



**School Board of Leon County, Florida  
District Term Contract  
DTC-24-1012**

**Speech-Language Pathology Services**

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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 The Stepping Stones Group (Contractor) located at 123 N. Wacker Drive, Suite 1150, Chicago, IL 60606. 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: The Stepping Stones Group response to RFP 517-2024, Speech-Language Pathology Services; and
- c) Exhibit C: The Stepping Stones Group 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: The Stepping Stones Group response to RFP 517-2024, Speech-Language Pathology Services; and
- d) Exhibit C: The Stepping Stones Group 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:

Mike Angelo, Client Services Manager  
123 N. Wacker Drive, Suite 1150  
Chicago, IL 60606  
Telephone: (800) 337-5965  
Email: [mike.angelo@ssg-healthcare.com](mailto:mike.angelo@ssg-healthcare.com)

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

## VIII. Termination

### A. Termination for Convenience

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

### B. Termination for Cause

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

C. Termination for Unauthorized Employment

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

D. Termination for Lack of Funds

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

E. Contract Termination Requirements

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

## **IX. Assignment**

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

## **X. Subcontracts**

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

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

## **XI. Price Adjustments**

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

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

## **XII. Additions/Deletions**

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

## **XIII. Other Conditions**

### **A. Public Records**

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

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

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



Tanya Vickers

Printed Name

Client Services Manager

Title

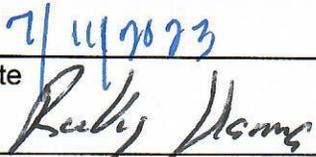
7/10/2023

Date

SCHOOL BOARD OF LEON COUNTY, FL

  
Alva Swafford Smith, Board Chair

Date

  
Rocky Hanna, Superintendent

Date

# Request for Proposals (RFP)



## Speech-Language Pathology Services RFP 517-2024

RFP Released: April 26, 2023

Deadline for Questions\*: May 15, 2023

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

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

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

# RFP Timeline

Steps in the RFP process	Date and Time	Location (if applicable)
Release of RFP	April 26, 2023	District Website <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.
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## 1.2 Proposer Qualifications

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

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

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

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

**The District's Procurement Officer**

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

Purchasing Department

Leon County Schools

3397 W. Tharpe Street

Tallahassee, FL 32303

**Telephone:** (850) 488-1206

**Email:** [purchasing@leonschools.net](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.
-



## 1.6 Proposal Opening

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



## 1.7 Disposition of Proposals

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



## 1.8 Changes to the RFP

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

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



## 1.9 Protest Procedures

Per Section 120.57(3), F.S., a Notice of Intent to Protest or a Formal Written Protest must be filed with the District's Purchasing Department within the timeframes established in Florida Statutes. Filings may be made physically at 3397 W. Tharpe Street, Tallahassee, Florida 32305, or via email to [bidprotests@leonschools.net](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 Good 22.5 Fair 15 Poor 7.5 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 Good 22.5 Fair 15 Poor 7.5 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 Good 22.5 Fair 15 Poor 7.5 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

<i>Scored by LCS Purchasing Department</i>	
<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.

<b>Name</b>	<b>Title/Position</b>	<b>Date of Filing</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**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

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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>) 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
	19	Juneteenth Holiday (Districtwide)
July	TBD	SRA and ESE Holiday Break
	4	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	29	Last Day of Four-Day Workweek

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

## LCS 2024-2025 REGULAR CALENDAR

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



## THE STEPPING STONES GROUP

Transforming Lives Together



# The Stepping Stones Group

**Request for Proposal 517-2024**  
***Speech Language Pathology Services***  
**Leon County Schools**

### Authorized Representatives

**Mike Angelo, Client Services Manager**  
**123 N. Wacker Drive, Suite 1150**  
**Chicago, Illinois 60606**  
**[mike.angelo@ssg-healthcare.com](mailto:mike.angelo@ssg-healthcare.com)**  
**610-773-2194 x 1221**

### Secondary Contact

**John Gumpert**  
**RFP & Contracts Manager**  
**[k12ops.bids@ssg-healthcare.com](mailto:k12ops.bids@ssg-healthcare.com)**

**Opening Date: Friday, May 26th, 2023**  
**Opening Time: 2:00 PM**

***Respectfully Submitted***



**THE STEPPING STONES GROUP**  
Transforming Lives Together

May 22, 2023

Leon County Schools  
June Kail, Office of Procurement  
3397 West Tharpe Street  
Tallahassee, Florida 32303

Ms. Kail,

In response to your Request for Proposal, The Stepping Stones Group, LLC is pleased to present its proposal for the provision of Speech Language Therapy Services for Leon County Schools (LCS). SSG is the premier, national provider of therapeutic, behavioral, autism, nursing, and educational services to children in school, home, and community settings. We would like to express our sincere and earnest interest in partnering with LCS to provide Speech Language Therapy services.

With over 34 years of experience and expertise, The Stepping Stones Group is a trusted market-leader in providing special education, therapeutic, nursing, and behavioral health services for school systems throughout the United States. We are comprised of ten trusted, long-standing, and mission-driven organizations that offer a variety of special education solutions. Our family of brands includes the following: AlphaVista, Ardor School Solutions, Cobb Pediatric Therapy Services, Cumberland Therapy Services, EBS Healthcare, Futures, MyTherapyCompany, Speech Rehab Services, Staffing Options and Solutions, and Staff Rehab. Through our collective family of brands and continued growth, we now serve more than 1,100 public school systems, charter schools, and private learning centers, and we employ more than 9,000 therapy, behavioral health, nursing, and education professionals nationwide.

Our organization has combined the management and recruitment expertise of our partner companies, along with clinical resources, mentoring, and professional development, into one market-leading organization. We provide comprehensive clinical management services, and each of our clinicians is assigned to a Clinical Manager. As such, we have earned an excellent reputation as an extremely effective and responsive provider of high-quality education-based services. The Stepping Stones Group has maintained a 92% client retention rate, leading to consistent and reliable staffing for our school district partners.

The Stepping Stones Group is uniquely qualified to meet the needs of CCSD. We have the experience to recruit qualified, licensed providers and the capabilities to provide the District with whatever level of staffing it may need, from simple position staffing to department management, and anything in between that would benefit its students. If you should have any questions or require additional information, please feel free to contact me directly, and we appreciate your consideration.

Sincerely,

*Michael Angelo*

Mike Angelo  
Client Services Manager  
p. (610) 773-2194 x 1221  
e. [mike.angelo@ssg-healthcare.com](mailto:mike.angelo@ssg-healthcare.com)

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## EXECUTIVE SUMMARY/LETTER OF INTEREST

SOG is passionate about helping students in need across the country. We engage with school districts, educators, and parents to understand students' unique challenges and provide special education solutions. We leverage our longstanding history, national leadership, regional experience, and expansive professional network to effectively provide therapeutic and behavioral health services for our school district partners.

We understand and are qualified to meet and exceed the requirements set forth in the LCS RFP for Speech Language Pathology Services. We are involved, accountable partners with our school district clients, and we work each day with that partnership - and our responsibility to ensure the quality and reliability of our clinicians and services - at the center of our activities. We believe we have the necessary experience and qualifications to meet the needs of LCS.

## WHO WE ARE

SOG is the nationwide market leader in providing therapeutic, nursing, and behavioral health services for children with special needs.

- **Our mission:** *Transforming the lives of children, families, and communities together through our exceptional therapeutic and behavioral health services*
- **Commitment to our Core Values:** Trust, Integrity, Results, Quality, Community, Inclusivity
- **Dedication to our client relationships:** Our 34-year history working closely with our district partners is the foundation of our organization.
- **Stepping Up for a Cause:** SOG is intentional about serving its communities, and we believe small acts make big differences in the lives of people where we live and work. We are committed to giving back to the communities that we serve through our philanthropic efforts.
- **Inclusivity:** Our Diversity & Inclusion Council focuses on bringing about a more equitable environment to enable all employees to feel welcomed and included for their unique talents and contributions.

## WHY SCHOOL DISTRICTS TRUST US

- **We Know School Districts:** We are the largest provider of school-based therapeutic and behavior support services nationwide, serving over 9,000 students in over 1,100 districts.
- **Quality is Our Priority:** We utilize an engagement and communication platform to enhance our employees' experiences and to monitor their fulfillment with their positions. This allows the team to stay informed of potential issues and fix potential problems early.
- **Our Experience:** We have specialized in serving school systems for 34 years and are working to positively impact the lives of more than 2.1 million children. We have been providing school-based services to Florida school districts since 2007, and we currently have 532 clinicians working across the state.
- **Our Dedication:** We make sure our clinicians have the resources to do their job effectively so that your students are served appropriately. We ensure quality services and provide an experienced clinical leadership team.

## HOW WE ARE DIFFERENT

- **Clinical Quality:** Every clinician is managed by an experienced school-based clinician, not by someone in HR. Our operational leadership consists of licensed clinicians and educators whose support and mentorship promotes best practices and ensures that our staff members are successful in their district assignments.
- **District Professional Development:** We offer continuing education to your District. Each school year, we will offer your District and your employees exclusive access to ASHA, AOTA, and APTA approved courses three times per year at no additional cost.
- **Training and Development:** We provide our staff with continuing education, training, resources, and mentoring through our professional development program, **Pathways to Success**.
- **Our Employees, Not Independent Contractors:** Our clinicians and educators are our employees, not independent contractors. As a result, we are able to exercise higher levels of accountability and expectations in the provision of services.
- **Personalized Team Approach:** We provide a dedicated **Triad** team (Clinical Manager, Client Services Manager, and Career Services Manager) that works together to deliver the highest level of service and support to the District and the students served.
- **Clinician Retention:** Our Net Promoter Score is rated as Excellent for our industry. The Net Promoter Score is a measure of how likely our clinicians are to recommend us to someone else. With such a high rating, our clinicians are more likely to return year after year, which results in reduced turnover.

## OUR COMMITMENT

Together, we are transforming the lives of children and families, improving the quality of therapeutic and behavioral services, and joining with like-minded therapists, clinicians, and educators in order to have a greater impact in our communities. Our passionate leadership team and expansive clinical support network ensure the delivery of the highest quality therapeutic and behavioral health services to the District.

## Family of Brands

The Stepping Stones Group grew from a simple belief: That every child is born with a special set of gifts. Throughout our history, we have partnered with ten mission-driven organizations that share in our vision. Our dynamic leadership team and expansive clinical support network ensure the delivery of the highest quality therapeutic and behavioral health services nationwide.



# TAB A - OVERVIEW

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## COMMITMENT TO DIVERSITY & INCLUSION

The Stepping Stones Group is committed to diversity and inclusion. As a socially conscious employer driven by purpose, we welcome all people who have the heart to join us in our mission to transform lives together. Our Diversity & Inclusion Council focuses on bringing about a more equitable environment to enable all employees to feel welcomed and included for their unique talents and contributions. We celebrate the diversity of our colleagues and believe that by listening, learning, and empathizing with each other's life experiences we become a stronger organization.

## FINANCIAL INTEREST

Please see Attachment III following this page detailing financial interest information required by LCS.

**Attachment III**  
**Notice of Conflict of Interest**

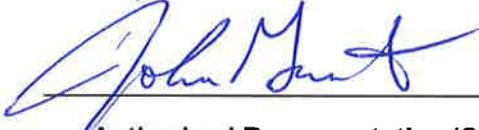
**Company Name:** The Stepping Stones Group [Proposers shall complete either Section 1 or Section 2]

**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 1**

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)**

John Gumpert  
\_\_\_\_\_  
**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.

<b>Name</b>	<b>Title/Position</b>	<b>Date of Filing</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Authorized Representative (Signature)**

\_\_\_\_\_  
**Authorized Representative (Print)**

\_\_\_\_\_  
**Date**

# TAB B – EXPERIENCE AND ORGANIZATION

---

## REFERENCES

In addition to Attachment V, Proposer Reference Forms included following this page, please see additional Florida references below.

### **Santa Rosa County Public Schools**

Bobbie Jo Cueno, M.S. CCC-SLP

Program Facilitator and Contract Manager for SRC Speech-Language Pathologists

Office 850-983-5584

[cuenob@santarosa.k12.fl.us](mailto:cuenob@santarosa.k12.fl.us)

### **Miami Dade County Public Schools**

Angie Robinson, SLP Chair

1450 N.E 2<sup>nd</sup> Ave

Miami, FL 33132

Phone: (305) 756-2132

[angie1@dadeschools.net](mailto:angie1@dadeschools.net)

### **Okaloosa County Public Schools**

Judy Peacock, ESE Specialist

120 Lowery Place South East

Fort Walton Beach, FL 32548

Phone: (850) 833-3100

[Judy.Peacock@okaloosaschools.com](mailto:Judy.Peacock@okaloosaschools.com)

### **Polk County School District**

Dr. Kenny Hodges, Senior Manager, ESE

1915 South Floral Ave.

Bartow, Florida 33830

Phone: (863) 534-0500

[kenny.hodges@polk-fl.net](mailto:kenny.hodges@polk-fl.net)

## 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.

The Stepping Stones Group

---

Companies Acquired By SSG - EBS Healthcare, Cobb Pediatric Services, Cumberland Therapy Services

---

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 #2

Proposer Name: The Stepping Stones Group

Reference Company Name: Clay County Public Schools

Address: 900 Walnut Street, Green Cove Springs, FL

Primary Contact Person: Susan Broskie Alternate Contact Person: \_\_\_\_\_

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

Primary Contact Phone: (904) 336-6873 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: susan.broskie@myoneclay.net Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 2010 - Present Location of Services: \_\_\_\_\_

Brief description of the services performed for this reference:

The Stepping Stones Group and formerly EBS Healthcare have partnered with Clay County Public Schools for over 10 years providing SLP services to the district. In addition, we have hosted ASHA approved CEU events for the district.

Overall contract performance:  Poor  Fair  Adequate  Good  Excellent

Would you contract with this vendor again?  Yes  No

Susan Broskie

5/22/23

Primary Reference Contact Signature

Date

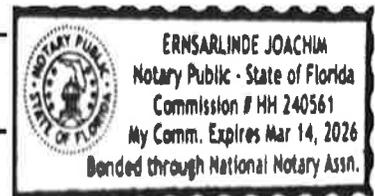
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 22nd day of May, 2023, by Susan Broskie (name of authorized representative) as SLP Specialist (position title) for Clay County Public Schools (company name).

