals, and families

Speech-Language Pathologist  
Sigma Link Rehabilitation  
8/2010 to 8/2011

- Assessing and treating adult (primarily geriatric) patients with a wide variety of cognitive, communicative, and dysphagia-related needs, including alaryngeal patients and patients with tracheostomy. Interventions have included speech treatment, language treatment, voice treatment, augmentative and alternative communication, dysphagia treatment, and cognitive treatment.
- Providing disease/injury-specific education for patients and families
- Completing appropriate documentation in an accurate and timely manner

Speech Language Pathologist  
Healing the Generations  
5/2006 to 6/2010

- Evaluations
- Provided therapeutic treatment to individual clients with varying speech/language/oral motor/feeding/communication impairments
- Provided ongoing and regular family training
- Participate in staff meetings

AC# 10697040

STATE OF FLORIDA  
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DATE	LICENSE NO.	CONTROL NO.
12/22/2021	SA 3679	104599

THE SPEECH-LANGUAGE PATHOLOGIST

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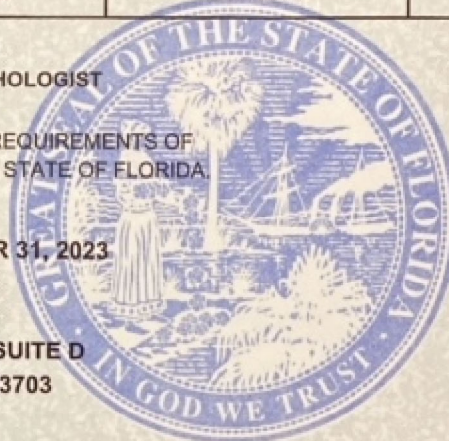
Expiration Date: **DECEMBER 31, 2023**

**SUZANNE M. LIVOTI**

**CRA THERAPY**

**3950 3RD STREET NORTH, SUITE D**

**SAINT PETERSBURG, FL - 33703**



Ron DeSantis  
GOVERNOR

Joseph A. Ladapo, MD, PhD  
State Surgeon General

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SUZANNE M. LIVOTI

License Number: SA3679

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA3679
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	09/07/1995
<b>Address of Record</b>	CRA Therapy 3950 3rd Street North, Suite D SAINT PETERSBURG, FL 33703
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# Gabrielle Martin

## Speech Language Pathologist



### Work Experience

---

#### **Speech Language Pathologist**

Marianna Health and Rehabilitation Center - Marianna, FL  
May 2017 to Present

- conducted diagnostic evaluations and screenings on individuals with swallowing and cognitive/linguistic difficulties.
- provided treatment for dysphagia and cognitive/linguistic therapy services

#### **Speech Language Pathologist**

Grand Ridge School - Grand Ridge, FL  
November 2015 to May 2017

- Followed individual treatment plans to target specific speech and language disorders during group therapy sessions in school settings
- Provided therapy for Grand Ridge School, Sneads High School, Sneads Elementary School, and Victory Christian Academy

#### **Speech Language Pathologist Extern**

Marianna Health and Rehabilitation Center - Marianna, FL  
May 2015 to July 2015

- conducted diagnostic evaluations and screenings on individuals with swallowing and cognitive/linguistic difficulties.
- provided treatment for dysphagia and cognitive/linguistic therapy services

#### **Speech Language Pathologist Intern**

Lawton Elementary School - Oviedo, FL  
January 2015 to May 2015

- Followed individual treatment plans to target specific speech and language disorders during group therapy sessions in school settings
- assessed student's speech and language abilities using formal and informal assessments

#### **Student Clinician**

Valdosta Speech and Hearing Clinic - Valdosta, GA  
January 2014 to December 2014

- Experience with clients with articulation disorders, language disorders, and multiple modes of communication
- Assessed client's speech and language abilities using formal and informal assessments
- Collaborated with mentor to develop treatment plan including short and long term goals

**Speech Therapist**

Jackson County Schoolboard - Marianna, FL  
January 2011 to December 2013

**Education**

---

**Masters of Education in Communication Disorders in Education**

Valdosta State University - Valdosta, GA  
August 2015

**Bachelor of Health Science in Communicative Disorders in Health Science**

University of Florida - Gainesville, FL  
December 2010

# 10704381

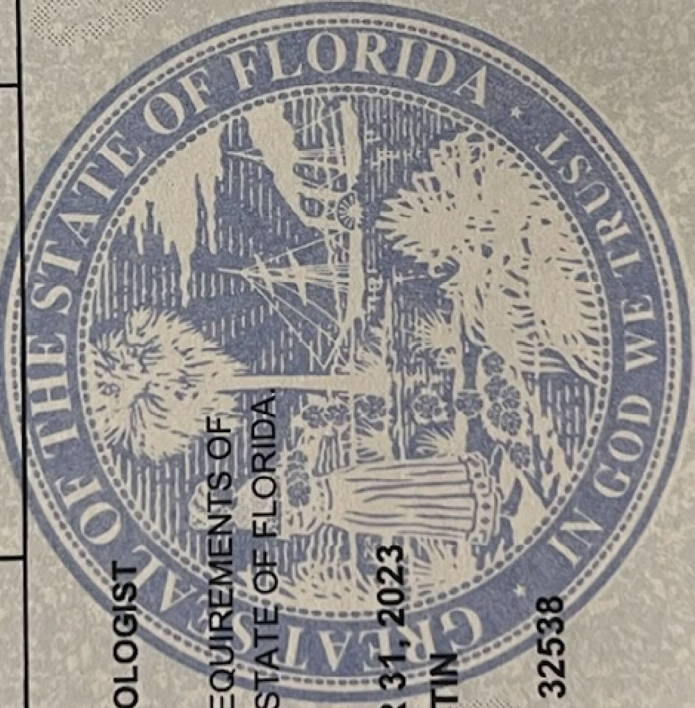
STATE OF FLORIDA  
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DATE	LICENSE NO.	CONTROL NO.
12/29/2021	SA 15051	106122

THE SPEECH-LANGUAGE PATHOLOGIST

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THE LAWS AND RULES OF THE STATE OF FLORIDA

Expiration Date: DECEMBER 31, 2023  
GABRIELLE CHARNAY MARTIN  
349 HOLMES BLVD NW  
FORT WALTON BEACH, FL - 32538



63  
A stylized signature of Ron DeSantis in black ink.

Ron DeSantis  
GOVERNOR

A stylized signature of Joseph A. Ladapo in black ink.

Joseph A. Ladapo, MD, PhD  
State Surgeon General

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STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

AC# 10704381

DATE	LICENSE NO.	CONTROL NO.
12/29/2021	SA 15051	106122



## Department of Health

GABRIELLE CHARNAY MARTIN

License Number: SA15051

*Data As Of 5/15/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA15051
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	11/22/2016
<b>Address of Record</b>	349 Holmes Blvd NW FORT WALTON BEACH, FL 32538
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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**PROFESSIONAL EXPERIENCE**

**Speech Language Pathologist Teletherapist – Albuquerque Public Schools, NM**

Responsibilities:

August 2021 – Present

- Provide speech and language evaluation and therapy services to students kindergarten to 12<sup>th</sup> grade, virtually
- Facilitate IEP and eligibility meetings with ESE team
- Progress monitor RTI
- Complete reports and documentation
- Draft appropriate IEP goals and services

**Senior Administrator (Formerly titled Senior Fund Manager July 2010-2017) - Exceptional Student Education (ESE), IDEA/Medicaid Projects, Orlando, FL**

July 2010 – Present

Responsibilities:

- Promoted from Senior Fund Manager position
- Develop and monitor Medicaid/ IDEA services and projects as identified necessary for district wide consistency and standardization
- Develop and submit IDEA grant application annually for school district
- Write and provide guidance on written proposals/ bidding process for Requests For Proposal, Independent Contract Agreement, and Statement Of Work with outside vendors
- Serve as liaison to schools and learning communities, as requested, in their budget planning and audit requirements for Medicaid/ IDEA
- Regularly inform Executive Director status of project budgets and current critical issues related to management of Medicaid/ IDEA
- Frequently monitor IDEA expenditures to determine trends and district needs regarding supplemental support for ESE students throughout the district
- Supervise and monitor three support staff
- Coordinate, provide leadership and support services to achieve desired priorities in response to needs/ disparities at Private and Charter Schools
- Support schools and other departments regarding planning and use of ESE related general funds
- Provide consultation and guidance for activities of Speech Language Pathologists and Therapists who work with Private and Charter Schools who provide direct services and evaluations
- Previous responsibilities included: Completion of informal observations that counted towards iObservation requirements for instructional staff assessments

**Field Associate, Speech Language Pathologist (SLP) – NOVA Southeastern University, Orlando, FL**

Responsibilities:

2007 – 2016

- Progress monitored learning site for graduate level Speech Language Program
- Consulted and led 40+ professional students through vigorous curriculum, problem solve concerns in program, and maintained consistency of high educational standards
-

