



**School Board of Leon County, Florida
District Term Contract
DTC-24-1014**

Speech-Language Pathology Services

This Contract is between the School Board of Leon County, a public school district within Leon County, Florida, with offices at 2757 West Pensacola Street, Tallahassee, FL 32304 (District), and WordPLAY Therapy Services, LLC (Contractor) located at 3551 Spider Lily Way, Tallahassee, FL 32311. 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: WordPLAY Therapy Services, LLC response to RFP 517-2024, Speech-Language Pathology Services; and
- c) Exhibit C: WordPLAY Therapy Services, LLC cost proposal.

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

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

V. Amendments

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

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

VI. Contract Notices

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

VII. Contract Management

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

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

The District's Contract Manager is:

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

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

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

Primary Contact:

Erica Talbot, Owner
3551 Spider Lily Way
Tallahassee, FL 32311
Telephone: (727) 902-7778
Email: ericatalbot.slp@gmail.com

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

VIII. Termination

A. Termination for Convenience

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

B. Termination for Cause

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

C. Termination for Unauthorized Employment

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

D. Termination for Lack of Funds

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

E. Contract Termination Requirements

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

IX. Assignment

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

X. Subcontracts

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

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

XI. Price Adjustments

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

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

XII. Additions/Deletions

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

XIII. Other Conditions

A. Public Records

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

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

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

B. Disputes

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

C. Notices

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

D. Insurance

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

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

E. Employee Status

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

F. Force Majeure

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

G. Available Funding

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

H. Scrutinized Companies Contractor Certification

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

CONTRACTOR:
WORDPLAY THERAPY SERVICES, LLC

Erica Talbot, ms, ccc-slp
Erica Talbot, Owner

7/11/2023
Date

SCHOOL BOARD OF LEON COUNTY, FL

Alva Swafford Smith
Alva Swafford Smith, Board Chair

7/11/2023
Date

Rocky Hanna
Rocky Hanna, Superintendent

7/13/23
Date

Request for Proposals (RFP)



Speech-Language Pathology Services RFP 517-2024

RFP Released: April 26, 2023

Deadline for Questions*: May 15, 2023

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

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

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

RFP Timeline

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

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SECTION 1: Key information



1.1 Quick Facts

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

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

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

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

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

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

The District's Procurement Officer

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

Purchasing Department

Leon County Schools

3397 W. Tharpe Street

Tallahassee, FL 32303

Telephone: (850) 488-1206

Email: purchasing@leonschools.net

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

1.4 Developing Your Proposal

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

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



1.5 Submitting Your Proposal

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

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

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

Leon County Schools

Purchasing Department

RFP 517-2024, Speech-Language Pathology Services

Attn: June Kail, Procurement Officer

3397 W. Tharpe Street

Tallahassee, FL 32303

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

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



1.7 Disposition of Proposals

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



1.8 Changes to the RFP

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

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



1.9 Protest Procedures

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

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

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

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SECTION 2: Scope of Work

2.1 Background

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

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

2.2 Procurement Overview

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

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

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

2.3 Contract Term

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

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

2.4 Scope of Work

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

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

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

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

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

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

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

2.5 Certification

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

2.6 Procedure

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

2.7 Project Tracking & Progress Reporting

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

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

2.8 Billing and Payment

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

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

All Contractors must complete the ACH Direct Payment Form located online at <https://www.leonschools.net/Page/1086> within five (5) business days of Contract execution.

The Board does not issue checks for vendor payments.

2.9 Performance Monitoring

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

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

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

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

SECTION 3: Procurement Rules and Information

3.1 Contents and Format of Proposal Submittals

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

a. TAB A

Overview

1. Executive Summary/ Letter of Interest

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

2. Financial Interest

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

b. TAB B

Experience and Organization

1. References

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

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

2. Company Profile

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

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

3. Narrative Record of Past Experience

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

4. Qualifications and Experience of Staff

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

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

5. Litigation

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

c. TAB C

Approach to Service Delivery

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

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

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

d. **TAB D**

Required Forms

Proposers shall complete the following forms:

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

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

3.2 **Cost Proposal Submittals**

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

3.3 Proposal Evaluation and Criterion

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

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

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

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

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

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

Where:

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

X = Vendor's Proposed Price

Z = Cost Points Awarded

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

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

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

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

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

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

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

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

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

3.4 Advertising Notice of Board Decision

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

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

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

3.5 No Prior Involvement and Conflicts of Interest

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

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

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

3.6 Confidentiality, Proprietary, or Trade Secret Material

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

3.7 Small Business Participation

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

3.8 Local Business Preference

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

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SECTION 4: Contract Terms and Conditions

4.1 Contract Modifications

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

4.2 Use by Other Public Agencies

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

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

4.3 Travel Expenses

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

4.4 E-Verify

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

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

4.5 Subcontracts

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

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

4.6 Background Screening Requirements/Jessica Lunsford Act

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

The Contractor shall bear all costs associated with background screening.

District Contact

Donald Kimbler

Leon County Schools Safety & Security

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

Phone: (850) 487-7293

Email: kimblerd@leonschools.net

4.7 Insurance

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

- 4.7.1 General Liability: Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 4.7.2 Professional Liability/Technology Errors & Omissions: Limit not less than \$1,000,000 per occurrence covering services provided under this Contract.
- 4.7.3 Workers Compensation: Florida Statutory limits in accordance with Chapter 440, F.S.; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- 4.7.4 Auto Liability: Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: *"(Contractor Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition"*.
- 4.7.5 Acceptability of Insurance Carriers: The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- 4.7.6 Verification of Coverage: Proof of insurance must be furnished within fifteen (15) days of award of the contract.
- 4.7.7 Required Conditions: Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
- The School Board of Leon County, Florida, its members, officers, employees and agents are added as additional insured.
- All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Leon County, Florida.
- Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St. Tallahassee, FL 32303
- The School Board of Leon County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.
- 4.7.8 Cancellation of Insurance: Vendors are prohibited from providing services under this Agreement with LCSB without the minimum required insurance coverage and must notify LCSB within two business days if required insurance is cancelled.

4.8 Copyrights, Right to Data, Patents, and Royalties

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

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

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

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

4.9 Independent Contractor Status

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

4.10 Assignment

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

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

4.11 Force Majeure

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

4.12 Severability

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

4.13 Reservation of Rights

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

4.14 Americans with Disabilities Act

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

4.15 Employment of District Personnel

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

4.16 Legal Requirements

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

4.17 Conflict of Law and Controlling Provisions

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

4.18 Default

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

4.19 Termination

4.19.1 Termination at Will

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

4.19.2 Termination for Cause

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

4.19.3 Termination for Unauthorized Employment

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

4.19.4 Termination for Lack of Funds

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

4.19.5 Contract Termination Requirements

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

4.20 Public Records

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

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

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

4.21 Indemnification

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

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

4.22 Disputes

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

4.23 Federal Terms and Conditions

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

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

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

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

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

4.24 Anti-Discrimination

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

4.25 Discriminatory Vendor List

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

4.26 Public Entity Crime & Convicted Vendor List

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

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

4.27 Scrutinized Companies Certification

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

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SECTION 5: Definitions

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

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

**Attachment I
Cost Proposal Form**

RFP No. 517-2024 Speech and Language Therapy Services

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

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

Company Name

FEIN

Authorized Representative Name (Printed)