Ernsarlinde Joachim  
Notary Signature

Ernsarlinde Joachim

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)



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

### Proposer's Reference Form

#### Reference #1

Proposer Name: The Stepping Stones Group

Reference Company Name: Duval County Public Schools

Address: 1701 Prudential Drive, 4th Floor, Jacksonville, FL

Primary Contact Person: Heather McCabe, *Related Services Supervisor* Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: ~~ESE Coordinator~~ Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: (904) 348-5151 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: MccabeH1@duvalschools.org Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: ~~2005~~ - Present Location of Services: \_\_\_\_\_

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

The Stepping Stones Group, and previously EBS Healthcare have partnered with Duval County Public Schools for over 15 years providing various ESE services including SLP, OT, PT Special Education Teachers, etc.

Overall contract performance:     Poor     Fair     Adequate     Good     Excellent

Would you contract with this vendor again?    Yes     No

*[Signature]*

5/19/23

Primary Reference Contact Signature

Date

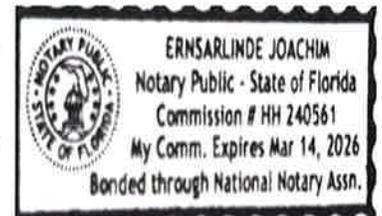
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 19th day of May, 2023, by Heather McCabe (name of authorized representative) as Related Services Supervisor (position title) for Duval County Public Schools(company name).

*[Signature]*  
Notary Signature

Ernsarlinde Joachim

(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: The Stepping Stones Group

Reference Company Name: Hillsborough County School District

Address: 1202 E Palm Avenue, Tampa, FL

Primary Contact Person: Deborah Llewellyn Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: Supervisor of SLP Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: (813) 273-7520 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: deborah.llewellyn@hcps.net Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 2020 - Present Location of Services: Hillsborough County Public Schools

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

The Stepping Stones Group and formerly EBS Healthcare have partnered with Hillsborough County Public Schools for three years providing both onsite and virtual SLP services.

Overall contract performance:     Poor         Fair         Adequate         Good         Excellent

Would you contract with this vendor again?     Yes         No

Deborah Llewellyn

05/19/2023

Primary Reference Contact Signature

Date

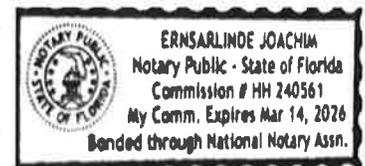
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 19th day of May, 2023, by Deborah Llewellyn (name of authorized representative) as Supervisor of SLP (position title) for Hillsborough County Public Schools (company name).

Ernsarlinde Joachim  
Notary Signature

Ernsarlinde Joachim

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)



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

# TAB B – EXPERIENCE AND ORGANIZATION



## COMPANY PROFILE

The Stepping Stones Group offers a robust 34-year history of providing therapeutic, behavioral health, nursing, and special educational services for school systems. Since our beginnings in 1989, we have become the nationally recognized leader in serving school districts and have made the INC 5000 list over 10 times. SSG has also been providing school based SLP services since 1989. We are a Limited Liability Company (LLC) based in Chicago and incorporated Delaware. We also have additional corporate hubs in Boston and Atlanta, along with offices in California, Indiana, New York and Pennsylvania.

We currently have over 9,000 clinicians and educators providing services for over 1,100 public school districts, charter schools, and private learning centers in more than 45 states. Of those 9,000 clinicians, over 5,500 are SLPs. We have unparalleled experience in delivering best practice therapeutic and behavioral health solutions to children with special needs and autism. In addition to recruiting highly qualified staff, we provide clinical management, comprehensive training and orientation, and ongoing monitoring for our clinicians.

### *Our Mission and Core Values*

Our company was founded with the singular mission of transforming the lives of children, families, and communities together through our exceptional therapeutic, special education and behavioral health services. We have a strong commitment to our core values, as they are the true heart of our company culture:

- **Trust:** Respectful and loyal in our actions
- **Integrity:** Honest, ethical, and fair in our activities
- **Results:** Striving to exceed expectations
- **Quality:** Excellence in everything we do
- **Community:** Working together to improve a child’s future
- **Inclusivity:** Welcoming everyone to join our mission in transforming lives together

A passionate adherence to these guiding beliefs continues to shape how we serve our employees, our clients, and the broader community.

## CONTACT INFORMATION

<b>Name</b>	The Stepping Stones Group, LLC
<b>Headquarters</b>	123 N. Wacker Dr., Suite 1150, Chicago, IL 60606
<b>Date Started</b>	Formed in 1989. Official Name Change - December 31, 2020
<b>Type</b>	Limited Liability Company. Incorporated in Delaware
<b>Contact</b>	Mike Angelo, Client Services Manager
<b>Email</b>	mike.angelo@ssg-healthcare.com
<b>Phone</b>	610-773-2149 X 1221
<b>Website</b>	<a href="http://www.thesteppingstonesgroup.com">www.thesteppingstonesgroup.com</a>

Please see the requested organizational flow chart on the next page.



# THE STEPPING STONES GROUP

Transforming Lives Together

Timothy Murphy  
*CEO*

Anthony Rintala  
*President and COO,  
K-12 Division*

Anup Vidyarthi  
*Chief Information  
Officer*

Karen Ospalik  
*Chief Financial  
Officer*

Jennifer Hopkins  
*Director of People  
Services*

Mike McGreal  
*Chief Corporate  
Development Officer*

Anne Wood  
*Market President -  
Florida*

Laurie McCloskey,  
*M.S., CCC-SLP  
SVP, Clinical  
Operations*

Christine Dukes,  
*M.A., CCC-SLP  
SVP, Professional  
Development*

Steve Yeager  
*IT Manager*

Amy Chan  
*Controller*

Jenny Bearden  
*Director, Human  
Resources*

Jennifer Reid  
*Payroll Supervisor*

Mike Angelo  
*Client Services  
Manager*

Maria Amador  
*Director of  
Recruitment*

Brittany Sheldon,  
*CCC-SLP  
Regional Director,  
Central*

Phillip Erkkila, CCC-  
SLP  
*ASHA Administrator*

Ryan Barnes  
*IT Services*

Linda Bautista  
*Billing Supervisor*

Paige Pardee  
*Senior HR Business  
Partner*

Chris Judd  
*Payroll Manager*

Ashley Kurzrock  
*Career Services  
Manager*

Jamie Seek, CCC-  
SLP  
*Clinical Manager*

Celeste Alexander,  
*M/OTR-L  
AOTA Administrator*

Leana Gotman  
*Finance Director*

Brittany Cohen  
*Career Services  
Manager*

Brittany Zehr, NCSP  
*NASP Administrator*

# TAB B – EXPERIENCE AND ORGANIZATION

## NARRATIVE RECORD OF PAST EXPERIENCE

The Stepping Stones Group is the largest provider in the country with more than 8,000 clinicians in over 1,100 school systems across 45 states. We deliver high quality, educationally relevant therapy, behavioral health, and educational services to school districts, and our decades-long experience is comprehensive and diverse. It includes serving student populations of all sizes throughout rural, suburban, and urbanized metropolitan areas, with diverse student and socioeconomic populations and varying severities of disability or delays. In working with SSG, SRCSB will gain a knowledgeable partner that understands the school framework, the importance of supporting your district initiatives, and the value that our additional resources and clinician support brings to your administration.

### *Florida Experience*

The Stepping Stones Group has been providing school-based therapy services for Florida school districts since 2007. We currently have 532 clinicians working in 58 districts across the state. Below please review a partial list of the school districts we are currently serving for the 2023-2024 school year.

- Santa Rosa County Public Schools
- Martin County Charter Schools
- Brevard County Public Schools
- Palm Beach County Public Schools
- Lee County School District
- Osceola County Charter Schools
- Okaloosa County School District
- Martin County Public Schools
- Broward County Public Schools
- Duval County Public Schools
- Hillsborough County Charter Schools
- Miami-Dade County Public Schools
- St. Lucie County Public Schools
- Palm Beach County Charter Schools
- Collier County Public Schools
- Miami-Dade County Charter Schools

### *Relevant Work Experience*

The Stepping Stones Group (SSG) has the experience and capabilities to provide LCS with whatever level of staffing it may need, from simple position staffing to department management, and anything in between that would benefit its students. The projects described below attest to the success of our current special education, therapy, and behavioral programs and the strength of our SSG district partnerships, as well as our continued retention and growth.

### Birmingham City Schools

Address: 2015 Park Place, Birmingham, AL 35203

Enrollment: 21,000 students

Services: Speech Language Pathology, Occupational Therapy, Physical Therapy, School Psychology, Behavior Therapy Services

Status: We currently have 50+ clinicians providing services in the district.

Years: 2012 – present



### Project Description:

SSG has partnered with BCS since 2012 as the sole provider of therapy services. We have placed over 400 clinicians since then, and currently provide over 50+ clinicians for the 22-23 school year, including over 20 SLPs. We have also provided a dedicated Clinical Manager to assist with the following:

- Supervise staff through ongoing communication and routine performance meetings

## TAB B – EXPERIENCE AND ORGANIZATION

- Provide support, discuss best practice and paperwork requirements, provide therapy tips, share ideas, and promote team building
- Provide mentoring and coaching of therapists who are either new graduates or new to the educational environment
- Maintain a thorough understanding of district policies and procedures as well as the expectations of providing responsive staffing for your school district
- Ensure that appropriate licensure and certification is maintained
- Discuss therapists' performance within the school to ensure professional guidelines and school procedures are followed
- Communicate regularly with district personnel to identify and address any new needs, review the therapy service being provided, and address any questions

### **Atlanta Public Schools**

Address: 210 Pryor Road, Atlanta, GA 30335

Enrollment: 52,000 students

Services: Speech Language Pathology, Occupational Therapy, and Physical Therapy

Status: We currently have 12 clinicians providing services in the district.

Years: 1997 – present



#### Project Description:

SSG has been working with Atlanta Public Schools (APS) since 1997. Tanya Vickers serves as the Account Manager, and we also provide a district-level Clinical Manager to support our therapists in APS. The managers work closely with the clinicians and new graduates, providing effective leadership and mentoring to ensure their success in the district. They have regular communication with the district Special Education Coordinator to attend to district needs immediately. Our team conducts and arranges trainings for new hires and professional development sessions to help all district therapists grow clinically. An in-person presentation for ASHA CEUs was provided during a Professional Development Day during the 2022/2023 school year.

### **Gwinnett County Public Schools**

Address: 52 Gwinnett Dr., Lawrenceville, GA 30045

Enrollment: 180,000 students

Services: Speech Language Pathology

Status: We currently have 29 clinicians providing services in the district.

Years: 2002 – present



#### Project Description:

SSG began providing services to Gwinnett County Public Schools in 2002. Since 2002 we have maintained an average of 30 SLPs in the district. We also have a Clinical Manager, Joni Maroney, supporting our clinicians. Joni has consistently provided mentorship and supervision to our Speech Language Pathologists in Gwinnett County and all other Atlanta area school districts. Our Professional Development team also provides a half-day or full-day Summer Conference each year for all SLPs including those in administration. With this support and excellent customer service, SSG has developed a strong relationship with the Special Education Department and has become a preferred agency for their staffing needs.

## TAB B – EXPERIENCE AND ORGANIZATION

### ***Newark Public Schools***

Address: 2 Cedar Street, Newark, NJ 07102

Enrollment: 40,500 students

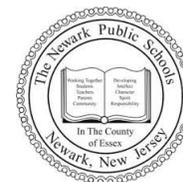
Services: Speech Language Pathology, Occupational Therapy, Physical Therapy, BCBA, Paraprofessionals, and Social Workers

Status: We currently have 43 clinicians providing services in the district.

Years: 2015 – present

Project Description:

The Stepping Stones Group, LLC was chosen to provide PT, OT, and Speech services for Newark Public Schools (NPS) in 2015. As part of a commitment to quality and appropriate staffing levels, our Clinical Manager and Client Services Manager have quarterly meetings with the district. In 2015, we started with five related staffing professionals in NPS, and we have grown to 43 therapists for the 2022-23 school year, with a retention rate of 90% at this district. SSG supported the district with its initiatives, and as a result, NPS has met the requirements and is now under local control. NPS relies on SSG to provide services during the school year and ESY.



The Stepping Stones Group has provided a district-level Clinical Manager, Vidya Parekh, MS, CCC-SLP, to provide clinical support to the related service staff in NPS. Vidya works closely with the clinicians and new graduates, providing effective leadership and mentoring to ensure their success in the district. She also has regular communication with the district Special Education Manager to attend to their needs immediately. Vidya works as a liaison between the district and SSG to ensure timely and accurate submission of billing and SEMI compliance. She also conducts and arranges training and professional development sessions to help the therapists grow clinically. Vidya started with one administrative day and four therapy days and has grown to five full administrative days, which makes it more conducive for her to respond to the district and the therapists immediately.

Our association with NPS has grown over the years, and we continue to provide optimal service to the district. For the 2022-23 school year, the district requested our assistance to provide BCBA's, Paraprofessionals, and Social Workers, in addition to the other disciplines we provide on a regular basis.

### ***Shelby County Public Schools***

Address: 4774 Sea Isle Rd., Memphis, TN 38112

Enrollment: 112,000 students

Services: Speech Language Pathology, Occupational Therapy

Status: We currently have 32 clinicians providing services in the district.

Years: 2008 – present

Project Description:

In 2008, The Stepping Stones Group, LLC was chosen as vendor to provide Speech Language Pathology and Occupational Therapy services. We have provided a Client Services Manager to oversee our staff in the Speech Therapy and Occupational Therapy departments. The Client Services Manager visits Shelby County Public Schools two to three times per school year to ensure the successful provision of services. We have a great retention rate, and we currently have 32 clinicians providing services in the district, including SLPs and OTs.



SSG has also provided a district-level Clinical Manager (Jamie Seek, M.A., CCC-SLP) to lead, support, and mentor the clinicians within the department. Jamie does weekly on-site visits as well as check-ins with our therapists. She communicates daily with the therapists on a chat platform. If they have any questions, concerns, or need help, the whole team can provide input as well as Jamie. Jamie is also highly involved

## TAB B – EXPERIENCE AND ORGANIZATION

in the licensure and credentialing process and supervises some of the Clinical Fellows. She has three administrative days and two caseload days to allow her time to manage and support the team.