## **CHERIEE C. MOORE, MA CCC/SLP**

### **Speech Language Pathologist**

- Provided consistent communication between/ within distance site and main campus to bridge real and perceived progress of student learning
- Regularly participated in recruitment activities and worked closely with potential applicants as they moved through the application process

#### **Itinerant SLP – Eccleston & Orlo Vista Elementary Schools, OCPS, Orlando, FL**

Responsibilities:

August 2009 – July 2010

- Managed caseload of students with Individual Education Plans
- Collected student data to problem solve student needs in classroom to determine appropriate interventions as necessary
- Served as lead SLP and provider who implemented PK literacy pilot project using *Read It Again – PK* (Laura Justice et al) program
- Lead Medicaid personnel for speech language staff to provide training and guidance providers

#### **Program Specialist, SLP – OCPS, Orlando, FL**

January 2004 – June 2009

Responsibilities:

- Supervised 30+ staff assigned at 35 different schools; tracked adequacy of program implementation; provided supervision for Clinical Fellows, externship opportunities, staff management and required annual district observations and assessments
- Lead administrator for all activities associated with Medicaid Certified School Match Program
- Developed and implemented monthly trainings/ professional development which focused on evidence based practices, current research, RtI, state and local policies and procedures for program implementation, and best practices for diagnosing and treating communication disorders in the academic setting
- Assisted in the development of policies and procedures in accordance with local, state and federal mandates for program
- Recruited, interviewed and recommended eligible applicants for employment
- Assisted in problem solving of school based programs as necessary
- Developed leadership in staff
- Coordinated and facilitated pilot project for implementation of a research based literacy program (Story Grammar Marker by MindWing Concept, Inc.)

#### ***It Takes Two To Talk* – SLP Program Instructor, Early Interventions Services, OCPS, Orlando, FL**

Responsibilities:

2002 - 2004

- Implemented an interactive 12-week grant driven program to provide developmental information and strategies to parents and caregivers of children with developmental and communication delays

#### **Itinerant SLP – Dr. Phillips Elementary School, OCPS, Orlando, FL**

2000 – 2004

Responsibilities:

- Provided diagnostic and treatment services for students, ages three to twelve years old
- Effectively communicated results of evaluation, progression of therapy and concerns with parents, teachers, and other appropriate professionals
- 

C. Moore  
Resume

## CHERIEE C. MOORE, MA CCC/SLP

### Speech Language Pathologist

- Inputted student service data into Medicaid *SMART* System on regular basis to increase revenue to support program at the school level
- Co-taught with Varying Exceptionality and regular education teachers to provide services in students' least restrictive environment
- Obtained funding to purchase materials, supplies and trainings to address school's literacy goals
- Volunteered to assist parents in formation of community play groups for young children with developmental delays

### EDUCATION

<b>Modified Degree</b> , Educational Leadership – University of Central Florida, Orlando, FL	December 2007
<b>Master of Arts</b> , Communication Disorders – University of Central Florida, Orlando, FL	December 1999
<b>Bachelor of Arts</b> , Communication Disorders – University of South Florida, Tampa, FL	May 1996

### CERTIFICATES/ LICENSES

Professional Educator's Certificate in Educational Leadership	2007 – Present
Professional Educator's Certificate in Speech Language Impaired	2005 – Present
Certificate of Clinical Competence, American Speech Hearing Association	2000 – Present
State of Florida Department of Health License, SLP	2000 – Present

### PUBLICATIONS

Angel, S., Butler, Y., Cichra, D. Moore, C., & Simonet, J. (2009). How Do I Work With the Reading Teacher without Becoming One? *ASHA Perspectives on School-Based Issues*, 10 (2) 45.

AC# 10637853

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE**

DATE	LICENSE NO.	CONTROL NO.
11/09/2021	SA 6069	98933

**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**

**CHERIEE CHALENE MOORE**  
11327 BINGHAM COURT  
ORLANDO, FL - 32837



Ron DeSantis  
GOVERNOR

Joseph A. Ladapo, MD, PhD  
State Surgeon General

DISPLAY IF REQUIRED BY LAW

**EXPIRATION DATE: DECEMBER 31, 2023**

Your license number is SA 6069. Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit [www.FLHealthSource.gov](http://www.FLHealthSource.gov) and click "Renew A License" to renew online.

The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes, request duplicate licenses and much more.

It's simple. Log onto your MQA Online Services account today at <http://flhealthsource.gov/>. Select the "Account Login" button to access your account. For changes to your name, address or to request duplicate licenses, choose your selection from the dropdown list under "Manage My License". Your profession will open for renewal 90 days prior to your expiration date. When the renewal cycle opens for your profession, the "Renew My License" header will automatically display on your license Dashboard.

**IMPORTANT ANNOUNCEMENTS****ARE YOU RENEWAL READY?**

The Department of Health will now review  
your continuing education records at the  
time of license renewal.

To learn more, please visit  
[www.FLHealthSource.gov/AYRR](http://www.FLHealthSource.gov/AYRR)

**GROUND FOR DISCIPLINE**

You should be familiar with the Grounds for  
Discipline found in Section 456.072(1),  
Florida Statutes, and in the practice act for  
the profession in which you are licensed.  
Florida Statutes can be accessed at  
[www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes)

10637853

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

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**THE SPEECH-LANGUAGE PATHOLOGIST**

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THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date : **DECEMBER 31, 2023****CHERIEE CHALENE MOORE**

LICENSEE SIGNATURE



## CHERIEE CHALENE MOORE

License Number: SA6069

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA6069
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	04/02/2001
<b>Address of Record</b>	11327 Bingham court ORLANDO, FL 32837
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# MELINAMORA

Speech Language Pathologist

Candidate of:



## EDUCATION

**08/09 - 05/11 Master of Science in Bilingual Speech Language Pathology**

Florida International University

Local FIU NSSLHA chapter member

**06/04 - 05/08 Bachelor of Arts in Psychology**

Florida International University

## ASSOCIATIONS

**06/2012-present ASHA CCC-SLP**

**06/2012-present SIG 13 member**

## EXPERIENCE

**7/2021-present Cleveland Clinic Hospital: MS CCC-SLP - [Weston, FL]**

**Medical Speech-Language Pathologist** Responsible for:

- o Evaluating and treating adults admitted to inpatient floors/ICU's for communication disorders/aphasias/cognitive-linguistic deficits/swallowing disorders/passy muir valve use/total laryngectomy care
- o Evaluating and treating adults in outpatient setting for communication/motor speech and/or swallowing disorders with range of neurological diagnoses and/or Head and Neck Cancers.
- o Instrumental Swallowing Diagnostic Evaluations: Modified Barium Swallow Studies (MBS) and Fiber Optic Endoscopic Evaluation of Swallow Studies (FEES) on diverse population including head and neck cancer population.

**3/2019-3/2020 Pediatric therapy** (Independent private practice setting): MS CCC-SLP - [Miami, FL]

- o Providing treatment in a private practice setting for speech & language delays/articulation and fluency
- o Diagnosis included; Articulation deficits, Learning Disabilities, Speech/Language Delay

**1/17-6/2021 University of Miami Health Systems: MS CCC-SLP - [Miami, FL]**

**Medical Speech-Language Pathologist** Responsible for:

- o Evaluating and treating adults admitted to inpatient floors/ICU's for communication disorders/aphasias/cognitive-linguistic deficits/swallowing disorders/passy muir valve use/total laryngectomy care
- o Evaluating and treating adults in outpatient setting for communication/motor speech and/or swallowing disorders with range of neurological diagnoses and/or Head and Neck Cancers.

- o Diagnostic Evaluations: Modified Barium Swallow Studies (MBS) and Fiber Optic Endoscopic Evaluation of Swallow (FEES) on diverse population including head and neck cancer population.
- o Ran outreach programs including Head and Neck support group for Spanish speaking population.

**09/18-12/19 Carlos Albizu University: Adjunct Professor** (Dysphagia across the lifespan Pediatric-Geriatric)

- o Taught MSLP-549 Dysphagia Master's Level course as adjunct professor

(Sabbatical leave 5/2016-12/2016)

**05/14-04/16 The George Washington University Hospital; Level I Trauma Center: MS CCC-SLP -**  
[Washington, DC]

**Medical Speech-Language Pathologist** Responsible for:

- o Evaluating and treating adults admitted to inpatient floors/ICU's for communication disorders/aphasias/cognitive-linguistic deficits/swallowing disorders/passy muir valve use/total laryngectomy care post op day 1/emergent TEP changes.
- o Evaluating and treating adults in outpatient setting for routine TEP change and total laryngectomy rehabilitation (familiar with ATOS and Inhealth insertion methods, prosthesis and housing)
- o Instrumental Swallowing Diagnostic Evaluations: Modified Barium Swallow Studies (MBS) and Fiber Optic Endoscopic Evaluation of Swallow Studies (FEES) on diverse population including head and neck cancer population.
- o Writing diagnostic evaluation reports for adults evaluated inpatient/ICU unit, acute rehab unit and outpatient total laryngectomy caseload.
- o Preparing weekly reports for interdisciplinary rounds meetings with attending physicians in medical surgical floors (neuro rounds, ICU rounds, acute rehab unit rounds).
- o Attending biweekly interdisciplinary Tumor Board meetings with Otolaryngology team.
- o Providing biweekly orientation in-services to new nursing staff on adequate utilization of speech and swallow evaluations and aspiration precautions
- o Implemented weekly interdisciplinary stroke support group meetings in acute rehab unit
- o Clinical supervisor and mentor to student/CFY (Spring 2015-present).