Authorized Representative Title

Authorized Representative Signature

Date

Attachment II Required Provisions Certifications

1. **Business/Corporate Experience**

This is to certify that the Proposer :

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

2. **Prime Vendor**

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

3. **Meets Legal Requirements**

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

4. **Financial Disclosure**

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

5. **Federal Debarment**

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

6. **Conflict of Interest**

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

7. **Statement of No Inducement**

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

8. **Statement of Non-Disclosure**

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

9. **Statement of Non-Collusion**

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

10. Scrutinized Companies Certification

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

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

STATE OF FLORIDA _____

COUNTY OF _____ **Authorized Representative (Print)** **Authorized Representative (Signature)**

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

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ___ OR Produced Identification ___ Type of Identification _____

Attachment IV Proposer Contact Information

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

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

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

Attachment V
Proposer's Reference Form

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

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

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

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

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

Proposer's Reference Form

Reference #1

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: Poor Fair Adequate Good Excellent

Would you contract with this vendor again? Yes_____ No_____

Primary Reference Contact Signature

Date

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

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known [_____] **OR** Produced Identification [_____] Type of Identification _____

Proposer's Reference Form

Reference #2

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: Poor Fair Adequate Good Excellent

Would you contract with this vendor again? Yes No

Primary Reference Contact Signature

Date

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

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

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

Proposer's Reference Form

Reference #3

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: Poor Fair Adequate Good Excellent

Would you contract with this vendor again? Yes No

Primary Reference Contact Signature

Date

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

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

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

Attachment VI
Local Preference Affidavit

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

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

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

Proposer Name: _____

Physical Address: _____

County: _____

Phone of Local Location: _____

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

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

STATE OF FLORIDA
COUNTY OF _____

Authorized Representative (Print) **Authorized Representative (Signature)**

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

Notary Signature

(NOTARY SEAL) _____
Name of Notary (Typed, Printed, or Stamped)

Personally Known [] **OR** Produced Identification [] Type of Identification _____

Attachment VII
Subcontracting Form

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

Complete a separate sheet for each subcontractor.

Prime Proposer Name:

Type/Description of Goods or Service Subcontractor will provide:

Subcontractor Company Name: _____ FEIN: _____

Contact Person: _____ Contact Phone Number: _____

Address: _____

Email address: _____

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

Local Proposer per PO6450? Yes _____ No _____

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

Attachment VIII
Drug-Free Workplace Certification

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

Company Name

does:

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

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

Signature of Authorized Officer _____

Date _____

Attachment IX

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

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

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

(Read instructions on page two before completing certification.)

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

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

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

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

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

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

Instructions for Certification

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

Attachment X

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

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

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

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

By _____

Date: _____

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

By _____

Date: _____

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

For _____

Name of Grantee

Title of Grant Program

Disclosure of Lobbying Activities

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

<p>1. Type of Federal Action:</p> <p>a. contract</p> <p>_____ b. grant</p> <p>c. cooperative agreement</p> <p>d. loan</p> <p>e. loan guarantee</p> <p>f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a.</p> <p>bid/offer/application</p> <p>_____ b. initial award</p> <p>c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing</p> <p>_____ b. material change</p> <p>For material change only:</p> <p>Year _____ quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>_____ Prime _____ Subawardee</p> <p style="padding-left: 150px;">Tier _____, if Known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>	
<p>10. a. Name and Address of Lobbying Registrant</p> <p><i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i></p> <p><i>(last name, first name, MI):</i></p>	

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

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ **Date:** _____

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.

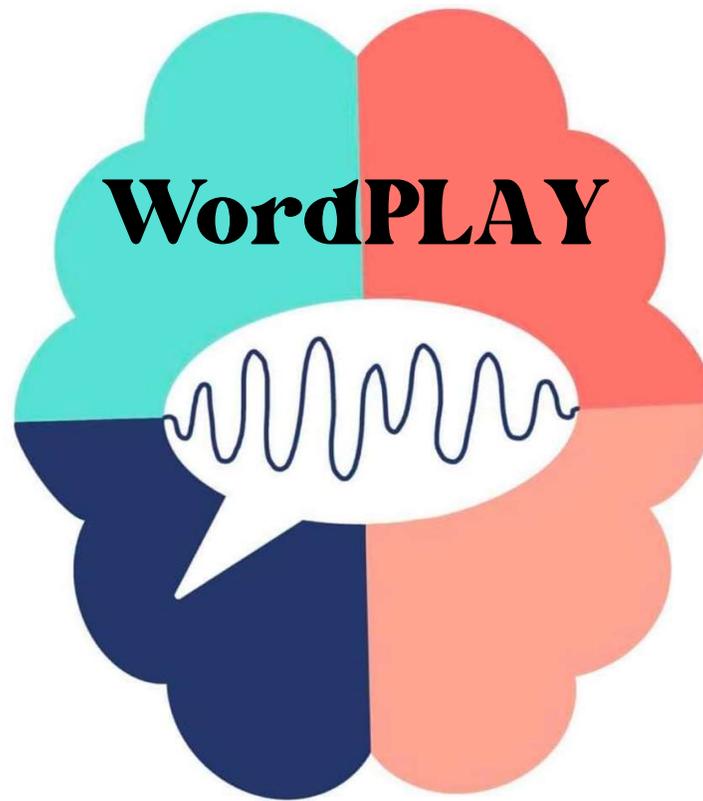
This Addendum provides the Board's written answers to the timely written questions received.

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>

Exhibit B



Technical Proposal for Speech Language Pathology Services
in Response to Leon County Schools RFP 517-2024

Table of Contents

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WordPLAY
Therapy Services

Erica Talbot
WordPLAY Therapy Services, LLC
3551 Spider Lily Way
Tallahassee, FL 32311
ericatalbot.slp@gmail.com
admin@wordplay850.com
Mobile: 727-902-7778

Leon County Schools
Purchasing Department
3397 West Tharpe Street
Tallahassee, FL 32303

I am writing on behalf of WordPLAY Therapy Services, LLC (“WordPLAY”) and am proud to submit this proposal to provide speech language pathology services to the Leon County School Board (LCSB). I started WordPLAY because I am so passionate about the delivery of high quality speech language pathology services and promoting the academic and social development of school-age children. As a provider of speech language pathology services to K-12 students at schools in Leon County since 2017, I am eager to continue to extend support to LCSB and confident that WordPLAY is an ideal candidate to fulfill the requirements set forth in the RFP.

This proposal outlines the comprehensive speech language pathology services that WordPLAY can deliver to LCSB, and also highlights the experience, qualifications, and approach to delivering high-quality speech language pathology services that set WordPLAY apart. I believe that through a commitment to individualized therapy plans, evidence-based practices, and collaborative partnerships, WordPLAY will ensure the successful attainment of speech and language goals for students.

I hope you find that WordPLAY’s experience, staffing and qualifications, approach to service delivery, and quality of references make us the ideal partner to provide speech language pathology services. As is detailed further in this proposal, if awarded a contract by the LCSB, WordPLAY is prepared to rapidly scale a team of exceptionally qualified speech language pathologists to meet demand for services— with both in-person and virtual options.