Jamie also provides technology assistance to our team members throughout the school year as well as support in current school-based issues that impact our clinicians in Tennessee as the State Association's VP for Legislative Affairs. As a group, we have looked at best practices to complete present levels and progress reports, and we have also done scripting and role modeling when it comes to having challenging conversations.

SSG provides additional services to Shelby County Public Schools.

- We brought a local University professor who specializes in stuttering to present to the district.
- We have done online trainings through ASHA related to different topics at the district's request. Our most recent CEU was about teletherapy, which was presented by Sarah Jordan earlier this school year. We have also presented on topics such as stuttering, apraxia, push in therapy, collaboration. Our upcoming topic is making use of the digital world in therapy.
- We currently provide laptops to the therapists, which helps the district immensely, and we provided printers when the school was unable to provide them.
- We host breakfast for in-service days.

### ***Christina School District***

Address: 600 N. Lombard Street, Wilmington, DE 19801

Enrollment: 14,000 students

Services: School Psychology, Board Certified Behavior Analysts, Paraprofessionals, Speech Language Pathology, Behavior Support Specialists

Status: We currently have 40 clinicians providing services in the district.

Years: 2013 – present

Project Description:

In 2013, The Stepping Stones Group, LLC (formerly Cumberland Therapy Services, LLC) was chosen as one of three vendors to provide School Psychology services for the district. We have provided a Client Services Manager to oversee the account. She visits the district two times per year and is always available to respond to any district needs. Due to the pandemic, she is now visiting the district via virtual meeting and will be doing so on a monthly basis moving forward. We have a 90% retention rate year over year, and we currently have 40 clinicians providing School Psychology, Speech Language Pathology, Behavior Analysis, and Paraprofessional services in the district.



The Stepping Stones Group has also provided a district-level Clinical Manager, Brittany Zehr, Ed.S., NCSP, to lead, support, and mentor the clinicians within the School Psychology department since 2013. Brittany is the President of the Delaware Association of School Psychologists. She works closely with new graduates to ensure their success in the district. She has also conducted on-site CE courses for all School Psychology staff at Christina School District. Brittany has:

- Provided materials and facilitated a book study regarding having difficult conversations
- Conducted training for non-school psychologists regarding manifestation determinations
- Provided on-demand CPDs from NASPs online learning center, which have included:
  - Addressing School Refusal and Truancy, Distinguishing Emotional Disability and Social Maladjustment: Law into Practice
  - "I can't get in trouble for one little e-mail, can I?"- What School Psychologists Need to Know about Law and Electronic Communication

## TAB B – EXPERIENCE AND ORGANIZATION

Our relationship with the Christina School District has grown over the years. In 2017, we were awarded a contract for Educational Diagnosticians and placed two for the 17/18 SY. In 2018, we were awarded Board Certified Behavior Analyst services, and in 2019, Paraprofessionals. In 2019, we were awarded Speech Language Pathology, Occupational Therapy, and Physical Therapy services. In 2021, we were awarded Social Work services.

We also assisted the district with hiring School Psychologist Interns. We placed one intern in the district in 2018-2019 who is still currently contracting, two interns in 2019-2020 who are both currently contracting with Christina School District, and one intern this current school year.

### **Perth Amboy Public Schools, New Jersey**

Address: 178 Barracks Street, Perth Amboy NJ  
Enrollment: 11,200 students  
Services: Speech Language Pathology, Occupational Therapy, Physical Therapy, School Psychology, Behavior Therapy Services  
Status: We currently have 20 clinicians providing services  
Years: 2015 – present



Perth Amboy Public Schools selected SSG in 2015 as the sole provider over other therapy vendors that had been providing the district speech and related services for almost 20 years, when they saw the commitment to aligning with their initiatives for more effective and cost-efficient practices. Since then, SSG has been approved annually, during the tenures of three different Directors of Special Services, because of results achieved in movement toward inclusion and overall reduction of related services. Clear communication and collaboration with the district staff, especially the teachers and case managers, helped them understand the criteria for eligibility and the challenge of scheduling all related services: speech-language therapy, OT and PT for children, especially very young children. With disabilities like autism, transitions from the classroom to the therapy room could cause major behavioral outbursts. Moving the therapy into the classroom helped the teachers and paraprofessionals learn techniques and strategies that they could use all the time, resulting in a decrease in direct services. SSG helped the district implement Sensory Corners in select buildings for every self-contained special education classroom, used whenever the students needed calming or sensory stimulation. SLPs, OTs, and PTs led collaborative sessions in the classrooms demonstrating the use of the equipment so that teachers and aides could continue when the therapists were in other classrooms.

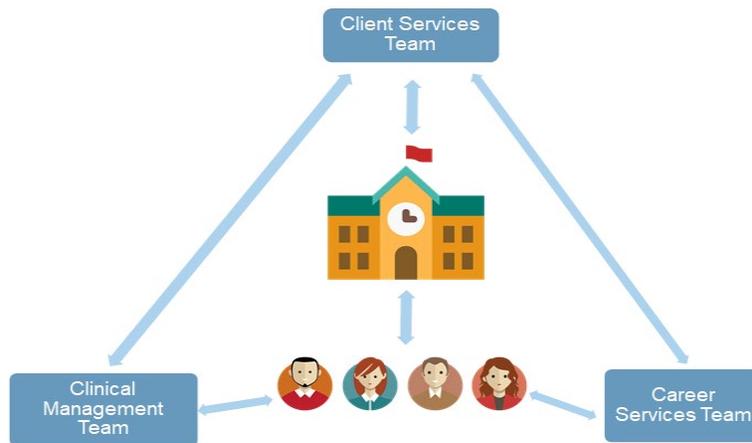
SSG aligned efforts with the district’s initiatives to ensure that staff was trained to use therapy strategies. SSG led workshops on topics such as: data collection; AAC; fluency intervention; and interdisciplinary collaboration. SSG provided training for district general education and special education teachers on effective methods of co-teaching and also provided training for all the district’s paraprofessionals on how to effectively work with the teachers in the classroom.

## QUALIFICATIONS OF EXPERIENCE AND STAFF

### KEY PERSONNEL

Our organization uses a collaborative approach to ensure that the highest level of service and support is delivered to our school district partners, our employees, and the students served. We refer to this collaborative approach as our **Triad** model, and it is a cornerstone of our company culture.

SSG unifies all areas of District support into a dedicated **Triad** team. This elevates our focus, proficiency, and quality as we work together to deliver excellent customer service to our clients and clinicians. This focused collaboration is our framework for consistent communication, contribution, transparency, and trust. It is the foundation of our client and employee relationships.



Responsibilities for each **Triad** team member are highlighted in the summary below:

Triad Team		
Client Services Manager	Career Services Manager	Clinical Manager
<ul style="list-style-type: none"> <li>Serves as the District’s single point of contact and responsible for District satisfaction</li> <li>Responds to District staffing needs, submits candidates to district for consideration, helps coordinate placements</li> <li>Regularly reviews recruiting progress for the District’s outstanding staffing needs</li> <li>Oversees invoicing and contract compliance</li> </ul>	<ul style="list-style-type: none"> <li>Builds an ongoing pipeline of qualified candidates to meet the District’s staffing needs</li> <li>Verifies candidate credentials and begins preliminary interviews</li> <li>Conducts thorough professional reference checks</li> <li>Helps coordinate onboarding and District compliance requirements for new hires</li> <li>Provides intermittent check-ins with employees</li> </ul>	<ul style="list-style-type: none"> <li>Completes candidate clinical interviews</li> <li>Delivers ongoing clinical support and reviews best practices with clinicians</li> <li>Provides supervision, mentoring, and evaluation of staff to ensure we are meeting district expectations and following district policies/procedures</li> <li>Addresses clinical performance concerns as needed</li> </ul>

# TAB B – EXPERIENCE AND ORGANIZATION



<ul style="list-style-type: none"> <li>Provides consistent communication and ongoing support to clients</li> </ul>		<ul style="list-style-type: none"> <li>Provides consistent communication and ongoing support to clinicians</li> </ul>
--------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------------------------------------------------------------

Your dedicated **Triad** support team for Leon County Schools:

Client Services Managers	Career Services Managers	Clinical Managers
<p>Mike Angelo 610-773-2194 x 1221 <a href="mailto:mike.angelo@ssg-healthcare.com">mike.angelo@ssg-healthcare.com</a></p>	<p>Courtney Atkinson 678-952-9237 <a href="mailto:Courtney.atkinson@ssg-healthcare.com">Courtney.atkinson@ssg-healthcare.com</a></p>	<p>Brittany Sheldon 818-324-6055 <a href="mailto:brittany.sheldon@ssg-healthcare.com">brittany.sheldon@ssg-healthcare.com</a></p>

### **Mike Angelo – Client Services Manager**

Michael brings over 20 years of business development, recruiting, and account management experience within the industry. Mike has been with the SSG family for the last 15 years and has focused on the healthcare industry in providing the best service to the field of special education. Mike is passionate, driven, and is a team player who wants to help all districts with their focus of finding the best talent that is available.

Mike will be the main point of contact for LCS. He will be responsible for managing the partnership between SSG and LCS. He will work to ensure that quality service is provided to the school on all levels. Specifically, Mike will:

- Serve as the district’s single point of contact
- Respond to the district’s staffing requests
- Regularly review our recruiting progress
- Work collaboratively to resolve any performance or clinical issues throughout the year
- Plan meetings with the designated Special Education contact as needed
- Oversee invoicing and contract compliance

**Brittany Sheldon, M.S., CCC-SLP** - Brittany is the Regional Director of Clinical Services for The Stepping Stones Group and the Director of CSHA District 6. She manages multidisciplinary clinical and school district relationships throughout northern Florida. As a manager, she establishes a sense of community, unity, and cohesion amongst the area managers, clinicians and their respective school districts. As a Speech-Language Pathologist, her approach to care includes comprehensive assessment, collaborative intervention, building strong relationships with her IEP team, and therapeutic integrity through the use of evidence-based practice.

### **RESUMES/EXPERIENCE OF STAFF**

Upon award, we will select members from our current team or screen and hire new team members that meet the requirements of this RFP to provide services for LCS. We have included resumes from current members of our clinical team who have worked for us within the past three years. We believe the resumes of our current staff demonstrate the quality and experience of SSG clinicians. **We ensure that all candidates have valid Florida licenses and certifications and pass rigorous background checks prior to the hiring and onboarding process.**



**THE STEPPING STONES GROUP**  
Transforming Lives Together

For more information regarding this candidate, contact...

Mike Angelo  
Client Services Manager

P 1-800-578-7906 x1221

E [Mike.Angelo@ebsschools.com](mailto:Mike.Angelo@ebsschools.com)

Ashley A. Stone

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## OBJECTIVE

*To evaluate and treat speech and language disorders with pre-school, school-age, and adult populations in a school or clinical setting.*

## CLINICAL EXPERIENCE

### 2013 - Present

*Mary Pellegrino & Associates*

*Position: Clinical Director*

#### Duties:

- Employee Development: Assist with the supervision and guidance of new personnel, assistants, students and volunteers as assigned.
- Review master schedule daily for efficiency and work with office manager to increase productivity.
- Ensure all evaluations are scheduled and clients are seen up to the maximum level if appropriate.
- Communicate with therapists regarding scheduling concerns.
- Complete monthly file reviews with each therapist.
- Maintain a log of all activity as clinical director.
- Handle any personal conflicts and/or client complaints in a professional manner.
- Review evaluations.
- Maintain open communication with office manager regarding authorizations for evaluations and therapy.

#### Special Certifications

*Vital Stim Certified (2013)*

### November 2010-Present

*Mary Pellegrino & Associates*

*Position: Speech-Language Pathologist*

*Experience: Infants-Adults*

#### Duties:

- Complete evaluations, develop treatment programs and establish goals for improved function.
- Communicate plan of care to referring physician and professionals.
- Under a physician's direction, provide direct patient/resident treatment based on established plan of care.
- Provide input into strategic development initiatives and is responsible for the implementation of the inpatient rehabilitation strategic plan.
- Identify functional speech deficits and establish a plan of care to improve the patient's function.
- Assist in the development and execution of clinical policy, guidelines and applications.
- Maintain client files and ensure that charts are updated to include authorizations.
- Complete caregiver training and education to ensure the maximum generalization of skills.

*Caseload: Apraxia, Feeding, Swallowing, Autism, Traumatic Brain Injury, Cochlear Implants, Articulation, Language, Fluency, Stroke, Dysarthria*

**November 2009-October 2010**

*Mary Cariola Children's Center*

*Position: Speech-Language Therapist*

*Experience: High school students' ages 15-21*

**October 2009-October 2010**

*Eugenio Maria De Hostos Charter School*

*Position: Speech-Language Therapist*

*Experience: 4<sup>th</sup>-6<sup>th</sup> grade*

**September 2009-November 2009: East High School, Rochester, NY (Graduate Adult Practicum)**

*Ages: 8<sup>th</sup> grade-12<sup>th</sup> grade*

*Population: Autism Spectrum Disorder, Language Delays, TBI, Non-verbal, Apraxia, Emotionally Disturbed, Learning Disabled, Mental Retardation*

*Experience: Informal/Formal Testing, Report writing, push-in and pull-out, faculty meetings, developed and taught lesson plans, Individualized Education Plans*

**January 2009-April 2009: Quest Elementary School, Hilton, NY (Graduate Child Practicum)**

*Ages: K-5<sup>th</sup>*

*Population: Autism Spectrum Disorder, Down Syndrome, Mental Retardation, Learning Disabled, Language Delays, Apraxia, Articulation*

*Experience: Push-in and pull out therapy, CSE meetings, Informal/Formal testing, report writing, Response to Intervention process, team meetings, developed and implemented behavior management plans*

**January 2008-May 2008: Henry Lomb Elementary School, Rochester, NY (Undergraduate Student Teaching)**

*Ages: K-5<sup>th</sup>*

*Population: Learning Disabled, Autism Spectrum Disorder, Emotionally Disturbed*

*Experience: Push-in and pull out therapy, CSE meetings, Informal/Formal testing, report writing, speech-language improvement program, developed and implemented behavior management plans, Individualized Education Plans*

**September 2006-December 2008: SUNY Geneseo Speech and Hearing Clinic**

*Experiences: Intervention experience with Voice, Articulation, Auditory Processing, and Language Delays.*

*Evaluation and screening experience with Voice, Articulation, Language, and Hearing, developed and taught lesson plans, developed therapy plans and completed therapy progress reports.*

**EDUCATION**

**June 2008-December 2009: State University of New York College at Geneseo**

*Degree: M.A., Speech-Language Pathology with New York State Certification*

**August 2004-May 2008: State University of New York College at Geneseo**

*Degree: B.S, Communicative Disorders and Sciences with New York State Initial Certification: Children with Speech and Language Disabilities (N-12)*



ASHLEY ALICIA STONE

License Number: SA11181

*Data As Of 5/15/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA11181
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	08/26/2011
<b>Address of Record</b>	3139 Eliza Drive TALLAHASSEE, FL 32308
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# ASHA Certification and Ethics Verification

## Certification Status

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Individuals who hold the CCC-SLP have successfully met the speech-language pathology standards in effect at the time of their application and have completed the certification requirements, which included completion of the requisite academic coursework and clinical practicum, completion of a clinical fellowship (CF) experience supervised by an individual who held the CCC-SLP, and passing the Praxis Examination in Speech-Language Pathology administered by the Educational Testing Service (ETS).