**10/12-05/14 Woodbine Rehabilitation Center:** MS CCC-SLP - [Alexandria, VA] Responsible for:

- Evaluating adults in rehab setting and tracheostomy unit for Passy Muir Valve training/communication disorders/aphasias/cognitive-linguistic deficits/swallowing disorders.
- Writing diagnostic evaluation reports for adults evaluated in rehab and tracheostomy unit.
- Writing and preparing documentation for interdisciplinary meetings with attending physicians.
- Providing in-services to nursing staff on adequate patient care after treatment discharge.
- Providing treatment and plan of care for communication/voice/cognitive-linguistic deficits/swallowing disorders
  - Population worked with included adults with the following admitting diagnosis: Tracheostomy, Right and Left CVA, TIA, TBI, Parkinson's & Dementias
  - Experienced with Passy-Muir Valve evaluation and treatments, open and closed endotracheal suction systems.
  - Augmentative Communication Devices issued and used in treatment: Ipad, Tobii (eye tracking and eye gaze device).

**3/12-10/12 Aegis Therapies**

**Carolyn Boone Lewis Health Care Center:** MS CCC-SLP - [Washington, DC]

**Miami Jewish Health Systems:** MS CCC-SLP (Pier-Diem) - [Miami, FL]

Responsible for:

- Evaluating adults in snf/rehab setting for communication disorders/aphasias and cognitive-linguistic deficits/swallowing disorders
- Writing diagnostic evaluation reports for adults evaluated in rehab and snf department.
- Writing and preparing documentation for interdisciplinary meetings with attending physicians.

**07/11 – 06/12 Palmetto General Hospital:** CFY-SLP (Pier Diem) - [Miami, FL]

Responsible for:

**Pediatric care:**

- Evaluating children and providing treatment in an outpatient rehab setting for speech & language delays/feeding disorders/voice and fluency
- Diagnosis included; Autism, Cerebral Palsy, ADD/ADHD, Learning Disabilities, Speech/Language Delay
- Writing reports for children evaluated

**07/11 – 06/12 Palmetto General Hospital:** CFY-SLP (Pier Diem) - [Miami, FL]

Responsible for: **Pediatric care:**

- Evaluating children and providing treatment in an outpatient rehab setting for speech & language delays/feeding disorders/voice and fluency
- Diagnosis included; Autism, Cerebral Palsy, ADD/ADHD, Learning Disabilities, Speech/Language Delay
- Writing reports for children evaluated

**08/11 – 9/12 A Love for Language:** CFY-SLP (Contracted for pediatric private practice and Pines Charter Highschool)

Some responsibilities as a CFY-SLP include:

- Evaluating high school children and providing treatment in a high school setting for speech & language delays.
- Writing evaluation reports for population evaluated

**05/09 – 08/10 Ambilingual Associates:** SLPA

Some responsibilities as an SLPA include:

- Assisting in evaluations for children with speech & language delays
- Assisting in writing reports for children evaluated.
- Assisting in writing monthly progress summaries.
- Providing treatment for children diagnosed with speech & language delays
- Documenting notes for each patient seen daily

## PRESENTATIONS/LECTURES

- **GUEST PRESENTER-** Albizu University, Dysphagia Graduate course; Spring 2017, Fall 2017, Spring 2018.
- **GUEST PRESENTER-** Nova Southeastern University, Dysphagia Graduate course; Spring 2018
- **PANELIST AND PRESENTER-** DYSPHAGIA GRAND ROUNDS FLASHA Convention 2018; Naples, FL

## PRESENTATIONS/LECTURES

- **GUEST PRESENTER-** Albizu University, Dysphagia Graduate course; Spring 2017, Fall 2017, Spring 2018.
- **GUEST PRESENTER-** Nova Southeastern University, Dysphagia Graduate course; Spring 2018
- **PANELIST AND PRESENTER-** DYSPHAGIA GRAND ROUNDS FLASHA Convention 2018; Naples, FL

## CERTIFICATIONS

09/2020 Lee Silverman Voice Treatment certified

03/2020 MBSImP certified

09/2015 ATOS/GBMC, Multidisciplinary Comprehensive Rehabilitation following Laryngectomy Certification

01/2014 Langmore, FiberOptic Endoscopic Evaluation of Swallow Study (FEES) Certified. 03/2013

VitalStim Therapy Provider | # 125134

## ADDITIONAL SKILLS

- o 10+ years' experience working with diverse adult and pediatric populations.
- o Bilingual: fluent in **English and Spanish**

REFERENCES AVAILABLE UPON REQUEST

10702910

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

AC#

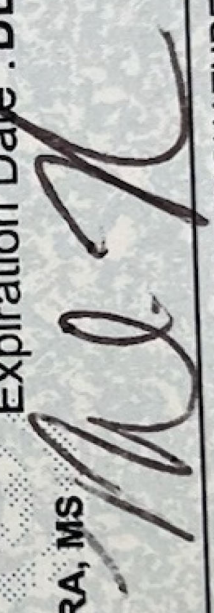
DATE	LICENSE NO.	CONTROL NO.
12/28/2021	SA 12902	105645

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**

MELINA MORA, MS



LICENSEE SIGNATURE



MELINA MORA MS

License Number: SA12902

*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA12902
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	04/10/2014
<b>Address of Record</b>	2220 2220 tallahassee WESTON, FL 33326
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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**Danielle A. Miller**  
Speech Language Pathology Assistant



Offering over 25 years of customer service experience specialized in the field of aviation. My own child's speech delay inspired me to expand my career in providing exceptional speech-language therapy services to children in need.

## **EDUCATION**

**University of Florida, Gainesville** **December 2021**  
Bachelor of Health Science, Communication Sciences and Disorders  
GPA: 3.81

## **WORK EXPERIENCE**

**Linear Air, Sales and Customer Service** **2016 - Current**  
Yulee FL  
\*remote position

- Handle customer inquiries & requests via phone, email, and webchat
- Provide quotes for Air Taxi charters, recommending best option based on client needs & fulfilling charter bookings in a timely manner
- Work with aircraft operators to book and verify customer trips & handle operational issues as they arise

**NetJets, Senior Account Manager** **2005 - 2016**  
Columbus OH

- Ensured that all aspects of flights were executed flawlessly & followed through to completion by serving as primary point of contact for owners of private jets including high-profile clients
- Proactively monitored & managed daily flight activity in real time by utilizing all available resources & tools & evaluated next day flight schedule setup to ensure owner service guidelines & standards were being met
- Actively responded to owner requests & problems offering effective solutions to resolve critical situations with the flight schedule & provided options or alternatives to resolve non-standard issues
- Maintained & demonstrated knowledge of recovery scheduling, aviation weather, airport reservation system, airport & aircraft operations restrictions, escalation & communication policy, and FAR regulations
- Continuously developed & maintained positive relationships with owners, internal & external customers, peers & management, while successfully providing accurate, appropriate & timely communication

**Delta Air Lines, Airport Customer Service** **1995 - 2005**  
Queens NY & Columbus OH

- Assisted passengers in an expeditious, caring, & proactive manner with check-in, boarding, ticketing, baggage services & irregular operations
- Resolved customer questions, issues & concerns in a professional manner

## **RELATED EXPERIENCE**

### **Soccer Coach, Amelia Island Youth Soccer**

**2020 - 2021**

Fernandina Beach FL

- Taught children aged 6-7 the basics of soccer and good sportsmanship
- Motivated players weekly to do their best in practice drills & games building confidence in a kind and encouraging manner
- Maintained a fun and positive environment for all abilities
- Assistant coached for 2 seasons prior providing additional support to the team

### **PTO Volunteer, Yulee Primary School**

**2019 - Current**

Yulee FL

- Operated game booths at the first grade carnival with a friendly, positive attitude while helping children find success using proper technique & strategies for winning
- Worked the annual book fair assisting with inquiries & organization
- Assisted with campus beautification where the children joined in with weeding, planting, and painting under our guidance & supervision
- Chaperoned class trips to the zoo, MOSH, and a Dr. Seuss musical