I appreciate the opportunity to be considered as a provider of speech language pathology services to the LCSB and look forward to continuing to contribute to the educational success of students in Leon County. If selected, LCSB can be assured that the services provided by WordPLAY will be compliant with all laws, rules, and other applicable authorities. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your time and consideration.

Erica Talbot, M.S., CCC-SLP

Erica Talbot, Speech Language Pathologist
Founder/Owner
WordPLAY Therapy Services, LLC

Financial Interest

Not applicable. No board or district employees or officials have a material financial interest in WordPLAY.

References

As part of our commitment to transparency and building strong relationships, we believe it is important to share the experiences of those who have benefited from our services. As such, we are pleased to provide you with a selection of client references that showcase our track record of excellence and client satisfaction for services of similar scope and size to those identified in the RFP. These references demonstrate our abilities and highlight the quality, effectiveness, and positive outcomes achieved through our speech therapy services. We take great pride in the relationships we have built with our clients and the results we have achieved together. We firmly believe that these client references provide valuable insights into the caliber of our services and the level of satisfaction experienced by those we have had the privilege to work with.

Proposer's Reference Form

Reference #1

Proposer Name: Erica Talbot DBA WordPLAY, LLC

Reference Company Name: Leon County Schools - Sail Highschool

Address: 2006 Jackson Bluff Road, Tallahassee, FL 32304

Primary Contact Person: Matt Roberson Alternate Contact Person: _____

Primary Contact Title: Principal, SAIL High School Alternate Contact Title: _____

Primary Contact Phone: 850-488-2468 Alternate Contact Phone: _____

Primary Contact Email: Robersonm@leonschools.net Alternate Contact Email: _____

Contract Performance Period: 2/2023-5/2023 Location of Services: SAIL High School

Brief description of the services performed for this reference:

Ms. Erica Talbot was contracted mid-year to fill the gap from a previous provider that could not full-fill services. Ms. Talbot's expertise and prior experience allowed her to re-organize the student caseload and immediately begin services for compliance. She communicated very well with administration, fellow staff, and made excellent connections with students. Ms. Talbot has a high level of working knowledge as it relates to writing IEP's, and reviewing IEP's to ensure compliance. She also worked with the Problem Solving Team as she provided updates on students and conducted observations on students that were recommended for Speech/Language evaluations. Her professionalism, care for students, and ability to provide services are key reasons why I would highly recommend her SLP services for Leon County Schools.

Overall contract performance: Poor Fair Adequate Good Excellent

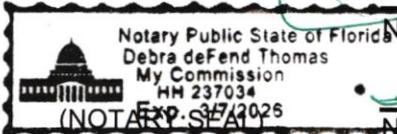
Would you contract with this vendor again? Yes No

Matt Roberson _____ 5/17/23

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 17TH day of MAY, 20 23, by Matt Roberson (name of authorized representative) as Principal (position title) for SAIL HIGH SCHOOL (company name).



Debra deFend Thomas

DEBRA DEFEND THOMAS

Name of Notary (Typed, Printed, or Stamped)

Personally Known OR Produced Identification Type of Identification _____

Proposer's Reference Form
Reference #2

Proposer Name: Erica Talbot dba WordPlay LLC

Reference Company Name: Leon County Schools

Address: 2757 Pensacola Street Tallahassee, FL 32304

Primary Contact Person: Aimee Kowalczyk Alternate Contact Person: Matt Roberson
Primary Contact Title: ESE Compliance Alternate Contact Title: School Principal
Primary Contact Phone: 850-345-0300 Alternate Contact Phone: 850-488-2468
Primary Contact Email: Aimee.Kowalczyk@yahoo.com Alternate Contact Email: robersonm@leonschools.net
Contract Performance Period: 2/23-5/23 Location of Services: Sail Highschool

Brief description of the services performed for this reference:

Ms. Talbot provided speech and language services to ESE students at Sail High School during the Spring Semester. She has been a wonderful asset to the team. Her work ethic is worthy of noting as she is results driven and it shows. She provides meaningful input and goes above and beyond to ensure that her students needs are met. She recognizes when the IEP is not working as written and brings her concerns to the team for discussion. She is a natural with the students and a true team player. I would reccommend her services.

Overall contract performance: Poor Fair Adequate Good Excellent
Would you contract with this vendor again? Yes No

A. Kowalczyk 5/11/23
Primary Reference Contact Signature Date

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 11TH day of MAY, 2023, by AIMEE KOWALCZYK (name of authorized representative) as ESE (position title) for SAIL HIGH SCHOOL (company name).



Debra deFend Thomas
Notary Signature
DEBRA DEFEND THOMAS
Name of Notary (Typed, Printed, or Stamped)

Personally Known OR Produced Identification Type of Identification _____

Proposer's Reference Form

Reference #3

Proposer Name: Erica Talbot dba WordPLAY LLC

Reference Company Name: Leon County Schools

Address: 2757 Pensacola St, Tallahassee, FL 32304

Primary Contact Person: Danielle Henry Alternate Contact Person: Matt Roberson

Primary Contact Title: ESE Teacher Alternate Contact Title: Principal

Primary Contact Phone: 337-739-8583 Alternate Contact Phone: 850-488-2468

Primary Contact Email: henryd@leonschools.net Alternate Contact Email: robersonm@leonschools.net

Contract Performance Period: 2/23 - 5/23 Location of Services: SAIL High School

Brief description of the services performed for this reference:

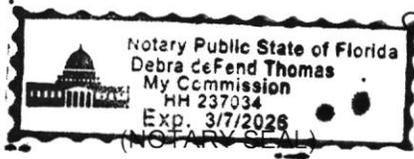
I would highly recommend Erica Talbot for the position of Speech Language Pathologist. She has a natural ability to observe, collect data, and find cause for whether a student displays speech and/or language delays. Erica is a caring service provider and tunes in to all student needs. She is adaptable and understands how to shift an activity if the need arises. Her collaborative efforts between students and teachers exhibits her strong understanding of the field and her ability to provide services to a wide variety of individuals. She has proven to be an invaluable member of our IEP team, as her extensive knowledge is apparent during meetings when discussing service plans and goals.

Overall contract performance: Poor Fair Adequate Good Excellent

Would you contract with this vendor again? Yes No

Danielle Henry 05/11/2023
Primary Reference Contact Signature Date

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 11TH day of MAY, 2023, by DANIELLE HENRY (name of authorized representative) as ESE TEACHER (position title) for SAIL/LCS (company name).