**Name:**

Ashley Alicia Stone

**ASHA Account Number:**

XXXX3536

**Certification Status:**

CCC-SLP

**Area of Certification:**

SLP

**Certification Awarded:**

02/11/2011

**Valid Through:**

03/31/2024

**State/Territory/Province:**

FL

## Clinical Instruction, Supervision or Clinical Fellowship Mentor

Ashley Alicia Stone **has met** the 2020 ASHA certification standards for providing clinical instruction and supervision to individuals preparing for ASHA certification.

Read more about the 2020 Certification Ethics and Supervision requirements.

### About ASHA Certification

ASHA certification must be renewed on a yearly basis through payment of annual dues and/or fees. There also is an additional maintenance requirement for completion of 30 hours of professional development activities every three years.

ASHA does not issue certification numbers. Additionally, ASHA does not maintain copies of application materials submitted for certification once certification has been awarded.



**THE STEPPING STONES GROUP**  
Transforming Lives Together

For more information regarding this candidate, contact...

Mike Angelo  
Client Services Manager

P 1-800-578-7906 x1221  
E [Mike.Angelo@ebsschools.com](mailto:Mike.Angelo@ebsschools.com)

**Mary J. Walsh, M.S., CCC-SLP**

**Education**

Florida State University  
Tallahassee, Florida

June 1977-December 1978

**Master of Science in Audiology and Speech Pathology**

Florida State University  
Tallahassee, Florida

June 1975-June 1977

**Bachelor of Science in Audiology and Speech Pathology**

Broward Community College  
Pembroke Pines, Florida

June 1973-June-1975

**Associate of Science in Biology**

**Experience**

Florida State University  
**Training Specialist**

August 2016 - present

Leon County Schools  
Pre-K through Twelfth Grade  
**Speech-Language Pathologist**

February 1980-August 2016

Thomas County Schools  
K through Eighth Grade  
**Clinical Fellowship**

December 1978-February 1980

**Credentials and Awards**

**Educator Certification**

Speech-Language Impaired  
Florida Department of Education  
Bureau of Educator Certification

**Speech Pathologist License**

Florida Department of Health  
Division of Medical Quality Assurance

**Met 2020 ASHA Certification Standard**

Clinical Instruction and Supervision; Ethics

**Award for Continuing Education (ACE)**

American Speech-Language-Hearing Association  
Awarded: February 2019

## PEER REVIEWED PRESENTATIONS

- Farquharson, K. & **Walsh, M.** (2020, November). Proposal Number 10891: *Detours for Dyslexia: The Role of the School-based SLP*. Proposal accepted at the Annual Convention of the American Speech-Language-Hearing Association, San Diego, CA (Convention canceled).
- Ireland, M., Conrad, B., Keeney M., Flynn, P., Mehta J., O'Conner M., Chinen V., Bridges L. & **Walsh, M.** (2019, November). *Envision More for Your School Based Practice: Solutions & Inspiration for Key Issues*. Oral session presented at 2019 American Speech-Language-Hearing Association (ASHA) Annual Convention, Orlando, FL.
- Ireland, M., Conrad, B. Christopher, E., Flynn, P., Chinen V., Houghton J. & **Walsh, M.** (2019, November). *Eligibility, Educational Impact & Caseloads: State Education Agency Supports for School SLPs*. Poster presented at 2019 American Speech-Language-Hearing Association (ASHA) Annual Convention, Orlando, FL.
- Romano, M., Cripe, K. & **Walsh, M.** (2019, November). *Imagining Your Future as a School-based SLP: Recruiting and Retaining SLPs in Florida's Public Schools*. Meritorious Poster presented at 2019 American Speech-Language-Hearing Association (ASHA) Annual Convention, Orlando, FL.
- Walsh, M.** (2019, November). *Envision How SLPs Can Use Learning Standards to Help Students Graduate from High School*. Poster presented at 2019 American Speech-Language-Hearing Association (ASHA) Annual Convention, Orlando, FL.
- Ireland, M., Conrad, B. Christopher, E. Keeney M., Flynn, P. & **Walsh, M.** (2018, November). *The Evolution of School Based Practice: Top Issues of 2018 That Revolutionize Our Work*. Oral session presented at 2018 American Speech-Language-Hearing Association (ASHA) Annual Convention, Boston, MA.
- Ireland, M., Conrad, B. Christopher, E. Keeney M., Flynn, P. & **Walsh, M.** (2018, November). *Your School Based Practice: SEACDC Resources from Across the Nation*. Meritorious Poster presented at 2018 American Speech-Language-Hearing Association (ASHA) Annual Convention, Boston, MA
- Romano, M. & **Walsh, M.** (2017, November). *Florida's Big Picture: Recruiting & Retaining School-Based SLPs Through a Statewide Tuition Support Program*. Meritorious Poster presented at 2017 American Speech-Language-Hearing Association (ASHA) Annual Convention, Los Angeles, CA.
- Walsh, M.** (2017, November). *Focusing on the Big Picture of High School Graduation*. Poster presented at 2017 American Speech-Language-Hearing Association (ASHA) Annual Convention, Los Angeles, CA.



# License Verification

Printer Friendly Version

MARY J WALSH

License Number: SA1758

Data As Of 5/16/2023

License Information	Secondary Locations	Discipline/Admin Action
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Profession	Speech-Language Pathologist
License	SA1758
License Status	CLEAR/ACTIVE
License Expiration Date	12/31/2023
License Original Issue Date	08/15/1989
Address of Record	2310 COBB DRIVE TALLAHASSEE, FL 32312
Discipline on File	No
Public Complaint	No

[Back](#)

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**Name:**

Mary J Walsh

**ASHA Account Number:**

XXXX2877

**Certification Status:**

CCC-SLP

**Area of Certification:**

SLP

**Certification Awarded:**

03/01/1981

**Valid Through:**

03/31/2024

**State/Territory/Province:**

FL

## Clinical Instruction, Supervision or Clinical Fellowship Mentor

Mary J Walsh **has met** the 2020 ASHA certification standards for providing clinical instruction and supervision to individuals preparing for ASHA certification.

Read more about the 2020 Certification Ethics and Supervision requirements.

### About ASHA Certification

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**SARAH  
HOWELL**



**THE STEPPING STONES GROUP**  
Transforming Lives Together

For more information regarding this candidate, contact...

**Mike Angelo**  
Client Services Manager

P 1-800-578-7906 x1221  
E [Mike.Angelo@ebsschools.com](mailto:Mike.Angelo@ebsschools.com)

**PROFESSIONAL SUMMARY**

Compassionate Speech-Language Pathologist great with young kids and adults. Helps clients feel supported with caring techniques and drives change with evidence-based practices addressing wide-ranging communication issues. Versed in social, verbal, and non-verbal issues.

**SKILLS**

- NMES trained

**EXPERIENCE**

Speech Language Pathologist August 2020 - Current  
PruittHealth | Tallahassee, FL

- Helped patients address, reduce, or resolve difficulties by preparing treatment plans.
- Diagnosed speech and language disorders based on personalized assessments and well-defined testing protocols.
- Prepared therapy sessions involving language sequencing, categorizing, and visualizing.

Speech Language Pathologist March 2020 - August 2020  
Southern Healthcare | Blountstown , FL

Speech Language Pathologist June 2016 - March 2020  
Signature Healthcare | Chipley, FL

Speech Language Pathologist July 2014 - June 2016  
Host Healthcare | San Diego, CA

Speech Language Pathologist October 2009 - July 2014  
Special Communications | Gainesville, FL

**EDUCATION**

Communication Sciences and Disorders May 2008  
University of Central Florida, Oando, FL

Communication Sciences and Disorders May 2005  
Florida State University , Tallahassee, FL



## SARAH ELIZABETH HOWELL

License Number: SA10219

*Data As Of 5/15/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA10219
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	11/06/2009
<b>Address of Record</b>	2301 Bluff Oak Way TALLAHASSEE, FL 32311
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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**Name:**

Sarah E Howell

**ASHA Account Number:**

XXXX5500

**Certification Status:**

CCC-SLP

**Area of Certification:**

SLP

**Certification Awarded:**

10/15/2009

**Valid Through:**

03/31/2024

**State/Territory/Province:**

FL

## Clinical Instruction, Supervision or Clinical Fellowship Mentor

Sarah E Howell **has not yet met** the 2020 ASHA certification standards for providing clinical instruction and supervision to individuals preparing for ASHA certification.

For more information, please read more about the 2020 Certification Ethics and Supervision requirements.

### About ASHA Certification

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# TAAHIRA SPRAGGINS

M.A., CCC-SLP

## EDUCATION

**M.A. in Communication Sciences & Disorders**  
University of Central Florida, 2019

**B.S. in Communication Sciences & Disorders**  
University of South Florida Sarasota-Manatee, 2017

**B.A. in Psychology**  
University of North Florida, 2016

## ADVANCED COURSEWORK

Methods in School Speech Language Pathology

Severe Language-Based Reading and Writing  
Disabilities

Assessment, Diagnosis, and Curriculum Prescriptions  
for Students with Autism

## LICENSURE & CERTIFICATION

FL State Provisional License  
ASHA Certificate of Clinical Competence  
Boardmaker Online  
Lessonpix  
PEC's

## EXPERIENCE

### SPEECH LANGUAGE PATHOLOGIST

First Step Therapy /Kissimmee, FL/ October 2020- Present

- Provide evaluation, and treatment for pediatric clients.
- Design and execute appropriate and individualized treatment plans for a variety of diagnoses, including autism, down syndrome and articulation disorders.
- Collaborate with physical and occupational therapists to provide clients with comprehensive care.
- Educate patients, family, and caregivers to extend continuity of care.
- Document using computerized system: Therabill.

### SPEECH LANGUAGE PATHOLOGIST

Meadow Woods Elementary School / Orlando, FL / August 2020 – October 2020

Eagle Creek Elementary School / Orlando, FL / August 2019 – July 2020

- Designed and executed appropriate and individualized treatment for students ages 3 to 12 ranging kindergarten to fifth grade.
- Treated students with a variety of diagnoses such as autism, ADHD, Downs syndrome, SLI, articulation and phonological disorder.
- Administered initial evaluations, speech-language screeners and reevaluations to students with suspected speech-language impairments
- Contributed to and led student IEP meetings regarding speech and language services
- Performed duties as a case manager such as creating, revising and implementing IEPs, billing for Medical Assistance and communicating with parents.
- Collaborated with general/special education teachers, psychologist and behavior specialist to provide appropriate services to all students.
- Created therapy materials to use for a variety of goals and skill levels

## **PART TIME INTERNSHIP**

Metro West Nursing and Rehabilitation Center/ Orlando, FL

August - December 2018

- Provided evaluation and treatment for adult patients in outpatient setting.
- Conducted bedside swallow evaluation and provided assistance with MBSS.
- Designed and executed appropriate and individualized treatment for adults with variety of diagnoses such as cognitive-linguistic disorders, dysarthria, voice disorders and swallowing disorders. Populations include TBI, CVA, etc.
- Collaborated with onsite rehabilitation team, including providing co-treatment with Occupational Therapist and/or Physical Therapist
- Documented daily treatment notes and evaluations timely and proficiently using Optima.

## **STUDENT CLINICIAN**

University of Central Florida / Orlando, FL / 2017 - 2018

- Evaluated and treated variety of adult and pediatric patients in university clinic setting.
- Selected and administered standardized assessments such as WAB, CLQT, CASL and Woodcock-Johnson, CELF, PLS-5, SPELT, OWLS-II, EOWPVT, and ROWPVT.
- Planned and executed appropriate and individualized treatment for adults with variety of diagnoses including aphasia and cognitive-linguistic disorders.
- Planned and executed appropriate and individualized treatment for children with variety of diagnoses including Downs syndrome, autism and language disorders.
- Gained experience with AAC devices including TobiDynavox and Novachat.
- Documented treatment and evaluations via SOAP notes, progress reports and evaluation reports.

## **COMMUNITY LEADERSHIP & SERVICE**

National Student Speech Language Hearing Association

*UCF Member, 2017 – 2019*

National Society of Collegiate Scholars

*Vice President of Social Media, 2015-2016*

Rotaract: Volunteer Service Club

*UNF Member, 2014-2016*

Honor's College Program

*UNF Member, 2012-2016*



## TAAHIRA SPRAGGINS

License Number: SA18705

*Data As Of 5/16/2023*

<b>Profession</b>	Speech-Language Pathologist
<b>License</b>	SA18705
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	01/22/2021
<b>Address of Record</b>	2410 dyer Blvd KISSIMMEE, FL 34741
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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**Name:**

Taahira Spraggins

**ASHA Account Number:**

XXXX1392

**Certification Status:**

CCC-SLP

**Area of Certification:**

SLP

**Certification Awarded:**

10/02/2020

**Valid Through:**

03/31/2024

**State/Territory/Province:**

FL

## Clinical Instruction, Supervision or Clinical Fellowship Mentor

Taahira Spraggins **has not yet met** the 2020 ASHA certification standards for providing clinical instruction and supervision to individuals preparing for ASHA certification.

For more information, please read more about the 2020 Certification Ethics and Supervision requirements.