## **REFERENCES**

Furnished upon request

AC# 11127534

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
07/16/2022	SI 5715	14522

THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT

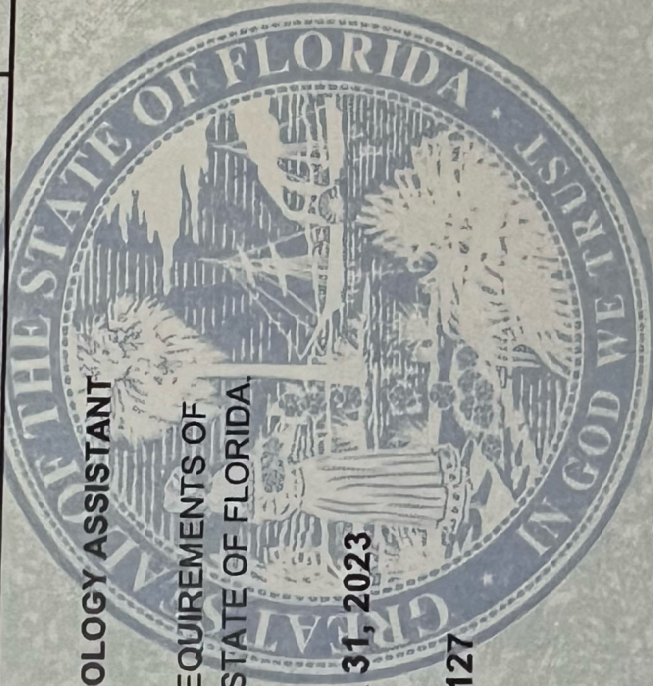
NAMED BELOW HAS MET ALL REQUIREMENTS OF  
THE LAWS AND RULES OF THE STATE OF FLORIDA.

Expiration Date: DECEMBER 31, 2023

DANIELLE A. MILLER

85099 CHRISTIAN WAY APT 127

YULEE, FL - 32097



*Ron DeSantis*

Ron DeSantis  
GOVERNOR

*Joseph A. Ladapo*

Joseph A. Ladapo, MD, PhD  
State Surgeon General

DISPLAY IF REQUIRED BY LAW

EXPIRATION DATE: DECEMBER 31, 2023

Your license number is SI 5715. Please use it in all correspondence with your board/council. Each licensee is solely responsible for maintaining their current mailing address and practice location address. If you have not received your renewal notice, please contact the Department of Health, Division of Medical Quality Assurance at 1-800-352-2631.



DANIELLE A. MILLER

License Number: SI5715

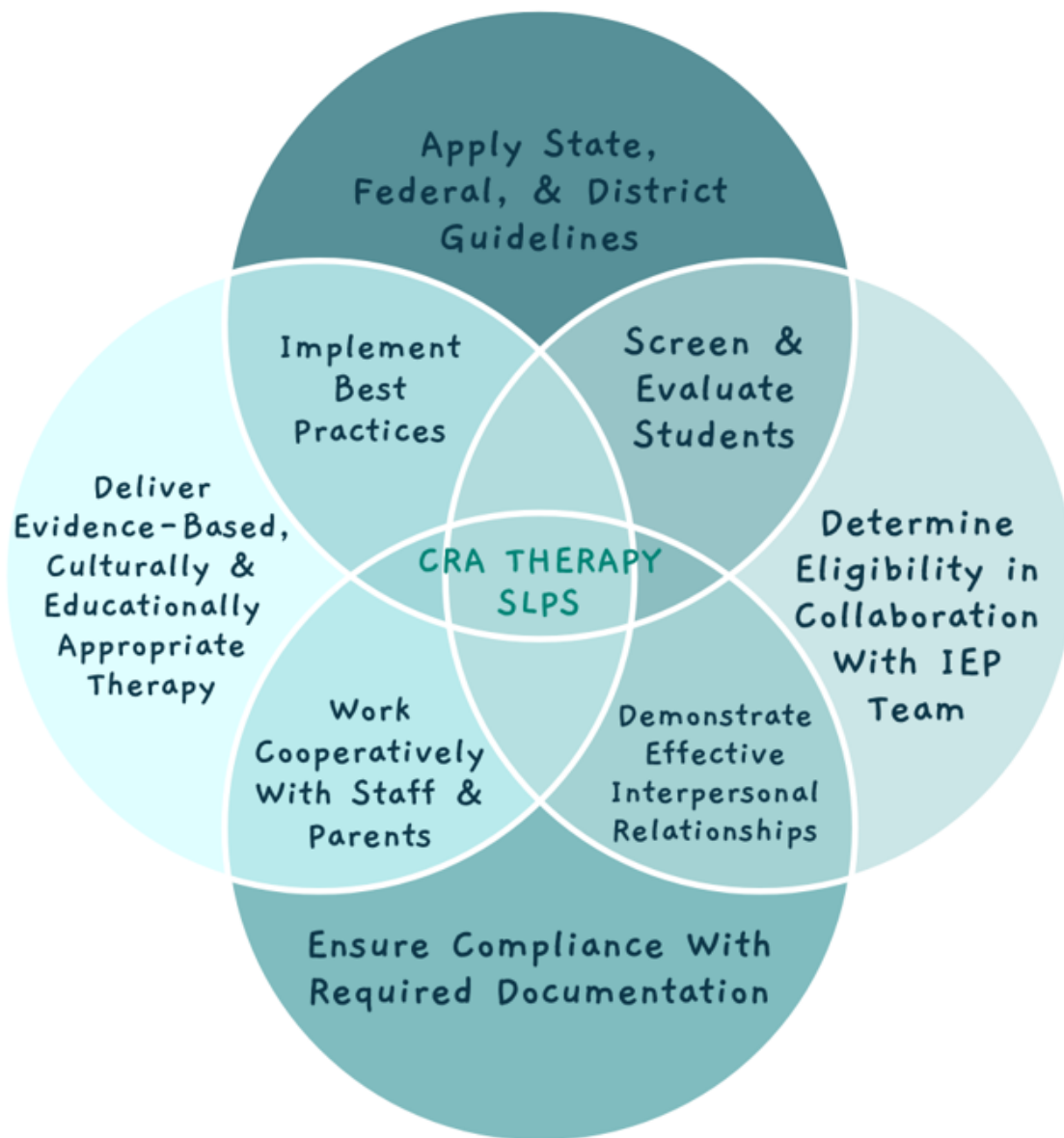
*Data As Of 5/19/2023*

<b>Profession</b>	Speech-Language Pathology Assistant
<b>License</b>	SI5715
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	07/15/2022
<b>Address of Record</b>	85099 Christian Way Apt 127 YULEE, FL 32097
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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## 5. Litigation

CRA Therapy affirmatively declares, “There is no litigation or regulatory action that has been filed or is pending against Community Rehab Associates, Inc., DBA CRA Therapy in the last three years.”



# **Tab C - Approach to Service Delivery**

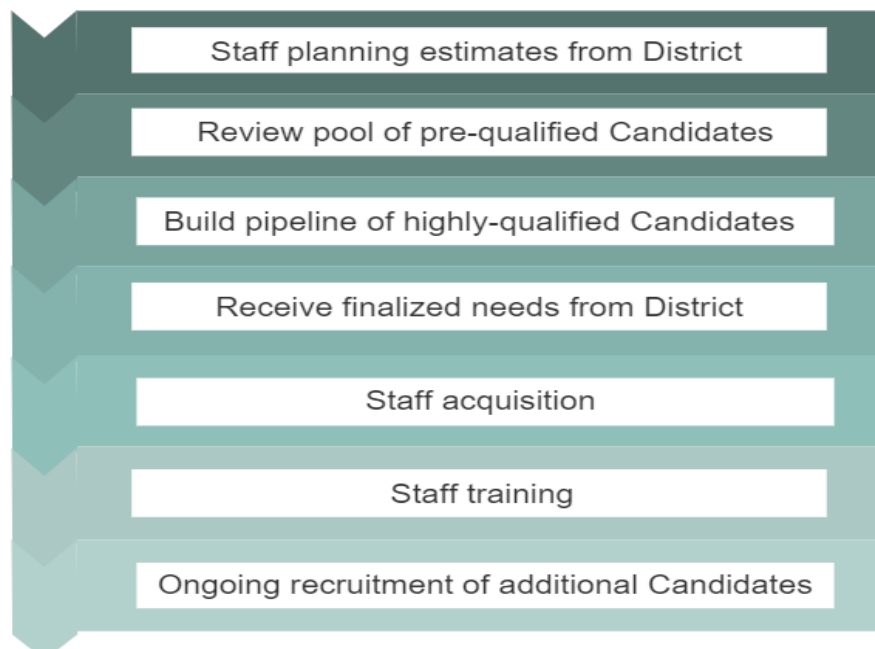
## **TAB C - Approach to Service Delivery**

### **1. Service Requests**

Initially, CRA Therapy processes the estimated staffing needs from Leon County Schools and reviews our pool of pre-screened candidates for your district. Then, we begin building a pipeline of highly qualified candidates to fill those needs.