Debra CeFend Thomas
Notary Signature
DEBRA DEFEND THOMAS
Name of Notary (Typed, Printed, or Stamped)

Personally Known OR Produced Identification Type of Identification _____

Proposer's Reference Form

Reference #4

Proposer Name: Erica Talbot DBA WordPLAY, LLC

Reference Company Name: Leon County Schools, SAIL High School

Address: 2006 Jackson Bluff Road, Tallahassee, FL 32304

Primary Contact Person: Rob Pell Alternate Contact Person: Matt Roberson

Primary Contact Title: Dean Of Students, SAIL High School Alternate Contact Title: Principal

Primary Contact Phone: 850-448-2468 Alternate Contact Phone: 850-448-2468

Primary Contact Email: pellr@leonschools.net Alternate Contact Email: robersonm@leonschools.net

Contract Performance Period: 2/2023-5/2023 Location of Services: SAIL High School

Brief description of the services performed for this reference:

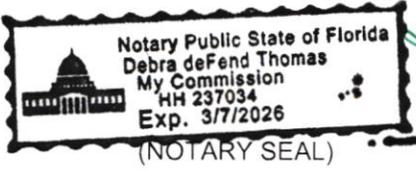
Ms. Talbot is amazing and has set the SLP bar quite high. Our site was without an SLP for a while, and she jumped right into action. She immediately started providing compensatory services and pull-outs for students, as well as conducted observations and data collection required for evaluative services. We gave her a tall order and as result of her professionalism, work ethic, and desire to assist students, she prevailed and kept us in compliance. I highly recommend and hope that she returns to SAIL next year, as she is a valuable asset to our PST team and provides thorough and excellent insight.

Overall contract performance: Poor Fair Adequate Good Excellent

Would you contract with this vendor again? Yes No

Robert Pell 5/12/23
Primary Reference Contact Signature Date

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 12 day of MAY, 2023, by ROBERT PELL (name of authorized representative) as DEAN (position title) for SAIL HIGH (company name).



Debra deFend Thomas
Notary Signature
DEBRA DEFEND THOMAS
Name of Notary (Typed, Printed, or Stamped)

Personally Known OR Produced Identification Type of Identification _____

Proposer's Reference Form

Reference #5

Proposer Name: Erica Talbot DBA WordPLAY, LLC

Reference Company Name: Leon County Schools, SAIL High School

Address: 2006 Jackson Bluff Road, Tallahassee, FL 32304

Primary Contact Person: Tiffany Martin Alternate Contact Person: Matt Roberson

Primary Contact Title: School Social Worker Alternate Contact Title: Principal

Primary Contact Phone: 850-508-4262 Alternate Contact Phone: 850-488-2468

Primary Contact Email: martint6@leonschools.net Alternate Contact Email: robersonm@leonschools.net

Contract Performance Period: 2/2023-5/2023 Location of Services: SAIL High School

Brief description of the services performed for this reference:

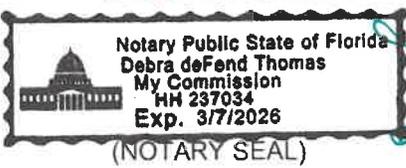
Ms. Talbot has been providing speech and language services that are a breath of fresh air! Her approach is innovative and allows for transfer across all environments. Ms. Talbot provided our autism support group with opportunities to improve their use of language through social skill development. She maintains professional boundaries and is thorough in her documentation and data collection which makes it easy for the problem solving team to create meaningful solutions. Her services are an integral part of the education environment at Sail High School.

Overall contract performance: Poor Fair Adequate Good Excellent

Would you contract with this vendor again? Yes No

[Signature] LCSW 5/24/23
Primary Reference Contact Signature Date

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 24 day of MAY, 2023, by TIFFANY MARTIN (name of authorized representative) as Social Worker (position title) for SAIL H.S (company name).



[Signature]
Notary Signature
DEBRA DEFEND THOMAS
Name of Notary (Typed, Printed, or Stamped)

Personally Known OR Produced Identification Type of Identification _____

Company Profile

WordPLAY is dedicated to providing high-quality speech and language therapy services to school-age children as well as providing exceptional speech language pathologists who are passionate about helping children overcome communication challenges. The mission of WordPLAY is to empower K-12 students with effective communication skills, enabling them to reach their full potential academically, socially, and personally. Through a commitment to evidence-based practices and a personalized approach, WordPLAY provides comprehensive speech language pathology services tailored to the unique needs of each student.

Core Values

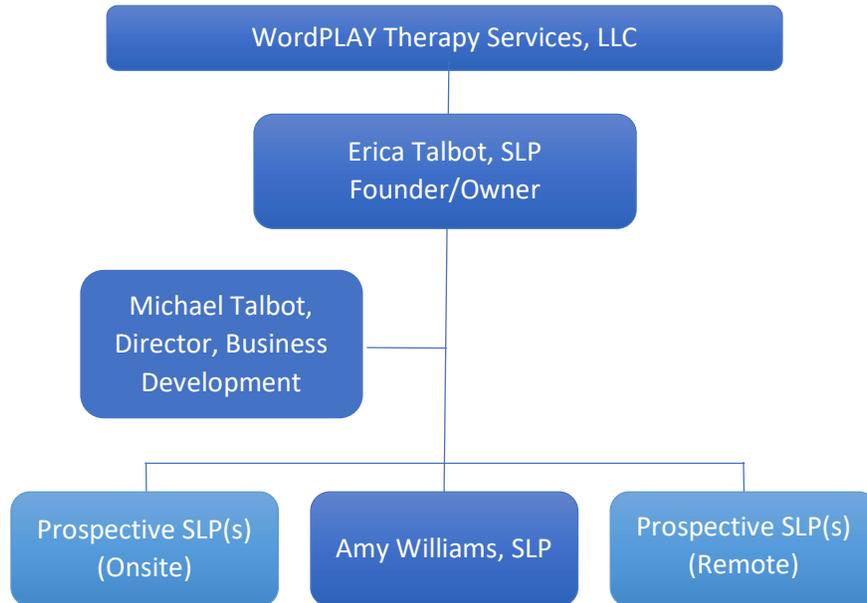
- **Individualized Care:** WordPLAY recognizes that every child is unique, and develops customized therapy plans to address their specific needs, goals, and interests.
- **Collaborative Approach:** WordPLAY employs a holistic and coordinated approach to service delivery through collaboration and open lines of communication with parents, educators, and other professionals involved in the child's care.
- **Evidence-Based Practices:** WordPLAY's speech language pathology services are grounded in the latest research and evidence-based techniques, ensuring the highest standard of care.
- **Compassionate Support:** WordPLAY provides a nurturing and supportive environment that fosters trust, confidence, and a positive therapeutic experience for every child.
- **Professional Excellence:** WordPLAY is committed to ongoing professional development, staying up to date with the latest advancements in the field and delivering services of the highest quality.

Key Strengths

- Experienced and licensed SLPs with expertise in a wide range of communication disorders.
- Proven track record of successfully helping K-12 students improve their speech and language skills, leading to enhanced academic performance and social interactions.
- Strong relationships with local schools and educational professionals, fostering effective collaboration and seamless integration of speech services within the educational environment.
- Utilization of evidence-based assessment tools, therapeutic techniques, and innovative technology to deliver effective and engaging therapy sessions.
- Compliance with all relevant regulations, licensing requirements, and ethical standards, ensuring the safety and well-being of the students under our care.

i. *Size of the organization. Show personnel structure (flow chart) of your organization.*

WordPLAY Therapy Services LLC (“WordPLAY”) is a sole member LLC founded by Erica Talbot, SLP. WordPLAY currently operates with a dedicated team of two highly skilled and experienced speech language pathologists. WordPLAY’s focus on delivering individualized and evidence-based speech language pathology services ensures a strong foundation to achieve positive outcomes for our clients.