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## **Chantal S. Khalil-SLP/Educational Leadership CV**

### **Professional summary:**

Speech and language pathologist (Assistant) with extensive work in pre-school, elementary, and middle school. Skilled in conducting speech, language, and communication screening. I have more than ten years of experience working with children and adults with disabilities in Lebanon. I have worked closely with school administrators and behavior support teams to include different interventions for students with autism and others disabilities.

### **Skilled Highlights:**

1. Speech and language screening.
2. Perform standardized speech tests.
3. Knowledge in pediatric therapies.
4. Autism spectrum familiarity.
5. Special educational professional.
6. Reading and writing proficiency.
7. Communicational and behavioral problems managements.

### **Professional Experience:**

**\*\*\* In Lebanon, SLP needs to have a bachelor's degree.**

Speech and language pathologist-Speech assistant

1. Al-R.High School – Nabatieh (Lebanon) September 2010 to May 2018

1. Perform standardized tests and determine the objectives that therapists and teachers have to work on during their academic year.
2. Behavioral and academic observation in pull-out and regular classroom setting. (inclusion program).
3. Regularly evaluate the treatment and make suitable adjustments if needed.
4. Work with patients diagnosed with Autism, down syndrome, dyslexia, cerebral palsy, and articulation and phonological disorders.
5. Training teacher and professional in school-settings.

2. Al-M. High School-Nabatieh (Lebanon) September 2010-June 2011

October 2017-December 2017

1. Work mainly with elementary students (grade one and up).
2. Conduct standardized tests and objectives.
3. Identify the child's ability to read and comprehend information accurately.
4. Assess the child's ability to hear and play with sounds in words.
5. Make any changes to objective based on the child's progress.

6. Work with teachers and caregivers by giving them objectives to make sure the child is succeeding in different settings.
  7. Work with patients with dyslexia, mental retardation, dysarthria, hearing loss, and articulation and phonological disorders.
3. The National Evangelical School in Nabatieh (Lebanon) Year: 2016-2019
1. Work in kindergarten and elementary Department.
  2. Perform speech and language therapies for students who show delay in speech production and language impairment.
  3. Work with teachers and caregivers to ensure generalization of objectives.
  4. Monitor the child's progress and apply appropriate modification when needed.
4. Al-M. Academic Institution- Nabatieh-Lebanon (Lebanon) Year: 2017-2018
1. Teach BT- Special education program.
  2. Develop education plan to assist future special educators in gaining appropriate experience.
  3. Follow-up students in their internships sites by providing them with regular feedbacks on each case.

**Private Clinic- (Dr. M. Bahja)**

**Private Clinic-Nabatieh-Lebanon**

1. Work with pediatrics and adults.
2. Conduct standardized tests and give weekly therapies.
3. Write reports for schools given the appropriate recommendations.
4. Evaluate the child every six months and make the appropriate changes.
5. Work with patients with autism, down syndrome, dyslexia, cerebral palsy, mental retardation, hearing loss, stuttering, ADHD, articulation and phonological disorders.

**Education:**

1. Bachelor's of science- communication sciences and disorders (speech-language therapy)- University of Central Florida/ Orlando-Florida.
2. Master's Degree in Educational Leadership-University of Central Florida/ Orlando-Florida.
3. In Progress: ASD certificate at University of Central Florida. (expected graduation date; Fall 2020)



CHANTAL S. KHALIL

License Number: SI4474

*Data As Of 3/15/2022*

<b>Profession</b>	Speech-Language Pathology Assistant
<b>License</b>	SI4474
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	07/27/2020
<b>Address of Record</b>	615 615-Hardwood circle ORLANDO, FL 32828
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# KERRI LONG

Winter Haven, FL 33884

I am a Teacher and Speech Language Pathologist Assistant with a strong educational background and more than 17 years of teaching and facilitating experience. Excellent interpersonal and organizational skills.

## EXPERIENCE

**AUGUST 2017 – PRESENT**

**SPEECH LANGUAGE PATHOLOGIST ASSISTANT, VICTORY RIDGE ACADEMY**

Responsible for Grades 3-6, 9-11

Assist patients with determining, planning for and achieving individual therapy goals. Implement diverse therapy techniques including Expressive and Receptive Language skills. Collaborate with the teachers as to goals that need to be met.

**AUGUST 2006 – AUGUST 2017**

**POLK COUNTY SCHOOL BOARD, GARDEN GROVE ELEMENTARY**

FIRST, SECOND AND THIRD GRADE TEACHER

Established clear objective for all units, lessons and projects. Create lesson plans in accordance with the state curriculum and school wide curriculum standards. Deeply committed to improving children's lives and continuously strive to lead by example. Collaborated with teachers to ensure student engagement. Ensure all child's learning styles and abilities are addressed.

August 2000- June 2006

**ST. JOSEPH'S CATHOLIC SCHOOL**

FIRST, SECOND AND THIRD GRADE TEACHER

Implemented a variety of teaching methods such as lectures, discussions and demonstrations from Kagan Workshops to other classrooms.

Facilitated the after School Program

Same objectives as listed above.

## EDUCATION

**JUNE 2000**

**CERTIFICATION IN ELEMENTARY EDUCATION, FLORIDA SOUTHERN**

**JUNE 1998**

**BACHELORS OF SCIENCE IN COMMUNICATION DISORDERS IN SPEECH AND AUDIOLOGY, UNIVERSITY CENTRAL FLORIDA**

## **SKILLS**

- CLASSROOM MANAGEMENT
- ESOL CERTIFIED
- KAGAN COOPERATIVE LEARNING TRAINER
- CHAMPS TRAINED
- SLPA CERTIFIED



KERRI LYNN LONG

License Number: SI3364

*Data As Of 3/15/2022*

<b>Profession</b>	Speech-Language Pathology Assistant
<b>License</b>	SI3364
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	08/25/2017
<b>Address of Record</b>	555 BURNS AVENUE LAKE WALES, FL 33853
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# GABRIELA M. SANCHEZ, SLPA

Orlando, FL · [REDACTED]  
[REDACTED]

## PURPOSE

My purpose is to expand my experience and education in the field of communication disorders and gain acceptance into graduate school with the ultimate goal of becoming a Speech Learning Pathologist (SLP). I want to provide my patients with the same level of dedication that wonderful SLPs gave me during most of my childhood, freeing me from a world of silence and allowing me to become a productive member of society.

## EXPERIENCE

### MARCH 2019 – PRESENT

**SPEECH LANGUAGE PATHOLOGIST ASSISTANT, THE THERAPY PLACE (ORLANDO, FL AND APOPKA, FL)**

Aided in the treatment of children with phonological and voice

Alleviated workload of speech language pathologist by following plan of care of patients during treatment

Traveled to both clinic locations when needed to perform treatment

### OCT 2018 – PRESENT

**SALES ASSOCIATE, ALEX AND ANI (LAKE BUENA VISTA, FL)**

Support sales efforts to exceed both, personal and store goals

Participate in strategy sessions at the beginning of shifts to have clear direction of each day's campaign

Alleviate the load of managers during opening and closing shifts by restocking, cleaning and balancing receipts

### JUN 2016 – FEB 2019

**SALES ASSOCIATE, LUCKY BRAND (SUNRISE AND LAKE BUENA VISTA, FL)**

Assist mono and bilingual customers with the styling of our products

Familiarize clients and new employees with the heritage and spirit of the brand that guides our Lucky fashion

Alleviate the load of managers during opening and closing shifts by restocking, cleaning and balancing receipts

## EDUCATION AND LICENSURE

2016-2018

**BACHELOR'S DEGREE, UNIV OF CENTRAL FLORIDA**

Bachelor's of Science in Communication Sciences and Disorders

2014-2016

**ASSOCIATE'S DEGREE, FLORIDA ATLANTIC UNIVERSTIY**

Associate's in Arts in Exceptional Student Education

2018

**SLPA, FLORIDA BOARD OF SPEECH LANGUAGE PATHOLOGY & AUDIOLOGY**

Speech Language Pathologist Assistant License

## ACCOMPLISHMENTS

- Published poet and author
- Founder of *Active Minds* Chapter at Florida Atlantic University
- Active member of ASHA (American Speech Language and Hearing Association)

Activities supported as member of NSSLHA (National Student Speech Language Hearing Association)

- Aid ESL (English as Second Language) Classes
- Assist audiologists conducting hearing assessments for Orange County Public School students



## GABRIELA MARIA SANCHEZ

License Number: SI3648

*Data As Of 3/15/2022*

<b>Profession</b>	Speech-Language Pathology Assistant
<b>License</b>	SI3648
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	07/16/2018
<b>Address of Record</b>	1200 north central ave suite 110 KISSIMMEE, FL 34741
<b>Discipline on File</b>	No
<b>Public Complaint</b>	No

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# Debora Torres

Orlando, FL 32807

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## EDUCATION

**University of Central Florida**, Orlando, FL 2019–2021  
*Bachelor of Science in Communication Sciences and Disorders*

- GPA: 3.98
- Cum Laude

**Valencia College**, Orlando, FL 2016–2019  
*Associate of Arts*

- GPA: 3.66

## CERTIFICATIONS

### **CPR Certification**

- BLS: American Red Cross
- Heart Saver: American Heart Association

### **SLPA Certification**

- Certified in the state of Florida

## SKILLS

### **Bilingual**

- Fluent in both English and Spanish

Excellent written and verbal communication skills

Strong ability to manage multiple tasks efficiently

Goal oriented

Creative

## WORK EXPERIENCE

**Outpatient pediatric rehab tech: Ability Plus Therapy**, Melbourne, FL May 2021–Present

- Experience in working with therapists to enhance patient care
  - I work with children that are highly medically complex and are diagnosed with a wide variety of disorders.
  - Experience in working with Occupational, Physical, ABA, and Speech therapists
- Currently work alongside four certified Speech Pathologists
  - Gained much knowledge about conducting PLS-5 assessments and others
  - I have learned much about programming a tobii dynavox and other AAC devices
  - I've been an essential asset in helping our speech therapists with Spanish-speaking patients.

**Patient Safety Attendant: Orlando Health**, Orlando, FL 2019–2021

- Worked closely with older patients diagnosed with Alzheimer's and Dementia
- Worked closely with children diagnosed with eating disorders, Autism, and other disorders

**Customer Service Staff: Publix Supermarkets**, Orlando, FL 2015–Present



DEBORA TORRES

License Number: SI5177

*Data As Of 3/15/2022*

<b>Profession</b>	Speech-Language Pathology Assistant
<b>License</b>	SI5177
<b>License Status</b>	CLEAR/ACTIVE
<b>License Expiration Date</b>	12/31/2023
<b>License Original Issue Date</b>	09/17/2021
<b>Address of Record</b>	1719 Myrtle St ORLANDO ORLANDO, FL 32807
<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.

# TAB B – EXPERIENCE AND ORGANIZATION

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## LITIGATION

There has been no litigation or regulatory action filed or pending against The Stepping Stones Group in the past three years in the state of Florida, or in the United States generally.

## SERVICE REQUESTS

Once awarded a new contract with LCS, SSG will follow the steps and schedules outlined below to ensure the successful delivery of services. We will maintain open and frequent communication with District staff to ensure a seamless transition from a clinician’s hire date to their first day of assignment. **All services requests will be responded to within 24 hours of the request by LCS.**

## Overview of Process

### Before Award

- Begin confirming that any existing therapists that LCS would like to return are confirmed for the coming school year.
- Building a pipeline of new candidates in anticipation of awarded contract
- Review compliance procedures including necessary certificates, fingerprinting, TB tests, etc.

### Awarded Contract

- Submit signed contract and insurance documents
- Identify District’s staffing needs, priorities, and preferences
- Begin interviews with candidates to be presented to the District
- Submit clinicians to the District for consideration

### Placements

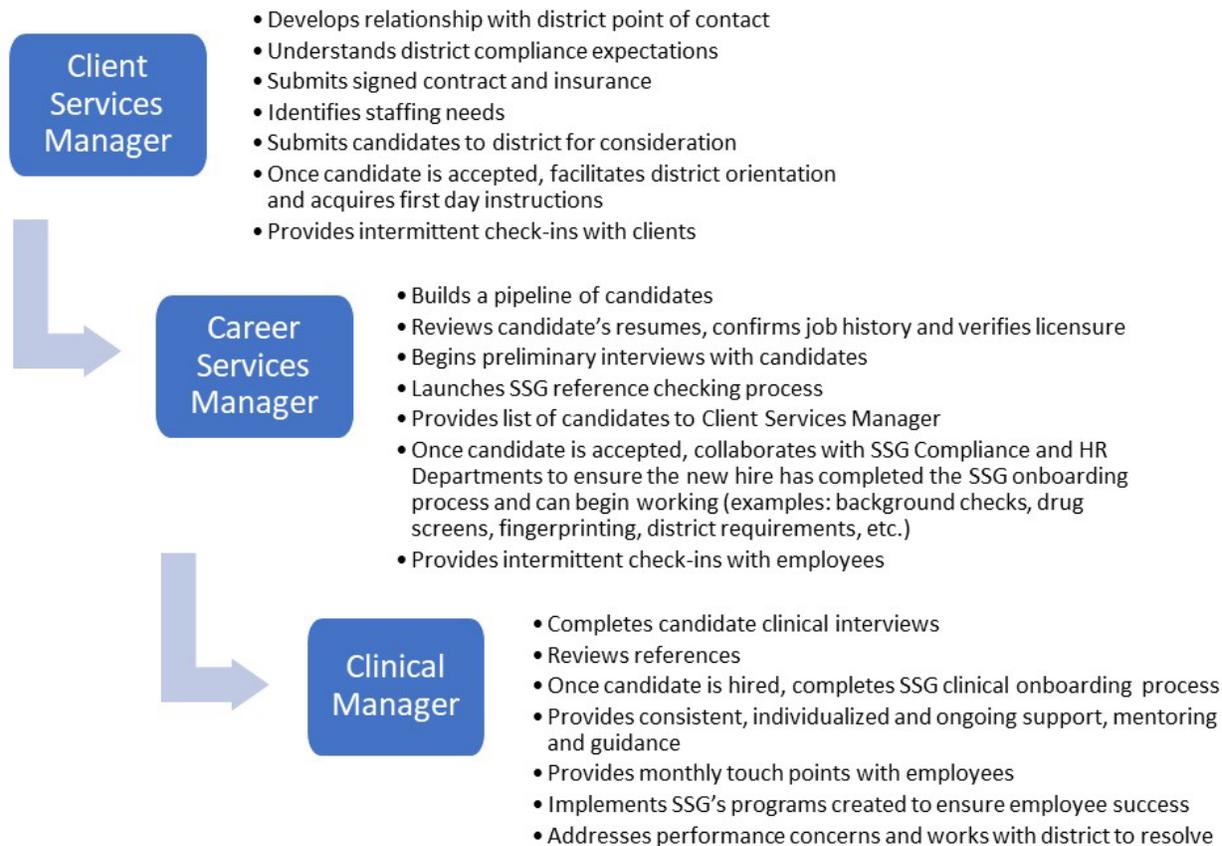
- Verify clinician’s credentials (state licensure, certification, etc.)
- Run all necessary compliance per District regulations (fingerprint clearance, identification badge, background check, TB test, etc.)
- Onboard clinician per company policies
- Clinical Manager to assist with setup, scheduling, documentation, and IEP review on the first day of all placements at no additional cost to the District
- Clinician begins assignment at the District