Once we receive notice of an opening, Leon County Schools' dedicated recruiter and the Account Executive will seek out the best candidates to begin the process of joining your district's team. CRA Therapy will make it a priority to respond within hours to all requests from the District by email or phone. CRA Therapy understands and values the fact that a quick response from us means your students can start receiving services faster.

- Once CRA Therapy's Account Executive, Molly Brock, receives a request, she will respond immediately, typically within four hours, usually within minutes on school days.
- Molly will clarify details of the position, including dates of coverage, hours per week, caseload, population, school assignment(s), and required specialized skill set or additional preferences warranted for the position.
- Leon County Schools' dedicated recruiter will identify available therapists from our large database of candidates that meet the position's required availability, experience, knowledge, and skill set, as well as start a marketing campaign to recruit exceptional candidates for those positions.



## Service Request Time Schedule



**Day**

**1**

CRA Therapy responds to District's request for Candidates and obtains details and requirements of District openings.

**Day**

**2**

CRA Therapy presents Candidate submission packets of our pre-qualified Candidates that have completed our stringent interview and vetting & verification processes to District's Representative. Following District Representative's approval of submission packets, District Interviews are scheduled.

**Day**

**3**

Once the District Representative has made a determination of who they would like to offer positions to, CRA Therapy notifies the candidates and a signed Offer Letter is obtained from each Candidate.

**Day**

**4**

CRA Therapy begins our onboarding process and schedules a pre-employment drug screening, completes an E-Verify, and assists Candidate with scheduling and obtaining District background check and photo identification badge.

**Day**

**5**

A tentative start date is scheduled pending a clear background check, as well as CRA Therapy training tailored to District processes, documentation, systems, policies and procedures.

## **2. Service Techniques**

CRA Therapy has been delivering staffing solutions to school districts of all sizes and locations for over twenty-two years and has the industry experience and proven track record of providing dedicated and talented speech-language pathologists to our district clients. Our emphasis on client and employee satisfaction has resulted in 100% contract renewals, long-standing contracts with over thirty school districts, and outstanding and productive clinicians, with 90% of them opting to remain with CRA Therapy year after year.

### **Management and Monitoring of CRA Therapy Staff**

Being a therapist-owned company, we are able to bring a clinical component to monitoring our employees for the quality of services being provided to students. CRA Therapy provides comprehensive supervision and ongoing monitoring to our staff throughout the school year. During an employee's time with Leon County Schools, CRA Therapy uses a cohesive and complete performance assessment matrix to monitor and track therapists' clinical performance and compliance with district procedures and timelines. We set clear expectations and performance criteria for each employee. In addition to our performance matrix, we also complete performance reviews annually.

Our clinical supervisors each have over 20 years of experience in supervising, training, and mentoring a variety of educational professionals. Our dedicated Leon County Schools' Clinical Supervisor, Jane Hastings, is available 24/7 to our clinicians to answer any clinical or best practice questions. We support the District by monitoring our staff from their first day to making sure year-end procedures are completed in a timely manner. Our primary role in the supervision of our staff is to support the existing practices within your district. Each district has a different way of mentoring staff and we want to support and enhance Leon County Schools' existing processes. Our clinical supervisor acts as a mentor and facilitator to our staff, whether they are seasoned clinicians or those with a couple of years of school-based experience. CRA Therapy believes all therapists can benefit from collaborating with others.

In addition to staff trainings prior to a provider's first day and ongoing throughout the school year, the Account Executive, Molly Brock, will:

- Follow up immediately with any district concerns
- Communicate regularly with district leaders
- Provide additional training on school procedures when needed



### Issues With Provider

Any Leon County Schools written monitoring reports will be directed to the primary point of contact, Molly Brock. Molly will work proactively with the provider and Leon County Schools to resolve any issues immediately. Molly will provide a formal Corrective Action Plan to Leon County Schools Contract Manager within ten calendar days of receipt of the written monitoring report. CRA Therapy's protocol for addressing staff performance and other issues includes:

- CRA Therapy will immediately convey the performance issue and/or deficiencies to the provider, obtain their feedback, and prepare a 15-30 day Corrective Action Plan.
- CRA Therapy will provide any specialized training or more resources as needed.
- CRA Therapy will increase supervision and monitoring of the provider.
- CRA Therapy will conduct a weekly follow-up review with the provider to assess progress with the Corrective Action Plan.
- CRA Therapy will conduct a follow up meeting with the District at the end of the Corrective Action Plan to obtain feedback on their satisfaction of the resolution to the issue.
- CRA Therapy will replace the provider if the District is not satisfied with the provider's improved performance or if progress is not achieved within the time frame designated.

Any clinicians found to be unsatisfactory in the sole opinion of Leon County Schools, CRA Therapy will immediately withdraw that therapist within two hours of receiving the District notification.

### Substitutes

CRA Therapy will notify Leon County Schools of any upcoming maternity leaves or extended absences due to unforeseen sickness or emergency via email and telephone within 24 hours of learning about the employee's absence. The Account Executive, Molly Brock, will immediately communicate any need for a substitute, as well as all stages of the transition to the substitute provider. CRA Therapy will submit substitute candidates to the District for an interview and follow CRA Therapy's onboarding process. CRA Therapy will identify, train, and provide a qualified substitute therapist based on district needs. We will reduce the impact of any turnover in staff by the following:

- Finding a prequalified substitute provider
- Submitting substitute candidate to the District for an interview and approval
- Requiring substitute to follow the CRA Therapy onboarding process
- Arranging for compensatory services to the students in the event of a lapse in services occurs as requested by the District
- In the case of a planned maternity leave or extended absence, having that clinician who is taking leave provide a written summary of caseload and pending evaluations and meetings in well-organized files

## Replacements

CRA Therapy will notify Leon County Schools of any upcoming resignations via email and telephone within 24 hours of learning about an employee's change of employment status. CRA Therapy will identify, train, and provide qualified replacement staff based on district needs. We will reduce the impact of any turnover in staff by the following:

- Requiring CRA Therapy employees to provide a **30 school-day** resignation notice to allow time for transition
- Identifying any new needs and skill set required and add to job description
- Finding a prequalified replacement therapist
- Submitting replacement candidate to the District for an interview and approval
- Requiring replacement candidate to follow the CRA Therapy onboarding process
- Arranging for compensatory services to the students in the event of a lapse of services occurs as requested by the District
- Having the new team member trained by the staff they are replacing, if possible, to provide an overview of pending work and caseload to ensure continuity of care
- Having that clinician who is leaving provide a written summary of caseload and pending evaluations and meetings in well-organized files

## Professional Development and Specialized Training for CRA Therapy Clinicians

CRA Therapy focuses our training and professional development on skills our therapists can utilize for generalization of skills to increase students' academic achievements. Our clinicians are chosen for their knowledge, experience, and skill set for incorporating evidence-based practices with differentiated instruction, while aligning their interventions with the core curriculum. The continuing education courses we offer in our CRA University catalog focus on:

- Educationally-relevant interventions that are measurable and attainable
- The use of assistive technology and adaptive equipment
- Educational vs. medical service delivery models
- Response to Intervention (RtI) / MTSS
- Data collection and analysis
- Collaborative practices to increase student success
- Providing school-based and evidence-based interventions
- Medicaid billing and documentation compliance



CRA Therapy's Continuing Education Mission Statement:

*CRA Therapy provides support for engagement in lifelong learning, expansion of expertise in the field of school-based special education services, and provision of evidence-based and innovative therapeutic practices for our students by providing high quality online and face-to-face continuing education courses. We empower our clinicians to use current and evidence-based practices and reflect on therapeutic interventions, which support improvement in skills and success in the classroom and in life experiences.*

CRA Therapy is proud to be an approved ASHA CE Provider. We develop and present courses through our own CRA University. All our clinicians have access to our extensive library of free online CEUs in CRA University. CRA University is designed to provide our therapists with enriching and skill-building professional development opportunities. Our comprehensive, interactive, on-line portal gives providers the ability to choose and take courses designed to improve their school-based therapy and assessment skills and maintain their credentials. CRA Therapy also provides all our clinicians with a subscription to ContinuED to earn CEUs and new skills throughout the school year. CRA Therapy:

- Follows ASHA guidelines in creating courses
- Provides professional development that targets evidence-based diagnostic and therapeutic practices.
- CRA Therapy professional development course developers and trainers have experience in providing professional development coursework and have presented at state and national conferences.
- Provides ongoing monitoring of clinicians' implementation of skills learned as a result of professional development activities through on-site observations and/or via teleconferencing.