WordPLAY understands the importance of scalability and the ability to meet the evolving needs of the community we serve, and we have designed our business model to be agile and adaptable. As part of our commitment to continuous improvement and expansion, if awarded a contract by the LCSB, WordPLAY is fully prepared to onboard additional exceptionally qualified speech language pathologists to accommodate the additional demand for services—with both in-person and virtual options.

We have established relationships within the local provider community with a network of talented speech language pathologists who share our commitment to excellence and align with our mission and values. These connections will enable WordPLAY to expand its capabilities to delivery speech language pathology services while ensuring a seamless transition while maintaining our high standards of care. Our ability to scale up our team ensures that we can effectively address the speech and language therapy needs of a larger student population, while still upholding our commitment to individualized care and evidence-based practices. We are confident that with the addition of qualified speech language pathologists, we can provide even greater support and make a more significant impact on the lives of the children in our community. By partnering with WordPLAY Therapy Services, LCSB will not only benefit from our current expertise and dedication but also have the assurance that we are equipped to grow and meet the increasing demand for high-quality speech and language therapy services in the future.

ii. The number of years in business.

Six years. Since 2017, Erica Talbot, SLP, has provided contracted speech language pathology services to K-12 students at schools in Leon County.

iii. The number of years of experience providing speech-language pathology services.

Eight years. Erica Talbot has been a licensed SLP continuously providing speech pathology services since 2015.

iv. The number of years of experience providing speech-language pathology services to school-aged children grades Pre- K through 12th.

Eight years. Erica Talbot has provided speech language pathology services to K-12 students since 2015.

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

WordPLAY currently operates with a dedicated team of two highly skilled and experienced speech language pathologists as of May 2023. If awarded a contract by the LCSB, WordPLAY is fully prepared to onboard additional exceptionally qualified speech language pathologists to accommodate the additional demand for services—with both in-person and virtual options.

Narrative Record of Past Experience

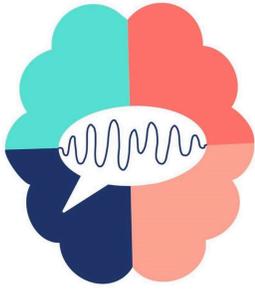
Erica Talbot, SLP (dba WordPLAY Therapy Services, LLC) has a proven history of delivering exceptional speech therapy services to school-age children. Erica has been a licensed SLP continuously providing speech language pathology services in Florida for nearly a decade. Since 2017, Erica has provided contracted speech language pathology services exclusively to K-12 students at multiple schools in Leon County. During that time Erica was directly responsible for delivering speech language pathology services that included:

- Addressing a wide range of speech and language disorders (including articulation difficulties, phonological disorders, language delays, and more).
- Facilitating remarkable progress and improved communication skills for many students with numerous students in their speech and language development, positively impacting their academic performance and overall confidence.
- Working collaboratively with parents, teachers, and administrators.
- Developing and implementing specialized programs and workshops targeting specific areas of speech and language development (beyond one-on-one therapy).
- Conducting interactive group sessions, such as social skills groups and language enrichment programs, have provided students with opportunities to practice their communication skills in a supportive and engaging environment.
- Evaluating, obtaining, and training students, families, teachers, and support personnel on augmentative communication systems.
- Maintaining thorough records and reporting quarterly progress to student's parents/caregivers.

By drawing on this extensive relevant experience in providing speech language pathology services, we are confident that WordPLAY is able to meet and exceed the expectations outlined in the RFP.

Qualifications and Experience of Staff

WordPLAY is proud to assemble a team of highly qualified and dedicated speech language pathologists for LCSB. Our SLPs possess the skills and experience necessary to deliver effective speech language pathology services to K-12 students in Leon County. WordPLAY's therapy team is committed to ongoing professional growth and development, attending conferences, workshops, and continuously expanding their professional knowledge with the latest research and best practices in the field of speech and language therapy. This expertise enables WordPLAY to address a wide range of communication disorders while providing comprehensive and effective interventions that are tailored to the unique needs of each student. As such, we are confident in our staff's ability to meet and exceed the expectations outlined in the RFP.



ERICA J. TALBOT, M.S., CCC-SLP

3551 Spider Lily Way
Tallahassee, FL 32311
(727) 902-7778 (mobile)
ericatalbot.slp@gmail.com

CLINICAL EXPERIENCE

WordPLAY Therapy Services August 2021- Present

Owner, Speech Language Pathologist

- Coordinate and deliver evaluation and treatment services for speech-language pathology team
- Train incoming speech-language pathologists and graduate-level clinicians
- Conduct IEP meetings and direct case management tasks to ensure federal and state compliance
- Comprehensive program design grounded by the latest in evidence-based communication science
- Collaborate with Multi-Tiered System of Supports Team to identify and manage students in need of Response to Intervention services

Talkative Tallahassee February 2022- Present

Speech Language Pathologist

- Coordinate and deliver speech and language evaluation and treatment services
- Train incoming speech-language pathologists and graduate-level clinicians
- Conduct IEP meetings and direct case management tasks to ensure federal and state compliance
- Comprehensive program design grounded by the latest in evidence-based communication science
- Collaborate with Multi-Tiered System of Supports Team to identify and manage students in need of Response to Intervention services

Orange Tree Staffing

Florida State University Developmental Research School September 2017 - June 2022

Speech Language Pathologist, Department Coordinator

- Coordinate and deliver evaluation and treatment services for speech-language pathology team
- Train incoming speech-language pathologists and graduate-level clinicians
- Conduct IEP meetings and direct case management tasks to ensure federal and state compliance
- Comprehensive program design grounded by the latest in evidence-based communication science
- Collaborate with Multi-Tiered System of Supports Team to identify and manage students in need of Response to Intervention services

Brooks Rehabilitation Hospital September 2015 - October 2017

Speech Language Pathologist Jacksonville, Florida

- Deliver evidenced-based treatment and diagnosis of individuals of all ages with speech, language, feeding/swallowing, and cognitive disorders at Brooks Johns Creek Pediatric Center and Brooks Inpatient Rehabilitation Hospital
- Collaborate with multidisciplinary team to provide optimal care for patients and implement intervention goals utilizing integrative evidence-based treatment

Cincinnati Children's Hospital Summer 2015

Ranked as the third best hospital nationally and top ten across all specialties by U.S. News & World Report Cincinnati, Ohio

Full-time Graduate Intern Clinician

- Deliver treatment and diagnosis of children with cognition and feeding/swallowing disorders secondary to traumatic brain injury as a part of a subacute outpatient neurorehabilitation team supervised by a Certified Brain Injury Specialist (CBIS)
- Collaborate with physical and occupational therapists to effectively co-treat patients and implement intervention goals

Capital Regional Medical Center

Spring 2015

Graduate Student Clinician

Tallahassee, Florida

- Performed diagnosis and treatment of patients with swallowing disorders and cognitive deficits in an acute care setting and gained experience with tracheostomies and laryngectomy
- Administered and interpreted results of at least thirty videofluorographic swallowing studies (VFSS) and over one hundred bedside swallow evaluations under supervision
- Developed functional goals and monitored progress of patients based on evaluation results and in accordance to the National Outcomes Measurement System (NOMS)