### Account Management

- Confirm process for invoicing and contract compliance (any changes from previous year)
- Provide ongoing management of clinician placements
- Provide ongoing clinician supervision, support, and mentoring
- Monitor and evaluate clinicians to ensure quality performance
- Establish District’s preferences for the provision of training or CEU events
- Communicate regularly with District personnel

# TAB C – APPROACH TO SERVICE DELIVERY

## Roles and Responsibilities



## Execution Strategy for Delivery of Services

### 1st week

- Confirm District expectations, policies, and procedures
- Obtain caseload from the District
- Set up room for services
- Set up logins
- Review student files and/or IEPs
- Create service schedules
- Meet District team and other staff
- Introduce and build rapport with teachers and building administrator/principal
- Obtain list of IEPs and Evaluations that are due within first month
- Start service delivery

### 30 days

- Ensure all trainings are complete on tracking and managing as well as billing for services
- Connect with case managers to plan for upcoming IEPs
- Check for screening referrals from previous school year and schedule initials
- Make an IEP calendar for the remainder of the year (initials, triennials, etc.)
- Services for all students must be in progress
- Collaboration with teachers and other IEP team members

# TAB C – APPROACH TO SERVICE DELIVERY

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- If irregularities are noticed within IEP, meet with case manager to hold a possible amendment
- Complete service documentation per District expectations/guidelines
- Establish evaluation deadlines for the school year
- Attend IEPs, if applicable

## **60-90 days**

- Complete Progress Reports per District timeline
- Meet with administration to ensure the District requirements are met to date and adjust if needed

## **90+ days**

- Plan for makeup sessions
- Plan for therapy during District testing weeks, etc.
- Between 90-180 days, especially during the "IEP Season," meet the team and plan in advance to meet the compliance deadlines for annuals and especially evaluations

## **End of the school year**

- Obtain information about the closing procedures
- Prepare documents/files giving information about the caseload, location of service delivery, location of files and student folders, and contact person in the school
- Ensure Medicaid documentation is up to date, if applicable
- Complete all scheduled IEPs
- Meet with the District management team to review District staffing needs and assignments, etc.

## SERVICE TECHNIQUES

### **Experience of the Firm**

Our professionals are licensed and certified in Florida, have specialized training and experience in special education, developmental disabilities, pediatric rehabilitation, and/or mental illness, and work within the framework of IDEA, the ethical best practices of their disciplines, local District guidelines, and state and federal law. We will ensure that our clinicians and educators comply with the terms and conditions regarding licenses and certificates, fingerprinting, Medicaid service records, and all District rules and regulations.

### **Scope of Services**

SSG has reviewed the Scope of Services outlined in the RFP instructions, and we agree with all requirements and terms. We will recruit highly qualified clinicians who will meet the District's qualifications. We will also ensure that they perform all duties listed in the Scope of Services, including providing direct and indirect services, conducting evaluations, participating in IEP meetings, writing reports, coordinating with parents and staff, and following District procedures.

The clinical culture within SSG revolves around providing educationally relevant services and implementing strategies and best practice techniques to address the students' IEP goals. Our clinicians will comply with the following duties, allowing for differences across disciplines.

- Pre-referral strategies, if applicable within the District
- Assessments
- Report Writing
- Attendance at meetings
- Therapy services
- Documentation
- Treatment logs
- Progress reports
- Consultation with teachers, parents, etc.
- Collaboration with child study team

For this RFP, we have provided a partial list of the job duties below:

### ***Speech-Language Pathologist***

- language
- articulation
- phonology
- voice
- fluency
- social communication
- pragmatic language

#### **Language:**

- Provide services for the five domains of language: (1) semantics (vocabulary), (2) syntax (sentence structure), (3) morphology (word forms and grammar), (4) phonology (sounds), and (5) pragmatics (social language)

- Collaborate with Special Education teachers to use curriculum extension activities to increase skills in the language areas of semantics (vocabulary) and syntax (sentence formulation)
- Co-teach lessons with Special Education and General Education teachers targeting pragmatic (social language) skill development for peer interactions

### **Literacy:**

- Offer literacy intervention in oral comprehension for students with language/learning needs
- Lead whole class lessons in kindergarten and first grade on phonological awareness
- Co-teach activities with the kindergarten and first grade teams for story narratives and sequential markers for story organization

### **Articulation:**

- Teach students placement of the articulators of the mouth for correct sound production
- Partner with teachers and families for carryover activities to practice speech sound production

### **Fluency/Stuttering:**

- Teach students techniques to shape rhythm and smoothness of speech production

### **Voice:**

- Teach students vocal health and hygiene fundamentals, and safe vocal use

### **Augmentative and Alternative Communication:**

- Partner with students and staff to provide meaningful opportunities to use dedicated voice output devices for interactions throughout the school day

### **Autism Spectrum Disorder:**

- Teach students social expectations, organizational systems, and conversational strategies for peer and academic situations

### ***Speech Language Pathology Assistant (SLPA)***

- Conducts speech and language screenings using screening protocols developed by the supervising Speech and Language Pathologist (SLP)
- Provides direct assistance for speech language voice fluency hearing to students under the supervision of the SLP
- Follows and implements documented IEP plans or protocols
- Documents student progress toward meeting established objectives, and reports the information to the SLP
- Assists the SLP during assessments, assisting with formal documentation, preparing materials, and performing clerical duties
- Prepares therapy materials and/or equipment for use in the classroom and therapy activities
- Assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports

## STANDARDS OF PRACTICE

It is our priority that our clinicians implement educationally relevant and evidence-based therapeutic and behavioral health approaches, follow best practice standards in their area of specialty, and implement services within the least restrictive environment.

Our clinicians will apply an integrated and collaborative approach to services, following your District's Multi-Tiered System of Supports or Response to Intervention guidelines and approach. Our clinicians will also participate in all aspects of the school-based identification and intervention process: from assessments and eligibility standards, to development, planning, and implementation of IEP services.

As members of the collaborative IEP team, our clinicians will help determine the right service delivery model and strategies to support the educational goals of each individual student. Service models may include individual or group service delivery, push-in, pull-out, consultative approaches, or any combination of the above. We believe that it is essential for all IEP team members to collaborate with one another on a regular basis in order to promote consistency and increase student success.

### Pre-Referral Strategies, Including RtI

SSG clinicians will follow the policies and procedures defined by the District. Before an assessment is initiated, our clinicians may collaborate with IEP team members or school staff to discuss parent and/or teacher concerns regarding the student's academic and/or behavioral challenges. The clinicians will work with the team to determine specific strategies and modifications that can be implemented for a specified amount of time, in the general education environment. If necessary, a classroom observation may be scheduled.

SSG clinicians will lend support, provide strategies for interventions, and educate the IEP team members with regard to related disability areas, which have a negative educational impact on student performance. In addition, prior test scores, attendance records, medical history, and work samples may be reviewed to assist in making the right modifications for the student. This approach will frequently reduce unnecessary assessments and provide staff with the tools to help meet student needs.

### Assessments

If an area of deficit has been identified that negatively impacts a student's academic performance, SSG clinicians will provide assessments in accordance with state and District guidelines. Assessment materials and protocols are administered based on the student's age, specific areas of academic concern, and culture. Once all data has been compiled, an evaluation report is completed, and the outcomes of the assessment are shared with the IEP team and family during an IEP meeting. The student's present levels of function, proposed goals, recommended accommodations, and potential interventions are discussed. If services are recommended, the information gathered during the assessment process will be used to develop the student's treatment plan and goals.

### Consultation

SSG clinicians provide consultation services to support students' success and bolster their skills in various learning situations. Consultation involves different components, such as classroom observations, providing strategies for teachers and parents, and providing resources. Consultation may take place in or out of the classroom.

### **IEP Team Collaboration**

SOG recognizes that parents and teachers are key members of the student’s IEP Team. We encourage our clinicians to communicate with IEP team members regularly to keep them informed and to answer any questions they might have regarding the services the clinician is providing. In order to ensure consistency and continuity, our clinicians:

- coach the school staff in techniques and modifications for improved carryover and success
- participate in co-treatment sessions with other service providers, when appropriate
- provide parents/guardians with information on their child’s disability and how it is being addressed at school
- provide home programs that include activities to reinforce services that are being provided throughout the day

### **Student Intervention**

SOG clinicians understand that interventions are driven by the student’s IEP goals, using best practice methodology and appropriate service delivery models (push-in, pull-out, consultative, collaborative) to address their individual educational needs. Whenever possible, services are integrated into the classroom, to ensure that the least restrictive environment is utilized. This promotes the carry-over of therapeutic strategies into the classroom and provides opportunities for staff education, collaboration, and consultation with key staff members that will be supporting the student’s educational progress.

### **Progress Monitoring**

SOG recognizes the significance of data collection, documentation, and accountability, as well as the importance of providing the appropriate amount of services stated in the IEPs. Our Clinical Manager will provide individualized support and direction to our clinicians and educators in the area of Progress Monitoring, as needed. They are available for direct visits, phone conversations, and email communications, and they can answer questions regarding data collection and documentation.

With regard to monitoring progress, our clinicians will:

- complete District and/or site-specific quarterly progress reports
- follow the District’s policies and procedures for documentation and availability
- monitor the daily notes to determine progress
- record student IEP progress and keep printed progress reports in student records
- complete Attendance Logs in order to track the frequency and duration of services provided
- notify case managers when clinicians complete their portion of student progress related to Special Education services

### **Student Confidentiality, HIPAA/FERPA/IDEA Compliance, and Maintenance of Records**

Our company and our employees understand and comply with HIPAA, FERPA, and IDEA regulations and guidelines to ensure total confidentiality and maintenance of student records/documents. We also abide by the understanding that all student records/documents are retained as property of the District. The importance of confidentiality and protecting the privacy of students’ health information and students’ education records is addressed during our Employee Orientation Process. This information is also covered in our Employee Handbook. We are committed to maintaining legal compliance and integrity in all aspects of our operations. Our employees are required to read and sign the company Compliance Program.

## ***TELETHERAPY (ONLY IF REQUESTED BY LEON COUNTY SCHOOLS)***

Today, our teletherapy capabilities serve as an integral component of our full-service offerings to the educational setting. Whether your need is exclusively online, or a hybrid of virtual and in-person, we can offer virtual services to meet the needs of your District and your students. During a typical school year, we have almost 200 virtual clinicians providing services to several dozen public school districts and charter schools. These virtual clinicians span a spectrum of care that covers 12 different professional specialties in therapy, psychology, special education, social work, and healthcare fields.

SSG understands the fluid dynamics of the ever-changing education and special education service delivery continuum. School districts are operating with fully virtual, hybrid (part virtual/part in-person), and fully in-person education services and require a vendor who can quickly adapt to all types of school district needs. We do more than simply provide a teletherapy option for our school district clients to consider - we offer seamless set-up for both school districts and our clinicians who work in a virtual environment. In addition, our in-house team of teletherapy professionals conducts ongoing technical training and clinical training to ensure our virtual services are as efficient and clinically effective as possible.

### **Teletherapy Platforms**

- Zoom Healthcare, Microsoft Teams, Google Meets, WebEx
  - HIPAA/FERPA compliant
  - Students can access the platform from a variety of devices (desktop, laptop, mobile)
  - SSG manages all users and can provide usage reports
  - Collaboration features including one-click content sharing, real-time annotation, and whiteboards
  - We have access to online assessment tools for Speech Language Pathologists (if applicable and appropriate)

### **Technical Support**

SSG offers self-paced or scheduled group training for each of its team members before teletherapy begins. This training addresses both technical and therapeutic issues and also provides access to 1:1 clinical or technical help.

### ***District Support Services***

Leveraging SSG's teletherapy solution allows school districts and their students to maintain pre-existing IEP mandates and goal compliance. SSG can document virtual therapy sessions and complete necessary therapy minute entries for the district's online IEP system via remote access. With these tools and SSG's operational infrastructure and support, students can continue to make progress towards IEP goals even in a virtual environment.

SSG offers these teletherapy services at no additional cost to the District. If needed, SSG also can offer District employees and non-SSG contract staff access to its teletherapy solution for a nominal fee and provide the same clinical and technical training available to our own employees.

SSG is committed to providing teletherapy technical training, clinical training, resources, and ongoing support to its school district partners as the company continues to pursue its mission of transforming the

lives of children, families, and communities through our exceptional therapeutic and behavioral health services.

### **Training**

- Provide certification courses for new hires and customizable District training
- Clinical and technical how-to videos with supporting PowerPoint presentations and resources
- Teletherapy Toolkit on Bridge Academy, our proprietary Professional Development platform
  - 150+ discipline-specific resources with links and descriptions
  - Multi-discipline training videos and PowerPoint presentations
- Public landing page on company website for public use and District use:  
<https://info.thesteppingstonesgroup.com/en-us/covid-19-teletherapy-resources>

### **Ongoing Support**

- 1:1 clinical/technical support is available as needed
- Teletherapy Clinical Support Team - company-wide representation from multiple disciplines with additional support for specific clinical issues
- Professional Development team presents teletherapy-related webinars
- Help desk emails for both clinical and technical support

### **Teletherapy Resources**

The SSG employees utilizing teletherapy are provided with both ready-made materials and common educational-based web resources to be utilized during teletherapy. Through our own Bridge Academy, we provide our clinicians and educators with comprehensive, ready-to-use resources, and we also provide them with the training mentioned above on how to use those resources in a virtual setting. All available resources, materials, and websites utilized can be adapted to each learner's ability and IEP goals to facilitate successful completion of identified goals. Some of the web-based resources used by SSG include [www.getepic.com](http://www.getepic.com), Boomcards, and ABCya!, which all have the ability to sort content based on age, grade or ability level.