A small sampling of CEU Courses Offered Online through CRA University are:

- |  |  |
|--|--|
| ● Support Facilitation   | ● Narrative Intervention                       |
| ● Educational SLP 101: Beginning Your Legacy                     | ● Entrance and Exit Criteria                   |
| ● Building Vocabulary to Support Student Success                 | ● Lesson Planning Essentials                   |
| ● Using Learning Goals and Scales in Speech and Language Therapy | ● MTSS Overview                                |
|  | ● Story Narrative Rubric                       |
|  | ● Strategic Implementation of Language Therapy |

CRA Therapy provides every clinician with an experienced mentor. We are owned by a speech-language pathologist, two thirds of our national account executives are licensed speech-language pathologists, and all our clinical supervisors are therapists with twenty or more years of experience working in schools as either therapists, supervisors, or administrators. Because of this combined experience and knowledge, we are able to provide our therapists clinical advice and assistance.

---

### Clinical Fellow Supervision

CRA Therapy can provide expert onsite speech-language pathologist clinical fellow supervision and mentoring to our CRA Therapy clinical fellows. This opens up our recruiting field for more candidates for Leon County Schools. We had 28 speech-language pathologists on staff for the 2022-2023 school year that were all provided supervision by CRA Therapy clinical staff.

Clinical fellow supervision includes provision of a highly qualified clinical fellow mentor to complete the following:

- Provide a minimum of 6 hours of direct on-site observations for each 3 month segment
- Provide a minimum of 6 hours of indirect observations for each 3 month segment (these observations can be provided on-site and/or via teleconferencing per ASHA regulations)
- Provide written follow-up information to the District after each on-site observation
- Consult with Leon County School's staff as needed
- Provision of resources to the clinician to improve implementation of the skills listed on the Skills Inventory
- Provide professional development on evidence-based speech and language therapy practices and materials
- Provide opportunities for the clinician to demonstrate skills listed on the Skills Inventory and guide clinicians in developing a portfolio to document skills
- Provide specific and ongoing feedback to clinicians regarding strengths and areas of need
- Maintain accurate and thorough documentation of the supervision and complete each 3 month segment in a timely manner

### Resources and Staff Support

CRA Therapy provides our clinicians with the following resources:

- Online therapy resources through our therapist portal on our website
- Free professional development
- Q-Global Diagnostics
- Online professional learning communities to encourage ongoing collaboration among CRA Therapy clinicians
- Mentorships and supervision by experienced licensed clinicians, both onsite and remotely
- Monthly Newsletter to CRA Therapy clinicians highlighting best practices in the school setting
- Professional development team dinners and recognition awards to maintain a positive culture among CRA Therapy providers
- Necessary equipment (laptop computer, etc.) for the purpose of accessing district systems and writing and submitting reports

### Confidentiality

Student confidentiality is of utmost importance to CRA Therapy. CRA Therapy and its employees will not disclose any information relating to CCSD students and employees in compliance with FERPA, HIPAA, and all other Federal laws. CCSD policy will be utilized by CRA Therapy staff to maintain compliance and privacy of all student information and documentation. CRA Therapy takes the following steps regarding confidential information related to our clients and their students:

- Controlled access of information stored digitally by using passwords, firewalls, and encryption. We ensure passwords are changed regularly.
- Use of confidential waste bins and shredders
- Locked document storage cabinets
- Secure delivery of confidential documents
- Staff Training - CRA Therapy providers:
  - Will be trained on confidentiality best practices and legal requirements for student records, as well as CCSD's policies and procedures.
  - Are offered a HIPAA and FERPA training, "Understanding HIPAA and FERPA in the Schools"
  - Will be required to store all student sensitive materials in a locked cabinet when onsite
  - Will not transport any school records off of school grounds

### Additional Support to District

CRA Therapy is dedicated to our client relationships and providing the best experience possible. CRA Therapy will provide Leon County Schools with:

- Monitoring of provider's time submissions for accuracy and compliance with contract and district calendars
- Tracking of absences of CRA Therapy personnel with notification to the District Director or Supervisor for IEP compliance
- Reporting and analysis of attendance and absence data upon district request
- Customized online time logs available with the following options: signature from school supervisor, online approval, therapist name, school names, dates of service, purchase order number, hours, bill rates and totals



### 3. Standards of Practice

CRA Therapy's CEO, Kelly McDonnell, our Clinical Support Team, and our Account Executives are committed to ongoing education to stay informed about changes and updates in the field of speech-language pathology services in the school setting. We regularly share new information to our clinical staff through emails and our monthly newsletter. We routinely use the following resources for our ongoing education:

1. Attend Continuing Education (CE) courses: We attend CE courses that cover ASHA and state laws and standards of practice for speech-language pathology services.
2. Follow ASHA and the Florida Speech-Language Pathology Association (FLASHA): We follow ASHA and FLASHA on social media platforms to stay up-to-date on changes and updates to laws and standards of practice.
3. Use online resources: The ASHA & FLASHA websites have a wealth of resources related to laws and regulations, standards of practice, and guidelines for speech-language pathology services.
4. Staying connected: We network through professional organizations, conferences, and online forums.
5. Florida Administrative Code and Florida Statutes: We maintain our familiarity of the laws and regulations, as well as monitor any changes and updates, outlined in the Florida Administrative Code and Florida Statutes.
6. Florida Department of Education: Their website provides resources and information related to the provision of speech-language pathology services in educational settings as well as guidance on best practices, laws and regulations related to school-based speech-language pathology services, and resources for speech-language pathologists working in schools.
7. Florida Diagnostic and Learning Resources System (FDLRS): We attend FDLRS trainings and professional development opportunities.

By using these resources and staying informed about changes and updates for speech-language pathology services, CRA Therapy can ensure that we are providing high-quality and legally compliant services to Leon County Schools.



#### 4. & 5. Recruiting and Training / Pre-Screening Staff

Our approach is collaborative and provides an effective and efficient way of providing the staff needed to meet the therapy and evaluation needs of Leon County Schools. Through the outlined collaborative actions, our approach includes the following stream-lined staffing, processes:

- Recruitment
- Interview
- Vetting and Verification
- Candidate Submission Packets
- Onboarding
- Training
- Follow-up

#### Recruitment Process

CRA Therapy understands the roles we are recruiting to fill. We know what skills and knowledge good candidates should have. Our stream-lined and thorough interview process for candidate selection allows us to match perfect candidates with district openings. We tailor our interviews to hone in on the required skills needed for each district position. **Placing the right candidate in each district position is one reason our staff retention rate remains at 90% year after year.**

CRA Therapy will initially process the estimated needs for your district and then will begin expanding our pipeline of qualified candidates to fill those needs. CRA Therapy is always recruiting so we are able to respond quickly to service requests, as well as short notice needs, as those arise throughout the school year. We are continuously growing our candidate network and having conversations with top talent. We have a nationwide reach with over 80,000 therapists and specialized instructional service providers in our recruitment database. Our recruitment process uses designated marketing funds to meet the needs of the districts we serve. CRA Therapy's recruitment process involves:

- National Job Websites
- CRA Therapy Talent Network - candidates in our Talent Network automatically receive targeted job alerts based on matching technology whenever new positions are posted
- Maximizing the exposure of our job postings, expanding them through multiple online platforms to reach more job
- PCRecruiter Software
- Various Social Media Outlets
- State Licensure Databases
- National Accreditation Databases
- Creative Sourcing and Recruiting
- Direct Mailing, Email Blasts, and Calling
- Active in Industry-Related Groups
- Industry Specific Magazines
- Employee Referrals with Bonus Program
- Professional Conventions
- Participate in Job Fairs and Campus Career Days
- Company Database of Pre-Qualified Special Education Service Providers
- Relocation Reimbursement
- Sign-On Bonuses, Customized Compensation Packages and Healthcare Benefits

### Interview Process

CRA Therapy's multiple teams work together to ensure we submit candidates with a high likelihood of success in Leon County Schools' open positions. Our **Recruitment Team** works cohesively with our **Clinical Support Team** during the interview and candidate selection process to ensure the candidate's experience, knowledge, and skill set meet or exceed the requirements for your district positions. CRA Therapy conducts multi-step interviews to determine if a candidate is a good match for your district needs. Our screening and interview process is as follow:

- Initial Interview: Candidate speaks on the telephone with a CRA Therapy recruiter to discuss:
  - Open position description & position requirements
  - Candidate's availability and flexibility
  - Rates and benefits from CRA Therapy
  - Resume review to confirm all minimum experience criteria are met
  - Preliminary review of candidate's clinical experience, technical ability, and skill set
  - Situational and hypothetical scenarios to determine communication, analytical, and problem-solving skills
  - Assessment of their understanding and fluency of the English language
- Second Interview: Candidate speaks on the telephone with a CRA Therapy Clinical Supervisor to discuss:
  - Candidate's experience in school-based settings
  - In depth review of candidate's resume and experience with focus on school-based experience/training, technical ability, and skill set
  - Knowledge of:
    - School-based interventions and processes (referrals, eligibility, dismissal, and consultation)
    - Educational vs. medical service delivery model
    - The use of assistive technology, adaptive equipment, and interventions to increase student access to a free and appropriate public education
    - Response to Intervention (RtI)/ MTSS, including the multiple tiers of support, data collection, and collaborative practices to increase student success, whether they are part of the general education or ESE program
    - Medicaid billing and documentation compliance
  - Areas of expertise
  - Situational and hypothetical clinical scenarios to determine clinical knowledge
  - Candidate's additional training

- Third Interview: Candidate participates in an online Zoom meeting with a CRA Therapy Clinical Supervisor to discuss:
  - Review job duties, responsibilities, schedule, and answer any questions

### Vetting & Verification Process

CRA Therapy knows that professional license and certification verification is a critical component of the screening and hiring process. We ensure all our candidates have current and valid licenses prior to submitting a candidate to your district.