Wakulla County School Board

Fall 2014

Graduate Student Clinician

Crawfordville, Florida

- Administered evaluation and treatment of school-age children (Pre-K-5) with expressive and receptive language delay and articulation disorders in group settings
- Created materials to support the alternative and augmentative communication needs of nonverbal children to communicate wants and needs
- Participated in Individualized Education Plan (IEP) meetings and developed competency in Response to Intervention (RTI) and IEP report writing

L.L. Schendel Speech and Hearing Clinic

August 2013 – August 2014

Graduate Student Clinician

Tallahassee, Florida

- Performed diagnosis and treatment of children and adults with traumatic brain injuries and neurogenic communication disorders, expressive and receptive language delay, articulation disorders, velopharyngeal insufficiency, and those who were deaf/hard of hearing
- Planned and directed group therapy sessions promoting a secure atmosphere for aphasia and social skills groups to share information

EDUCATION

Florida State University

2013 – 2015

Master of Science in *Speech Language Pathology*

Tallahassee, Florida

- Recipient of the *Dr. Avery Vaughn Scholarship for Excellence in Communication Sciences and Disorders*
- Graduate Assistant: Reviewed and analyzed the language characteristics of poor comprehenders
- Research: *The Effect of Laryngectomy on Swallowing: Quality of Life (Dr. J. Stierwalt and Dr. L. LaPointe)*

University of South Florida

2010 – 2012

Bachelor of Arts in *Interdisciplinary Social Sciences*

Tampa, Florida

- Concentration in *Communication Science and Disorders and History*
- Honors: *USF Dean's List, Pi Gamma Mu Honor Society, College of Arts and Sciences Honor Society*

ACHIEVEMENTS & TECHNICAL SKILLS

- | | |
|---|--------------------------------------|
| ▪ Skilled with RTI process and IEP writing | ▪ Experience programming AAC devices |
| ▪ Familiar with a variety of standardized tests | ▪ Basic Life Support Certification |
| ▪ Karen Pelz Writing Award recipient | ▪ Response Evaluation Program (REP) |
| ▪ Understanding of Medicare billing | ▪ Proficient in Tactile Interpreting |

AC# 10614914

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
10/19/2021	SA 15181	97961

THE SPEECH-LANGUAGE PATHOLOGIST

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

Expiration Date: **DECEMBER 31, 2023**

ERICA J TALBOT
3000 SCHOOL HOUSE RD
TALLAHASSEE, FL - 32311



Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
State Surgeon General

DISPLAY IF REQUIRED BY LAW

AMY WILLIAMS, MS, CCC-SLP | SPEECH-LANGUAGE PATHOLOGIST

2712 Via Milano Ave, B Tallahassee, FL 32303 | 386-688-3480
amy@talkativetallahassee.com

PROFESSIONAL SUMMARY

Knowledgeable and dedicated Speech-Language Pathologist with seven (7) consecutive years of experience providing high-quality, educationally-relevant speech and language therapy services in Florida public, private, and charter schools.

AREAS OF SPECIALTY

- ✓ Executive Functioning Skills
- ✓ Literacy
- ✓ Phonological Processing
- ✓ Augmentative / Alternative Communication
- ✓ Gestalt Language Processing
- ✓ Sensory Needs and Support

PROFESSIONAL EXPERIENCE

Talkative Tallahassee, LLC

Owner, SLP | June 2022 - Present

- Manage speech and language therapy caseload at Tallahassee Classical School
- Provide speech and language therapy services to Roberts Elementary School
- Staff a subcontractor at SAIL High School to provide speech and language therapy services

Therapeutic Endeavors, LLC

SLP | October 2018 - May 2022

- Managed speech and language therapy caseload at Bond Elementary School
- Provided virtual and in-person speech and language therapy ESY services to Leon County Schools

Beth Ingram Therapy Services

SLP | September 2017 - September 2018

- Provided speech and language therapy services to private school students in Hillsborough County in accordance with their Service Plans

Leon County Schools

Speech-Language Pathologist | August 2016 - May 2017

- Managed speech and language therapy caseload at Sabal Palm Elementary School

EDUCATION

2013-2015 | Florida State University

Master of Science - Speech-Language Pathology

2010-2013 | Florida State University

Bachelor of Science - Communication Science and Disorders

CONTINUING EDUCATION

Lindamood Bell Learning Processes

Seeing Stars, Visualizing & Verbalizing, LiPS, Talkies

Seeds of Learning - An Integrated Cognitive Approach to Learning

Executive Functioning Practicum

The Meaningful Speech Course

Confidently identify, evaluate, and work with any child who communicates with delayed echolalia

AC# 11074480

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

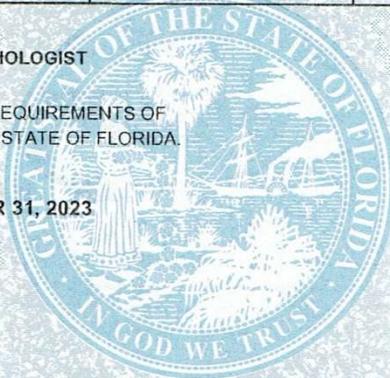
DATE	LICENSE NO.	CONTROL NO.
06/22/2022	SA 15202	110027

THE SPEECH-LANGUAGE PATHOLOGIST

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

Expiration Date: DECEMBER 31, 2023

AMY WILLIAMS
2712 VIA MILANO AVE B
TALLAHASSEE, FL - 32303



Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
State Surgeon General

DISPLAY IF REQUIRED BY LAW

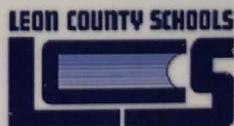
Vendor



10/30/2018
Date of Issue
Expires
10/30/2023

Amy Williams
Speech Language Pathologist

Superintendent of Schools



Orange Tree Staffing



AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION
2200 Research Boulevard • Rockville, MD 20850-3289

"Making effective communication, a human right,
accessible and achievable for all."

Amy Michelle Williams

Affiliation Status: **Member**
Certification Status: **CCC-SLP**

SIGs:
14090541 **12/31/2023**

Account Number

Valid Through

Chief Executive Officer

Litigation

No litigation or regulatory action has been filed against Erica Talbot; WordPLAY Therapy Services, LLC; or any service providers associated with WordPLAY Therapy Services, LLC.

WordPLAY is dedicated to the delivery of exceptional speech therapy services to K-12 students in Leon County. Our approach focuses on individualized care, evidence-based practices, and fostering strong partnerships. Here's an overview of our approach to service delivery:



Comprehensive Assessments:

- A thorough assessment process is used to identify the specific communication needs, strengths, and areas for improvement of the student.
- The assessment utilizes a combination of standardized tests, informal observations, and input from parents, teachers, and other professionals involved in the student's care.

Individualized Therapy Plans:

- Based on the assessment results, a personalized therapy plan is tailored to each student's unique goals, needs, and interests.
- Therapy plans incorporate evidence-based techniques and strategies to address the identified speech and language disorders.

Collaboration and Communication:

- One of WordPLAY's core values is fostering collaboration among all stakeholders involved in a student's education and well-being.
- Our therapists maintain open lines of communication with parents, teachers, and other professionals to ensure a coordinated and holistic approach to therapy.