## RECRUITING AND TRAINING

With over 34 years of experience in providing therapeutic and behavioral services, The Stepping Stones Group has established a unique approach to recruiting qualified personnel. Recruiters will review District provided job details and identify candidates that match the District's preference in terms of required licensure, credentials, availability, previous experience, knowledge, and flexibility. Within our thorough screening process, we also look beyond basic tangible skills. We qualify clinicians based on their professionalism, presentation, demeanor, positive mindset, and their desire to work with children with special needs. Our priority is to provide our school district partners with highly qualified, passionate clinicians that best match their needs.

By strategically structuring our recruitment team, our clients have dedicated recruiters that are subject matter experts in hiring for their areas and markets. For example, our senior recruiters have over 10 years of experience. This allows for fast, quality results and direct target marketing for candidates that fit their needs.

### Request for Candidates

- SSG will receive a request for a clinician or educator from your Special Education Department via email, phone, or in-person visit.
- We will respond immediately, and within no more than 24 hours, with acknowledgement of the request and/or request for clarification.
- We will work closely with your District to review the caseload to determine any specific needs to ensure a successful placement.

### Steps to Identify Candidates

- Search our database for candidates who match the job specifications
- Conduct local and online job database searches for candidates
- Launch marketing campaigns through email, referrals, mailings, and social networks
- Participate in state and national conferences, such as AOTA, ASHA, APTA, and NASP
- Connect with colleges and universities for alumni and recent graduate leads
- Attend career days and career fairs at universities and surrounding feeder states
- We have developed a University Relations Program, dedicated to identifying new graduates who want to pursue a career in providing special education, therapeutic, and behavioral health services.
- It should also be noted that we hire many employee referrals, which is a testament to our high level of employee satisfaction.

### Once a Candidate is Identified

- Recruiter completes a preliminary interview
- Recruiter reviews candidate's resume, confirms job history, and verifies licensure
- In select situations, our Clinical Manager conducts a Clinical Interview to screen the candidate and to determine the candidate's skill level. Candidates are chosen for their education, experience, specialty, flexibility, values, professionalism, and alignment with District specific selection criteria.

### Once a Candidate is Deemed Appropriate for Submission to District

- Recruiter or HR conducts professional reference checks
- Recruiter obtains permission from the clinician to submit resume to the District
- Clinician is submitted to the District for consideration

### Staffing Capabilities

Our longstanding history, national leadership, regional experience, and localized familiarity allow us to continue the growth of our professional network so we may effectively meet the staffing demands of our school district partners in every area of need. We continue to experience remarkable growth and success in recruiting highly skilled special education, therapeutic, behavioral health, and education professionals for our school district clients. This success is represented in our client retention rate, in which 92% of our school district partners have chosen to work with us year after year.

- **Regional knowledge and experience.** As a longstanding local provider in Florida, SSG is already familiar with the Tallahassee area. We understand the commutability factors from different parts of the county and surrounding area, and we use this knowledge and experience to match available clinicians with assignments in appropriate or commutable locations.
- **Local and nationwide candidate pools.** SSG has built a large network and database of professionals that we can call upon when a school district partner has an opening. This database includes candidates in the Leon County area, as well as candidates located throughout all 50 states. This allows us to expand our recruiting efforts to help source candidates relocating to the area if needed.
- **Creative sourcing and recruiting.** Our organization uses proven recruiting techniques to uncover new candidate leads for our school district clients. Through creative, proactive, and personalized recruiting efforts, we can respond to the needs of your District to provide qualified and available candidates. We also work with universities and colleges across the country, including many in Florida. Our ongoing and broad recruiting strategies ensure that we have potential candidates in our pool today and that we are developing new candidates for the needs of tomorrow.
- **Consistency of service and retention of clinicians.** SSG is proud of the consistency of service that we offer our school district partners. The growth and satisfaction of our clinicians is an integral part of our company culture, so our clinicians tend to stay with us year after year. Maintaining these high retention rates allows us to offer returning staff to your District each school year.
- **Ongoing and immediate staffing needs.** We are committed to responding to the short notice needs of our clients. Our approach includes immediate access to our local / regional database of clinicians, offering special incentives and creative solutions to support the urgent needs of your district. As our relationship continues to grow with the District, so does our involvement with local clinicians and the ability to respond quickly with qualified and talented candidates.

### Orientation

SSG provides each clinician with a comprehensive orientation, a detailed Employee Handbook, excellent support, and opportunities for mentoring when needed. It is our desire that our clinicians become an integral part of the culture of the schools and districts they serve. We will work with LCS to confirm all information regarding their policies, procedures, and documentation requirements have remained unchanged from 2022-23. We will then provide direction, training, and guidance to ensure our clinicians learn this important information.

SSG will make every effort to educate, instruct, and monitor its clinicians to ensure they are following all district standards. This will include policies regarding dress code, wearing identification badges, following safety protocols, completing time logs, attending required meetings, recording data, etc. Specifically, we will review the Contractor Responsibilities set forth in the contract with its clinicians. We will work to

# TAB C – APPROACH TO SERVICE DELIVERY

ensure that all clinicians follow these requirements and maintain a professional presence. We will also provide ongoing support to our clinicians to ensure that all district rules and regulations are being followed.

## *Training*

Our organization provides district and state mandated training for its clinicians to ensure they maintain compliance, as well as additional training that SSG has determined is beneficial. Examples of training include: SSG Orientation, Autism/Behavior Support training for certain disciplines, and COVID training. In addition to technical training, we also provide more generalized training that will help our employees be successful in school-based placements. Topics include soft skills, professionalism, and managing difficult situations. These training modules are housed in our learning management system, Bridge Academy. Training is geared to those that are new to schools, as well as experienced clinicians.

## **Common Staffing Problems and Company Prevention Strategies**

Absences	SSG is committed to providing students with high quality, educationally relevant therapy services, and we will exhaust our options to prevent interruptions in service. If a clinician is absent for several, consecutive days, we will make every effort to find a substitute clinician. We have a database of clinicians looking for short-term assignments, and we also turn to recently retired clinicians to help fill leaves.
Preventing “No Show” Assignments	To prevent “no show” assignments, SSG provides a thorough pre-screening during the recruiting and hiring process and a high level of staff support once the candidate begins his or her assignment. It is a standard operating procedure for the Career Services Manager to regularly connect with the clinicians via phone, email, or direct visits to provide support and verify that they are succeeding in their roles.
Personnel Performance Issues	The Client Services Manager will also regularly connect with the District to ensure that our clinicians are meeting the needs of the District. If a District identifies any performance-based deficits or challenges with a clinician, the Clinical Manager will address the issue immediately and discuss the reported deficits with the clinician. It is our policy to be proactive in obtaining the facts of the matter and working with the District for a timely and positive resolution whenever possible.

## **CLINICAL OPERATIONS DEPARTMENT**

The Stepping Stones Group provides Clinical Operations support and expertise in all states, for all of our service cohorts, which include: Related Therapy, Related Behavioral, Education, School Nursing, and Autism. Our clinical managers are experienced in and provide support for over twenty therapy, special education, nursing and behavioral health disciplines.

### **Regional Directors and Clinical Managers**

Regional Directors oversee day-to-day clinical operations for their regions. They lead, manage, and support a team of Clinical Managers assigned to the region. Regional Directors provide guidance to their Clinical Managers and assist them with any problem solving or performance concerns that impact our employees. They also promote quality and consistency across the region.

Clinical Managers are the face of the company! These clinical leaders will provide individualized support, guidance, and mentorship to clinicians we place in the District. Every SSG employee is assigned to a Clinical Manager. They provide tools and resources for our clinicians, so they are confident in delivering excellent services to the students they serve. The list below summarizes the Clinical Manager's roles and responsibilities.

### **Clinical Manager Roles & Responsibilities:**

- Complete candidate screenings and clinical interviews to identify quality candidates
- Once candidate is hired, completes company clinical onboarding process
- Work with the Triad (the BTSD support team comprised of clinical, recruiting, and client contacts) and/or the District contact to understand District expectations, policies, and procedures
- Provide consistent, individualized, and ongoing support, mentoring, and guidance
- Provide at least monthly touch points with employees, with frequency depending upon the level of support needed
- Discuss best practices with our employees and share clinical tips and ideas
- Monitor employees to determine that they are meeting District expectations and following District policies and procedures, including required documentation and service logs
- Provide District client visits either independently or in collaboration with the Client Services Manager, as needed
- Implement unique SSG programs created to ensure employee success
- Communicate with Triad and District personnel, as needed, to address any performance concerns that the District has brought to our attention
- Address performance concerns with employee and work with the Triad and the District to resolve them
- Provide ongoing, excellent customer service for employees, clients, and colleagues

### **Training and Development Program**

Our ***Pathways to Success Program*** provides clinicians with individualized support, engagement opportunities, access to online continuing education resources, and mentoring through three unique programs - Bloom, Foundations, and Bridge Academy - which are described below. Whether our clinicians are new graduates, new to schools, or experienced school-based clinicians, SSG will provide them with the support and resources needed to be successful. Our Training and Development Program is led by Christine Dukes, CCC-SLP, SVP Quality, who has over 25 years of experience in education, recruiting, and management.

### **Bloom Clinical Fellow Program**

Bloom is designed specifically for new CF-SLPs making the transition from student to practicing clinician. Our goal is to provide an unparalleled First-Year experience through a variety of resources, mentorship, and professional training that will empower clinicians throughout their career.

#### *Highlights include:*

- *Licensure application assistance and monitoring*
  - *Assist in assigning a CF Mentor to each Clinical Fellow*
  - *Provide state licensure information and application guidance*
  - *Monitor status of license to ensure compliance*
- *Professional Toolbox*
  - *Super Duper discount*
  - *Monthly training and development opportunities*
  - *CF Guide*
  - *Summer Series (8-week resource available throughout the year)*
- *Customized care and support from the Bloom Support Team*
- *Community engagement: Monthly Roundtable Discussions*
- *Bilingual CF-SLP support and guidance*

### **Foundations Mentoring Program**

Foundations is a mentoring guide developed for employees who are new to the school environment, including new grads and therapists transitioning from other settings. It consists of a series of learning modules on Bridge Academy that helps clinicians navigate the complexities of working in school systems. Foundations can be self-guided or completed with an identified mentor.

#### *Highlights include:*

- *Caseload Management – Systems and Scheduling*
- *Time Management - Treatment, Meetings, and IEPs*
- *IEPs - Navigating the Process*
- *Service Delivery Models*
- *Assessments, Report Writing, and Documentation*
- *Professional Etiquette*

### **Bridge Academy – Continuing Education and Training Program**

We know the importance and value of continued education and the prominent role it plays in contributing to the professional growth of our clinicians and the children they serve. Bridge Academy, our online training and development platform, hosted by industry-leader Absorb LMS, provides the tools and resources to continue professional development throughout a clinician’s career and at **no cost** to the district.

#### *Highlights of our development and training program include:*

- *Experienced professional development team representing SLPs, OTs, School Psychologists, Nurses, Behavioral Staff, and more*
- *Webinars with a defined and discipline-specific curriculum provide opportunities to access courses at any time to earn CEUs and CPDs*
  - *SOG is an ASHA, AOTA, NASP, BACB, and Nursing approved/authorized continuing education provider*
  - *Live webinars provided monthly to address current topics and needs in school setting*

- *Library of over 175 recorded webinars available, including introductory courses with a variety of topics applicable to multiple disciplines*
- *Practical/Printable information including Monthly Toolkits, therapy ideas, and resources*
- *State and District specific required training*
- *Houses our Foundations program, Summer Series curriculum, Teletherapy Toolkit, Monthly CF Roundtables, and more!*
- *Dynamic reporting and course completion certificates available*

A calendar of events is thoughtfully created each school year, so the content is fresh and applicable. In addition to monthly webinars, courses are created to meet specific requirements at the state and district level. Bridge Academy allows for robust tracking and reporting to ensure clinicians have completed their required training prior to start.

Our multidisciplinary, professional development team creates and presents content to ensure our clinicians have access to free, convenient, and appropriate training resources. Our Professional Development team consists of qualified and experienced clinicians, who also act as Clinical Managers.

### ***District Professional Development***

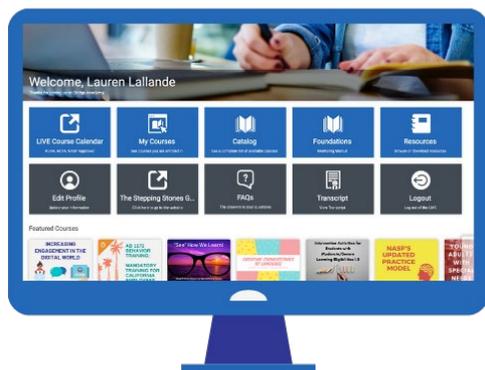
To show our appreciation of your business, SSG offers our school district clients and their staff access to **Elevate “U”, our district PD platform**, at no cost. Select recorded webinars, which are eligible for ASHA, AOTA, NASP, and/or BACB CEUs and CPDs and Nursing Contact Hours, will be made available to you and your special education staff three times throughout the school year as part of our SSG District Partnership Program. These courses can be done either individually or in a group setting.

We also provide opportunities for districts to request workshops that are customized to the specific needs of the district. We can discuss options for personalized trainings and events hosted by SSG that can be live or pre-recorded.

All of our Elevate “U” offerings also come with dedicated technical support for users on our platform and provide an opportunity for participants to track courses completed within our system.

In 2022 alone, we offered 300 districts access to our exclusive webinars, with employees earning over 1,000 CEUs/CPDs/PD Contact Hours through our Partnership Program. Access to Elevate “U” through an SSG partnership offers tremendous savings to districts for PD when compared with PD subscription services that charge districts based on number of users. Our commitment to your district includes PD at no additional cost to your district.

Below is the calendar of webinars that are being provided for the 22/23 school year.