During the vetting and verification process, to determine a candidate's license is valid and current, a member of the **Licensing and Credentialing Team** collects copies of all current licenses, certifications, and/or credentials. They verify the license type, license/certificate number, issuance date, expiration date, and any disciplinary actions and sanctions. The verification process involves checking with the board or agency from which the candidate's license was issued, as well as checking other jurisdictions in which the candidate has previously lived and worked. Work history is verified by obtaining three professional references that must include two supervisors, with preference for one of the supervisors being their current supervisor. We require work emails and phone numbers for all references provided.

Our CRA Therapy's **Licensing and Credentialing Team** completes the following:

- Verify candidate's professional license(s), credential(s), certification(s), and education
- Verify job history
- Obtains three professional references (2 supervisors at minimum)

### Submitting Potential Candidates

The **Account Executive**, Molly Brock, will submit potential candidates to Leon County Schools for district interviews following CRA Therapy's three-step interview and vetting and verification processes.

### Candidate Submission Packets

Once a candidate is deemed appropriate, the **Account Executive**, Molly Brock, will submit the candidate to Leon County Schools with a submission packet. The submission packet will include:

- Summary of candidate's experience, skill set, and availability for an interview
- Verification of licensure and credentials
- Resume

### Onboarding

Once Leon County Schools offers a position to a candidate, prior to placement, the **candidate's recruiter, a member of the Licensing and Credentialing Team, and the Account Manager** will begin onboarding the candidate quickly and efficiently. During the onboarding process, CRA Therapy will:

- Background Checks: Confirm the required fingerprinting and criminal background checks are scheduled and completed according to Leon County Schools procedures and timeline. All costs will be at CRA Therapy's expense.
- Assist all new employees with scheduling and obtaining a photo identification badge from Leon County Schools prior to starting their assignment.
- As part of our Drug-Free Workplace Program, a pre-employment drug screening is completed prior to the employee's start date
- An EVerify Verification is completed to verify identity and employment eligibility
- **Assist and provide guidance with obtaining a Medicaid number, if applicable**
- Collect and confirm copies of current driver's license and auto insurance

### Training

Before an employee's starts with Leon County Schools, to prepare clinicians for success in their new position, CRA Therapy's **Quality Assurance Team** will provide the candidate with an orientation to CRA Therapy and Leon County Schools. CRA Therapy provides the following training:

- Orientation to Leon County Schools policies and procedures
- Inservice for compliance with all federal, state, district, and school requirements
- Overview of Leon County Schools IEP, documentation, and Medicaid systems
- Review of assigned school(s), district, and CRA Therapy contacts
- Provide district information, expectations, and required district timelines
- Offer HIPAA & FERPA Certification training course, "Understanding HIPAA and FERPA in the Schools" during the onboarding process

All CRA Therapy employees placed with Leon County Schools will receive a comprehensive and customized orientation prior to beginning their assignment. The orientation will outline Leon County Schools policies, procedures, code of conduct, and expectations of services. CRA Therapy will educate and provide instructions that include, but not limited to, wearing district identification badges, dress code, following safety protocols, completing time logs and time sheets, and timely documentation. We will review all of the contractor responsibilities set forth in the contract with each clinician assigned to the District.

All CRA Therapy employees are provided with a detailed "CRA Therapy Employee Handbook" during the onboarding process. Our handbook outlines our expectations for quality of service delivery, attendance, timely and thorough documentation, communication standards, and professionalism.

### Follow-up

CRA Therapy's **Licensing and Credentialing Team**, **Quality Assurance Team**, and the **candidate's recruiter** stay in constant contact with each new employee throughout the hiring process. We monitor the progress and status of all candidates from initial screening and interview to their first day of employment with Leon County Schools so they are properly qualified, credentialed, and prepared to fulfill your district's needs.



# **Tab D - Required Forms**

## 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

Mary Murphy

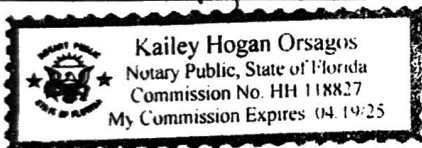
Mary Murphy

COUNTY OF Pinellas

Authorized Representative (Print)

Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization this 2nd day of May, 2023, by Mary Murphy (name of authorized representative) as Director of contracts (position title) for CRH Therapy (Vendor Name).



(NOTARY SEAL)

Kailey Orsagos

Notary Signature

Kailey Orsagos

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐ Type of Identification \_\_\_\_\_



2757 West Pensacola Street – Tallahassee, FL 32304-2998  
FAX TO: (850) 487-7869 or EMAIL TO: [MathisR@leonschools.net](mailto:MathisR@leonschools.net)

### APPLICATION FOR VENDOR STATUS

(IRS W-9 Facsimile)

**COMPANY NAME:** Community Rehab Associates, Inc., DBA CRA Therapy ☒ New Vendor ☐ Update  
**CONTACT PERSON:** Kelly McDonnell **LCSB Employee:** ☐ YES ☒ NO  
**PHONE NUMBER:** 877-268-4329 **FAX NUMBER:** 727-873-0709  
**CORRESPONDENCE ADDRESS:** PO Box 56120  
**CITY:** St. Petersburg **STATE:** FL **ZIP + 4:** 33732

### REMITTANCE INFORMATION

(if different from above)

**CONTACT PERSON:** Catherine Carroll  
**REMITTANCE ADDRESS:** PO Box 56120  
**CITY:** St. Petersburg **STATE:** FL **ZIP + 4:** 33732  
**EMAIL ADDRESS:** cra.accounts@commrehab.org **WEBSITE:** www.cratherapy.com

### PLEASE CHECK THE APPROPRIATE BOX:

**PLEASE CHECK THE APPROPRIATE BOX:** ☐ Individual/ Sole Proprietor ☒ S Corporation ☐ C Corporation ☐ Partnership  
☐ Other \_\_\_\_\_ ☐ LLC – Type (Check one) ☐ C ☐ S ☐ P

**TAX ID NUMBER:** 59-3684604 or \_\_\_\_\_  
Federal Employer Identification Number Social Security Number

*Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.*

### PLEASE INDICATE THE FOLLOWING:

**\*Minority Vendor?** ☐ Yes ☒ No

*\*If yes, certification is required – (Please submit with form)*

**Race:** ☐ Caucasian ☐ Hispanic ☐ African American  
☐ American Indian ☐ Asian ☐ Other: \_\_\_\_\_

**Gender:** ☐ Male ☐ Female

Mary Murphy  
Signature

Mary Murphy  
Print Name

05/01/2023  
Date

**LCSB site contact requesting vendor:** \_\_\_\_\_  
Name Phone & Email

### For LCSB Employee Use Only

Entered by: \_\_\_\_\_ Date entered: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Community Rehab Associates, Inc.

2 Business name/disregarded entity name, if different from above

CRA Therapy

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶
- ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting

code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

PO Box 56120

Requester's name and address (optional)

6 City, state, and ZIP code

St. Petersburg, FL 33732

7 List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

or

Employer identification number

5 9 - 3 6 8 4 6 0 4

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign  
Here

Signature of  
U.S. person ▶

*Mary Murphy*

Date ▶ 05/01/2023

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Leon County Schools Authorization for ACH Direct Payment  
Finance Department

2757 West Pensacola Street, Tallahassee, Florida 32304

Payee/Vendor Name Community Rehab Associates, Inc., DBA CRA Therapy  
Address 3950 3rd Street North, Suite D  
City, State Zip St. Petersburg, FL 33703  
Telephone 877-268-4329  
Contact Name Kelly McDonnell  
Contact e-mail kelly@commrehab.org

(for ACH remittance notification)

**Complete this section for new enrollments or for financial institution or account changes.**

Select one: ☒ New Enrollment ☐ Financial Institution or Account Change

Bank Name First Citrus Bank  
Branch (if applicable) 300 1st Ave S #300  
City, State Zip St. Petersburg, FL 33701  
Transit/Routing Number 63114577  
Bank Account Number 16731001  
Account Type (check one) ☒ Checking OR ☐ Savings  
Account Type (check one) ☐ Personal OR ☒ Business

I, the undersigned, authorize Leon County Schools to deposit payments directly to the account indicated above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account. This authorization will remain in force until Leon County Schools receives written notice of cancellation from me. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature Mary Murphy Digitally signed by Mary Murphy  
Date: 2023.05.01 15:57:30 -04'00' Date \_\_\_\_\_  
Name (printed) Mary Murphy Title Director of Contracts

**Complete this section to CANCEL your ACH electronic deposit authorization.**

I, the undersigned, hereby cancel the authorization for the Leon County Schools Finance to originate ACH electronic deposit entries into my checking/savings account. This cancellation is effective as soon as Leon County Schools Finance has reasonable time to act upon it.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Mail the completed form to the address above or email to [marschkak@leonschools.net](mailto:marschkak@leonschools.net).