Therapy Sessions:

- WordPLAY delivers therapy sessions that are engaging, interactive, and designed to maximize the student's progress.
- A wide variety of evidence-based techniques, including play-based activities, visual supports, technology-assisted interventions, and social skills training may be used.

Progress Monitoring and Reporting:

- We regularly assess and monitor each student's progress to track their achievements and make adjustments to the therapy plan as needed.
- Progress reports are provided to parents, teachers, and the LCSB to keep all parties informed about the student's development.

Continuity of Care:

- We understand the importance of consistency in therapy services, and we strive to ensure continuity of care for students throughout their educational journey.
- In cases where a student transitions between schools or grade levels, our SLPs work closely with the involved parties to ensure a smooth transition and ongoing support.

By adopting this comprehensive approach, WordPLAY can deliver high-quality speech language pathology services that yield highly positive outcomes for students. We are committed to meeting the requirements outlined in the RFP and exceeding the expectations of the LCSB.

1. *Service Requests: State how and to what extent the Proposer will respond to service requests within five (5) school days of notification.*

In support of the goals of LCSB, WordPLAY will provide email or verbal response within three school days and provide requested and mutually agreed upon services within 5 school days.

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.*

WordPLAY offers a comprehensive range of speech language pathology services, utilizing various techniques and approaches to achieve exceptional progress and outcomes. WordPLAY's multidimensional approach incorporates additional evidence-based practices, including establishing a strong rapport, neurodiversity affirming social language therapy, maximizing generalization of skills through real-life application, student participation in goal setting and progress tracking, and collaborative teamwork. Over the past six years, we have successfully provided high-quality services to schools and K-12 students in Leon County. Our experienced providers fulfill the following roles and responsibilities in the delivery of speech language pathology services:

Roles

- Delivering educationally relevant services in academic settings to students in all grade levels in the least restrictive environment to students with a wide range of communication disorders and coexisting conditions.
- Addressing communication, personal, social/emotional, academic, and vocational needs that impact educational standards.
- Focusing on linguistic and metalinguistic foundations for curriculum learning, particularly for students with disabilities or at risk of academic challenges.
- Strengthening and supporting students in listening, speaking, reading, and writing to enhance literacy skills.
- Respecting and celebrating diversity, providing culturally competent services, and differentiating between language differences and disorders.

Responsibilities:

- Engaging in prevention efforts, such as Response to Intervention (RTI), to prevent academic failure through use of evidence-based practices.
- Conducting assessments to identify communication disorders and inform instruction and intervention.
- Providing appropriate, evidence-based intervention tailored to individual student's age and learning needs. This may include treatment for a broad range of communication disorders, including fluency, speech production, language and literacy, cognition, voice, resonance, feeding and swallowing, auditory habilitation/rehabilitation, and augmentative and alternative communication.
- Performing classroom observations, utilizing screening tools, and discussing findings with MTSS (Multi-Tiered System of Support).

- Designing programs, managing school-wide services, case management, scheduling sessions, and employing effective service delivery models in the least restrictive environment.
- Collecting and analyzing data to guide decision-making, ensuring accountability, and reporting individual progress to families.
- Providing leadership, supervision, and mentoring for graduate student clinicians, interns, SLPAs, paraprofessionals, and new SLPs (clinical fellows).
- Collaborating with faculty, staff, families, teachers, MTSS teams, and the community to support communication development and provide training and resources.
- Ensuring compliance with local, state, and federal regulations related to IEP development, documentation, confidentiality, quality assurance, and ethical guidelines set by ASHA (American Speech-Language-Hearing Association).

In summary, our speech-language pathology services encompass a comprehensive array of techniques and approaches, backed by experience and expertise, to effectively address a wide range of communication disorders and support academic success for students.

3. *Standards of Practice: Describe how the Proposer stays familiar with State laws and standards of practice for Speech-Language Pathology Services*

As speech language pathologists holding a certificate of clinical competence, and as members of American Speech and Hearing Association, our therapists are required to complete 30 hours of continuing education. For many of the past certificate periods, our SLPs obtain more than double this requirement. WordPLAY's speech language pathologists also have routinely pursued advanced training in several areas of specialization, including cognitive processing and executive function, pediatric language development, language-based literacy disorders, and pediatric feeding disorders.

Drawing from its large network of peers in the industry, WordPLAY's SLPs maintain familiarity with laws and standards of practice through our frequent and consistent communication and networking. We have also connected with international speech-language pathologists in Australia, South Africa, Japan, Canada, Germany, and England to share in clinical strategies and gain perspective on how standards of practice differ across countries.

As a result of this commitment to lifelong learning and dedication to research-driven intervention strategies, we believe WordPLAY is an ideal candidate to partner with LCSB to provide 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.*

WordPLAY has established relationships with both local and remote providers to form a network of talented speech language pathologists whose shared commitment to excellence aligns with our mission and values. These connections enable us to expand our therapy delivery team while ensuring a seamless transition and to maintain our high standards of care. Our procedures for recruiting, selecting, and training speech language pathologists to provide the services contemplated in this RFP include, but are not limited to:

Recruiting:

- We employ a multi-faceted approach to recruiting speech therapists, including advertising positions on select job boards, professional networking, and partnerships with educational institutions (such as Florida State University) and speech therapy associations.
- Our recruitment process involves screening resumes, conducting initial interviews, and assessing candidates' qualifications, experience, and alignment with our mission and values.
- We prioritize candidates with relevant certifications, licenses, and educational backgrounds in speech-language pathology. Additionally, we assess their communication skills, empathy, and passion for helping children.

Selection:

- Our selection process includes comprehensive interviews and assessments to evaluate candidates' technical competencies, problem-solving abilities, and interpersonal skills.
- We may request candidates to provide case studies or conduct sample therapy sessions to gauge their practical knowledge and approach.
- We consider factors such as previous experience working with K-12 children, expertise in specific speech and language disorders, and the ability to work collaboratively with other professionals.

Training and Professional Development:

- Upon joining our team, speech language pathologists undergo a comprehensive orientation program to familiarize them with our company values, policies, and procedures.
- We provide ongoing professional development opportunities, including attendance at workshops, conferences, and seminars relevant to the field of speech-language pathology.
- Our therapists are encouraged to pursue advanced certifications and participate in evidence-based training programs to enhance their skills and stay up to date with the latest research and best practices.
- We foster a collaborative environment where therapists can seek guidance and share knowledge with their colleagues, promoting a culture of continuous learning and improvement.

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.*

As part of the prescreening process before hiring any and all prospective staff, we conduct a review of several factors including, but not limited to:

- Professional license checks
- Criminal background screening
- Reference checks
- Drug screening
- Technical skills assessment
 - Clinical competency is evaluated by initial and periodic observations with written feedback and performance plans provided as well as maintenance of certificate of clinical competence and state licensure.
 - Professional writing is evaluated through a writing sample as well as written email correspondence and provided documents.

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.

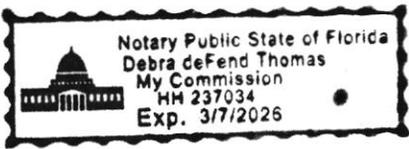
10. Scrutinized Companies Certification

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 Erica Talbot Erica Talbot
COUNTY OF LEON 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 ERICA TALBOT (name of authorized representative) as SPEECH LANGUAGE PATHOLOGIST (position title) for WORDPLAY THERAPY (Vendor Name).