## Previous District Offerings

- Using an Informed Decision-Making Model to Maximize Success in the Schools
- Managing the SLP School Workload
- Effectively Embedding Therapy Services Across the Student's Day
- Trauma 2.0 Moving Beyond Aces
- Data Collection Connection
- Starting Off Strong: Rapport Building Activities
- Behavior Support 101 in the School Setting
- Tips for Dealing with Student Anxiety
- Intervention Activities for Students with Moderate/Severe Learning Eligibilities
- Executive Function and the Learning-Disabled Child
- Professional Ethics for the School-Based SLP
- School Impact of Mental Health Disorders
- Mix It Up: Activities for Mindfulness, Movement, and Managing Emotions
- Cultural Competence 1.0

## PRESCREENING STAFF

### **Compliance Requirements**

Our dedicated Compliance Department ensures that our clinicians meet all credentialing requirements before they are permitted to start working and performs ongoing checks to ensure that clinicians maintain these requirements throughout their assignment period.

### **Verification of Credentials**

Required credentials will vary by specialty, level of expertise, school district, and/or state. Our Compliance Department will follow necessary regulations to verify that each clinician meets the requirements to perform services in the District. Any state licensure, state certification, national certification, or professional certification for our clinicians is confirmed to be Active and in Good Standing through the issuing agency. Credentials of our staff are validated directly through issuing agencies using their online database and copies of each are maintained securely within our HR Department for reference.

Ongoing monitoring is managed by validating updated license or certification records at each expiration/renewal period. Our Compliance Department also provides proactive reminders to our staff well in advance of any credential expiration to prevent any lapse in their license or certification.

### **District Compliance Requirements**

We will obtain confirmation from the District regarding your contract provider requirements before they are allowed to begin work on campus and with direct interaction with students. These requirements may include items such as a school district or state fingerprint clearance, district-issued identification badge, criminal background checks (federal, state, county, child abuse registries), Tuberculosis test, or drug screenings. In addition, we will follow the District procedures regarding any periodic or routine checks required for ongoing compliance of these requirements.

### **Employee Onboarding**

Our clinicians are our employees and as such, our Compliance Department ensures that our staff meets our onboarding requirements before they can begin work. These requirements include an additional background screen, I9 Employee Eligibility Verification, Federal and State tax withholding forms, and other company-related items.

### **Monitoring**

SSG consistently monitors its staff to ensure that we consistently provide high quality clinicians and that we meet the needs of the District. The Clinical Manager will conduct meetings and care calls with clinicians to provide support and verify that they have developed a comfort level and a level of confidence in their roles. The Clinical Manager will also regularly connect with District staff via phone, email, or direct visits to confirm that our clinicians are meeting the needs of the District.

### **Communication**

District staff can contact any SSG team member, including corporate staff, via phone or email at any time. We will also communicate regularly with District personnel to identify and address any new needs, review the services being provided, and address any questions. We will respond to your communications and requests in a timely manner and work quickly to solve any problems. Finally, we will be sure to follow up on any issues to ensure that the appropriate changes have been made to address the situation.

# 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.

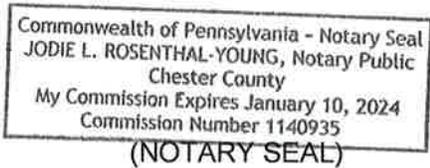
**10. Scrutinized Companies Certification**

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 <sup>PA</sup> ~~FLORIDA~~ \_\_\_\_\_ John Gumpert \_\_\_\_\_ John Gumpert  
COUNTY OF Chester Authorized Representative (Print) Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 24 day of May, 2023, by John Gumpert (name of authorized representative) as RFP & Contracts Manager (position title) for The Stepping Stones Group (Vendor Name).



Jodie L Rosenthal-Young  
Notary Signature  
Jodie L Rosenthal-Young  
Name of Notary (Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ OR Produced Identification  Type of Identification PA DL



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: The Stepping Stones Group  New Vendor  Update  
CONTACT PERSON: Brittany Knoerzer LCSB Employee:  YES  NO  
PHONE NUMBER: 800-337-5965 FAX NUMBER: 800-822-8287  
CORRESPONDENCE ADDRESS: 123 N. Wacker Drive, Suite 1150  
CITY: Chicago STATE: IL ZIP + 4: 60606

REMITTANCE INFORMATION  
(if different from above)

CONTACT PERSON: Amy Chan  
REMITTANCE ADDRESS: P.O. Box 6280  
CITY: Carol Stream STATE: IL ZIP + 4: 60197  
EMAIL ADDRESS: amy.chan@ssg-healthcare.com WEBSITE: www.thesteppingstonesgroup.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: 26-0852181 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

  
Signature

John Gumpert  
Print Name

05/22/2023  
Date

LCSB site contact requesting vendor: June Kail, Procurement Officer (850) 488-1206, kailj@leonschools.net  
Name Phone & Email

For LCSB Employee Use Only

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

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**The Stepping Stones Group LLC**

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

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► \_\_\_\_\_

**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.) See instructions.  
**123 N. Wacker Avenue, Suite 1150**

**6** City, state, and ZIP code  
**Chicago, IL 60606**

**7** List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

## 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

**Employer identification number**

2	6	-	0	8	5	2	1	8	1
---	---	---	---	---	---	---	---	---	---

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

**Sign Here**    Signature of U.S. person ►     Date ► **January 19, 2023**

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## 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, later.*



Leon County Schools Authorization for ACH Direct Payment

Finance Department

2757 West Pensacola Street, Tallahassee, Florida 32304

Payee/Vendor Name The Stepping Stones Group
Address 123 N. Wacker Drive, Suite 1150
City, State Zip Chicago, IL 60606
Telephone 800-337-5965
Contact Name Amy Chan
Contact e-mail amy.chan@ssg-healthcare.com

(for ACH remittance notification)

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

Select one: [X] New Enrollment [ ] Financial Institution or Account Change

Bank Name Wintrust Bank

Branch (if applicable) 231 S. LaSalle, 2nd Floor

City, State Zip Chicago, IL 60604

Transit/Routing Number 71925444

Bank Account Number 3805111005

Account Type (check one) [X] Checking OR [ ] Savings

Account Type (check one) [ ] Personal OR [X] 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 John Gumpert Digitally signed by John Gumpert Date: 2023.05.22 16:13:18 -04'00'

Date

Name (printed) John Gumpert

Title RFP & Contracts Manager

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.

For LCS use only

Vendor Name

Date Received

**Attachment III**  
**Notice of Conflict of Interest**

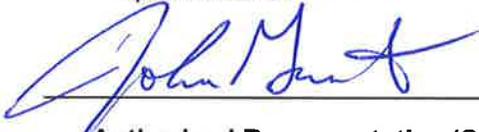
**Company Name:** The Stepping Stones Group [Proposers shall complete either Section 1 or Section 2]

**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 1**

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)**

John Gumpert  
\_\_\_\_\_  
**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.

<b>Name</b>	<b>Title/Position</b>	<b>Date of Filing</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**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>	John Gumpert	Mike Angelo
<b>Title:</b>	RFP & Contracts Manager	Client Services Manager
<b>Street Address:</b>	123 N. Wacker Drive, Suite 1150	123 N. Wacker Drive, Suite 1150
<b>City, State, Zip code</b>	Chicago, IL 60606	Chicago, IL 60606
<b>Telephone: (Office)</b>	800-337-5965	800-337-5965
<b>Telephone: (Cell)</b>	610-517-0063	717-415-0382
<b>Email:</b>	k12ops.bids@ssg-healthcare.com	mike.angelo@ssg-healthcare.com

The Stepping Stones Group		5/18/2023
<b>Company Name</b>	<b>Authorized Representative (Signature)</b>	<b>Date</b>
26-0852181	John Gumpert	
<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.

The Stepping Stones Group

---

Companies Acquired By SSG - EBS Healthcare, Cobb Pediatric Services, Cumberland Therapy Services

---

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 #2

Proposer Name: The Stepping Stones Group

Reference Company Name: Clay County Public Schools

Address: 900 Walnut Street, Green Cove Springs, FL.

Primary Contact Person: Susan Broskie Alternate Contact Person: \_\_\_\_\_

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

Primary Contact Phone: (904) 336-6873 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: susan.broskie@myoneclay.net Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 2010 - Present Location of Services: \_\_\_\_\_

Brief description of the services performed for this reference:

The Stepping Stones Group and formerly EBS Healthcare have partnered with Clay County Public Schools for over 10 years providing SLP services to the district. In addition, we have hosted ASHA approved CEU events for the district.

Overall contract performance:  Poor  Fair  Adequate  Good  Excellent

Would you contract with this vendor again?  Yes  No

Susan Broskie

5/22/23

Primary Reference Contact Signature

Date

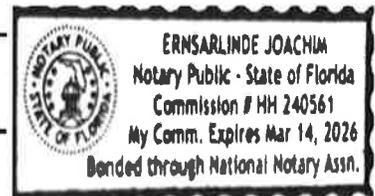
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 22nd day of May, 2023, by Susan Broskie (name of authorized representative) as SLP Specialist (position title) for Clay County Public Schools (company name).

Ernsarlinde Joachim  
Notary Signature

Ernsarlinde Joachim

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)



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

### Proposer's Reference Form

#### Reference #1

Proposer Name: The Stepping Stones Group

Reference Company Name: Duval County Public Schools

Address: 1701 Prudential Drive, 4th Floor, Jacksonville, FL

Primary Contact Person: Heather McCabe, *Related Services Supervisor* Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: ~~ESE Coordinator~~ Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: (904) 348-5151 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: MccabeH1@duvalschools.org Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: ~~2005~~ - Present Location of Services: \_\_\_\_\_

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

The Stepping Stones Group, and previously EBS Healthcare have partnered with Duval County Public Schools for over 15 years providing various ESE services including SLP, OT, PT Special Education Teachers, etc.

Overall contract performance:     Poor     Fair     Adequate     Good     Excellent

Would you contract with this vendor again?    Yes     No

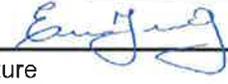


5/19/23

Primary Reference Contact Signature

Date

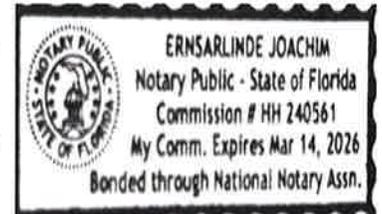
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 19th day of May, 2023, by Heather McCabe (name of authorized representative) as Related Services Supervisor (position title) for Duval County Public Schools(company name).

  
\_\_\_\_\_  
Notary Signature

Ernsarlinde Joachim

(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: The Stepping Stones Group

Reference Company Name: Hillsborough County School District

Address: 1202 E Palm Avenue, Tampa, FL

Primary Contact Person: Deborah Llewellyn Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: Supervisor of SLP Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: (813) 273-7520 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: deborah.llewellyn@hcps.net Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 2020 - Present Location of Services: Hillsborough County Public Schools

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

The Stepping Stones Group and formerly EBS Healthcare have partnered with Hillsborough County Public Schools for three years providing both onsite and virtual SLP services.

Overall contract performance:     Poor         Fair         Adequate         Good         Excellent

Would you contract with this vendor again?     Yes         No

Deborah Llewellyn

05/19/2023

Primary Reference Contact Signature

Date

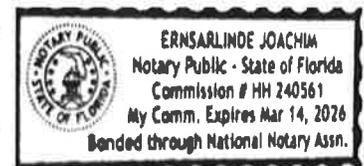
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 19th day of May, 2023, by Deborah Llewellyn (name of authorized representative) as Supervisor of SLP (position title) for Hillsborough County Public Schools (company name).

Ernsarlinde Joachim  
Notary Signature

Ernsarlinde Joachim

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)



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



N/A for The Stepping Stones

**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:

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Type/Description of Goods or Service Subcontractor will provide:

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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.

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**Attachment VIII**  
**Drug-Free Workplace Certification**

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

The Stepping Stones Group

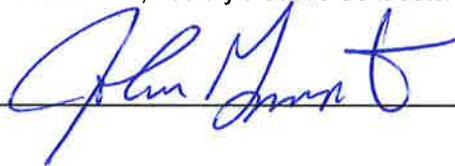
Company Name

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 5/19/23

## Attachment IX

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

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

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

**(Read instructions on page two before completing certification.)**

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

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

ORGANIZATION NAME  The Stepping Stones Group	PR/AWARD NUMBER OR PROJECT NAME  RFP 517-2024, SLP Services
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)  John Gumpert, RFP & Contracts Manager	
SIGNATURE(S) 	DATE  5/18/22

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  Date: 5/19/23

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

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

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

For N/A

Name of Grantee

N/A

Title of Grant Program

**Disclosure of Lobbying Activities**

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

<p><b>1. Type of Federal Action:</b></p> <p>a. contract</p> <p><u>  a  </u> b. grant</p> <p>c. cooperative agreement</p> <p>d. loan</p> <p>e. loan guarantee</p> <p>f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p>a.</p> <p>bid/offer/application</p> <p><u>  a  </u> b. initial award</p> <p>c. post-award</p>	<p><b>3. Report Type:</b></p> <p>a. initial filing</p> <p><u>  a  </u> 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><u>  X  </u> Prime      _____ Subawardee</p> <p style="padding-left: 100px;">Tier _____, if Known:</p> <p>The Stepping Stones Group  123 N. Wacker Drive, Suite 1150  Chicago, IL 60606</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: center;"><b>Congressional District, if known:</b></p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p>\$</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b>  <i>(if individual, last name, first name, MI):</i></p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i>  <i>(last name, first name, MI):</i></p>	

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

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

Signature: 

Print Name: John Gumpert

Title: RFP & Contracts Manager

Telephone No.: 800-337-5965 Date: 5/19/23



**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?	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
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>

# Exhibit C

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)	\$ 85.00
2.	Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	\$ 75.00
3.	Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)	\$ 83.00
4.	Rate per hour for FDOH licensed SLP (Remote)	\$ 85.00
5.	Rate per hour for FDOE licensed SLP Assistant (Remote) supervised by a licensed SLP provided by the Contractor	\$ 75.00

The Stepping Stones Group  
Company Name

John Gumpert  
Authorized Representative Name (Printed)

  
Authorized Representative Signature

26-0852181  
FEIN

RFP & Contracts Manager  
Authorized Representative Title

5/18/2023  
Date