**For LCS use only**

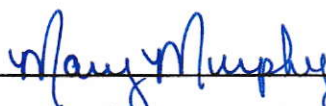
Vendor Name \_\_\_\_\_ Date Received \_\_\_\_\_



### 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.

	<b>For solicitation purposes, the Proposer's representative shall be:</b>	<b>For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:</b>
<b>Name:</b>	Mary Murphy	Molly Brock
<b>Title:</b>	Director of Contracts	Account Executive
<b>Street Address:</b>	3950 3rd Street North, Suite D	3950 3rd Street North, Suite D
<b>City, State, Zip code</b>	St. Petersburg, FL 33703	St. Petersburg, FL 33703
<b>Telephone: (Office)</b>	877-268-4329 Ext. 109	877-268-4329 Ext. 110
<b>Telephone: (Cell)</b>	727-501-3034	727-735-4725
<b>Email:</b>	mary@commrehab.org	molly@commrehab.org

Community Rehab Associates, Inc., DBA CRA Therapy	 _____	5-2-2023 _____
<b>Company Name</b>	<b>Authorized Representative (Signature)</b>	<b>Date</b>
59-3684604	Mary Murphy	
<b>FEIN #</b>	<b>Authorized Representative (Printed)</b>	

**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.

Community Rehab Associates, Inc., DBA CRA Therapy

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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.**

## Attachment VIII

### Drug-Free Workplace Certification

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

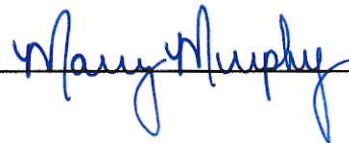
Community Rehab Associates, Inc., DBA CRA Therapy  
\_\_\_\_\_  
Company Name

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 5/2/2023

## 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 Community Rehab Associates, Inc., DBA CRA Therapy	PRI/AWARD NUMBER OR PROJECT NAME RFP 517-2024 Speech-Language Pathology Services
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Mary Murphy, Director of Contracts	
SIGNATURE(S) 	DATE 5/2/2023

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 \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](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 Mary Murphy  
(Signature of Official (Executive Director) Authorized to Sign Application)

Date: 5/19/2023

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

Date: \_\_\_\_\_

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

<p style="text-align: right;">N/A</p> <p><b>1. Type of Federal Action:</b></p> <p style="margin-left: 20px;">a. contract</p> <p>_____ b. grant</p> <p style="margin-left: 20px;">c. cooperative agreement</p> <p style="margin-left: 20px;">d. loan</p> <p style="margin-left: 20px;">e. loan guarantee</p> <p style="margin-left: 20px;">f. loan insurance</p>	<p style="text-align: right;">N/A</p> <p><b>2. Status of Federal Action:</b></p> <p style="margin-left: 20px;">a.</p> <p style="margin-left: 20px;">bid/offer/application</p> <p>_____ b. initial award</p> <p style="margin-left: 20px;">c. post-award</p>	<p style="text-align: right;">N/A</p> <p><b>3. Report Type:</b></p> <p style="margin-left: 20px;">a. initial filing</p> <p>_____ b. material change</p> <p><b>For material change only:</b></p> <p>Year _____ quarter _____</p> <p>Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p>_____ Prime      _____ Subawardee</p> <p style="text-align: right;">N/A</p> <p style="margin-left: 40px;">Tier _____, if Known:</p> <p><b>Congressional District, if known:</b></p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p style="text-align: right;">N/A</p> <p><b>Congressional District, if known:</b></p>	
<p><b>6. Federal Department/Agency:</b>      N/A</p>	<p><b>7. Federal Program Name/Description:</b>      N/A</p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b>      N/A</p>	<p><b>9. Award Amount, if known:</b>      N/A</p> <p>\$</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b></p> <p>(if individual, last name, first name, MI):      N/A</p>	<p><b>b. Individuals Performing Services</b> (including address if different from No. 10a)</p> <p style="text-align: right;">N/A</p> <p>(last name, first name, MI):</p>	

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: 5/19/2023

# **Additional Attachments**

# CITY OF ST. PETERSBURG, FLORIDA

## LOCAL BUSINESS TAX RECEIPT

ACCOUNT NO.

DATE

62392

February 08, 2023

**2023**  
EXPIRES 9/30/2023



BUSINESS:

COMMUNITY REHAB ASSOCIATES INC

3950 3RD ST N D

SAINT PETERSBURG FL 33703

23-00019500 DESCRIPTION OF OCCUPATION, PROFESSION, OR BUSINESS

OCCUPATIONAL THERAPY

65.00

PHYSICAL THERAPY

#OT 9833 MARISOL LITTLE #PT 12196 KATHERYN AMPON GONZALEZ  
#SA 3712 SANDRA LEE BRAND SPEECH-LANGUAGE PATHOLOGIST

0.00

0.00

082222 65.00 0899396

**TOTAL** 0.00

MAIL:

COMMUNITY REHAB ASSOCIATES INC

3950 3RD ST N #D

SAINT PETERSBURG FL 33703

Changes in business name, address, mailing name or address, as well as additions to the business activity, may require additional applications. Please contact this office before making changes or if the description on this receipt does not reflect your entire business activity. Additional activities may require additional taxes.

Failure to renew before the expiration date may result in penalty fees being assessed.

Display this receipt conspicuously at all times in the place of business.

If there is no place of business, this receipt must be presented to any police officer or officer of the city upon their request.

Many business taxes are transferable from one owner to another, or one location to another. To transfer this receipt, contact our office for information and price, and fill in the following.

I, \_\_\_\_\_ hereby assign all my rights, title and interest in local business tax receipt # \_\_\_\_\_ to \_\_\_\_\_

(name of new owner)

(signature of previous owner)

This local business tax receipt does not allow the holder to violate any city law, ordinance or regulation. It is not an endorsement, approval or disapproval of the holder's skill or competence. This business tax receipt is not proof of the compliance or non-compliance of the holder with other laws, regulations or standards. In addition to obtaining this local business tax receipt, the holder shall be responsible for complying with all applicable laws, regulations and standards including but not limited to the City's Construction Services and Zoning Department requirements.

# *State of Florida*

## *Department of State*

I certify from the records of this office that COMMUNITY REHAB ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on November 20, 2000.

The document number of this corporation is P00000108905.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 6, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-first day of May, 2023*



  
*Secretary of State*

Tracking Number: 3197702349CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan (CLW) 101 N Starcrest Dr Clearwater FL 33765		<b>CONTACT NAME:</b> MMA Bouchard <b>PHONE (A/C, No, Ext):</b> 727-447-6481 <b>E-MAIL ADDRESS:</b> clcerts@marshmma.com		<b>FAX (A/C, No):</b> 727-449-1267
<b>INSURED</b> Community Rehab Associates, Inc dba CRA Therapy PO Box 56120 Saint Petersburg FL 33732		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Philadelphia Indemnity Insurance Co.		18058
		INSURER B: Technology Insurance Company, Inc.		42376
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

**COVERAGES****CERTIFICATE NUMBER:** 1625915418**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2481479	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2481479	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB790889	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	TWC4128725	8/30/2022	8/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			PHPK2481479	11/1/2022	11/1/2023	1,000,000 3,000,000
A	Abuse			PHPK2481479	11/1/2022	11/1/2023	1,000,000 3,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate holder is additional insured as respects General Liability only if required by written contract, and subject to the terms, conditions and limits as specified in the policy. Coverage is primary with respect to General Liability and non-contributory as subject to the terms, conditions and exclusions of the policy. Waiver of subrogation applies in favor of certificate holder as respects to General Liability only if required by written contract, and subject to the terms, conditions and limits as specified in the policy.

**CERTIFICATE HOLDER****CANCELLATION**

For Info Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# 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)	\$ 89.95
2.	Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	\$ 79.95
3.	Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)	\$ 84.95
4.	Rate per hour for FDOH licensed SLP (Remote)	\$ 87.95
5.	Rate per hour for FDOE licensed SLP Assistant (Remote) supervised by a licensed SLP provided by the Contractor	\$ 77.95

Community Rehab Associates, Inc., DBA CRA Therapy  
Company Name

59-3684604  
FEIN

Mary Murphy  
Authorized Representative Name (Printed)

Director of Contracts  
Authorized Representative Title

Mary Murphy  
Authorized Representative Signature

5/2/2023  
Date