(NOTARY SEAL)

Debra deFend Thomas
Notary Signature

DEBRA DEFEND THOMAS
Name of Notary (Typed, Printed, or Stamped)

Personally Known OR Produced Identification Type of Identification _____



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

APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile)

COMPANY NAME: WordPLAY Therapy Services LLC New Vendor Update
CONTACT PERSON: Erica Talbot LCSB Employee: YES NO
PHONE NUMBER: 727-902-7778 FAX NUMBER: _____
CORRESPONDENCE ADDRESS: 3551 Spider Lily Way
CITY: Tallahassee STATE: FL ZIP + 4: 32311

REMITTANCE INFORMATION
(if different from above)

CONTACT PERSON: _____
REMITTANCE ADDRESS: _____
CITY: _____ STATE: _____ ZIP + 4: _____
EMAIL ADDRESS: ericatalbot.slp@gmail.com WEBSITE: _____

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: 87-2108263 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

Erica Talbot
Signature

Erica Talbot
Print Name

05/20/2023
Date

LCSB site contact requesting vendor: _____
Name Phone & Email

For LCSB Employee Use Only

Entered by: _____ Date entered: _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. WordPLAY Therapy Services LLC		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	5 Address (number, street, and apt. or suite no.) 3551 Spider Lily Way		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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	6 City, state, and ZIP code Tallahassee, FL 32311		Requester's name and address (optional)
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

Social security number									

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

or

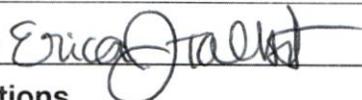
Employer identification number									
8	7	-	2	1	0	8	2	6	3

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ 

Date ▶ **5/20/2023**

General Instructions

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

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

Purpose of Form

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

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

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

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



Leon County Schools Authorization for ACH Direct Payment
Finance Department
2757 West Pensacola Street, Tallahassee, Florida 32304

Payee/Vendor Name WordPLAY Therapy Services LLC
Address 3551 Spider Lily Way
City, State Zip Tallahassee, FL 32311
Telephone 727-902-7778
Contact Name Erica Talbot
Contact e-mail ericatalbot.slp@gmail.com

(for ACH remittance notification)

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

Select one: New Enrollment Financial Institution or Account Change

Bank Name BlueVine, Inc.

Branch (if applicable) _____

City, State Zip Redwood City, CA 94063

Transit/Routing Number 125109019

Bank Account Number 875102602658

Account Type (check one) Checking OR Savings

Account Type (check one) Personal OR Business

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

Signature Erica Talbot
Name (printed) Erica Talbot

Date 05/20/2023
Title Owner

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: WordPLAY Therapy Services LLC [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.



Erica Talbot

Authorized Representative (Signature)

Authorized Representative (Print)

Section 2

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

Name	Title/Position	Date of Filing
<hr/>	<hr/>	<hr/>

Authorized Representative (Signature)

Authorized Representative (Print)

Date

Attachment IV Proposer Contact Information

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

	For solicitation purposes, the Proposer's representative shall be:	For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:
Name:	Erica Talbot	Erica Talbot
Title:	Authorized Representative	Authorized Representative
Street Address:	3551 Spider Lily Way	3551 Spider Lily Way
City, State, Zip code	Tallahassee, FL 32311	Tallahassee, FL 32311
Telephone: (Office)	727-902-7778	727-902-7778
Telephone: (Cell)	727-902-7778	727-902-7778
Email:	ericatalbot.slp@gmail.com	ericatalbot.slp@gmail.com

WordPLAY Therapy Services LLC		5/20/2023
Company Name 87-2108263	Authorized Representative (Signature) Erica Talbot	Date
FEIN #	Authorized Representative (Printed)	

Attachment V
Proposer's Reference Form

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

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

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

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

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

**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: Erica Talbot d/b/a WordPLAY Therapy Services LLC

Physical Address: 3551 Spider Lily Way, Tallahassee, FL 32311

County: Leon

Phone of Local Location: 727-902-7778

Length of Time at this Location: 5 years **# of Employees at this Location:** 2

Is your business certified as a small business enterprise through Leon County Schools? No

STATE OF FLORIDA
COUNTY OF _____

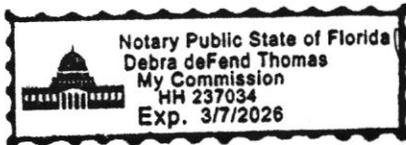
Erica Talbot

Erica Talbot

Authorized Representative (Print)

Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 24TH day of MAY, 2023, by ERICA TALBOT (name of authorized representative) as SPEECH LANGUAGE PATHOLOGIST (title) for WORDPLAY (company name).



(NOTARY SEAL)

Debra deFend Thomas
Notary Signature

DEBRA DE FEND THOMAS
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:

WordPLAY Therapy Services, LLC

Type/Description of Goods or Service Subcontractor will provide:

Speech language pathology services

Subcontractor Company Name: Talkative Tallahassee FEIN: 88-3069932

Contact Person: Amy Williams Contact Phone Number: 386-688-3480

Address: 2712 Via Milano Ave B, Tallahassee, FL 32303

Email address: amy@talkativetallahassee.com

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

Local Proposer per PO6450? Yes X 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.

The Subcontractor will provide speech language pathology services to include:

Maintaining a caseload for speech and language therapy services; developing a schedule to provide services as detailed in each student's individualized education plan (IEP); providing speech and language therapy to students at the assigned school(s); maintaining records as appropriate; adhering to applicable laws, rules, and policies; collaboration with teachers, staff, parents, and students regarding topics relevant to speech language pathology; holding IEP meetings annually; all other services as necessary (such as referrals, screenings, observation, report writing, etc.)

Attachment VIII
Drug-Free Workplace Certification

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

WordPLAY Therapy Services, LLC

Company Name

does:

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

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

Signature of Authorized Officer Erica Stahl

Date May 20, 2023

Attachment IX

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

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

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

(Read instructions on page two before completing certification.)

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

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

ORGANIZATION NAME WordPLAY Therapy Services, LLC	PR/AWARD NUMBER OR PROJECT NAME RFP 517-2024 for Speech-Language Pathology Services
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Erica Talbot, Owner, Authorized Representative	
SIGNATURE(S) 	DATE 5/20/2023

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

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

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

Instructions for Certification

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

Attachment X

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

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

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

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

By Erica Stalton
(Signature of Official (Executive Director) Authorized to Sign Application)

Date: May 20, 2023

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

Date: _____

For _____
Name of Grantee

Title of Grant Program

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: Erica J. Talbot

Print Name: Erica J. Talbot

Title: Owner

Telephone No.: 727-902-7778 Date: 5/20/23

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.

Exhibit C

Cost Proposal Form
Attachment I
RFP 517-2024
Speech - Language Pathology Services

Attachment I Cost Proposal Form

RFP No. 517-2024 Speech and Language Therapy Services

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

	Description	Rate Per Hour
1.	Rate per hour for FDOH licensed SLP (In Person)	\$ 90
2.	Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	\$ 60
3.	Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)	\$ 75
4.	Rate per hour for FDOH licensed SLP (Remote)	\$ 75
5.	Rate per hour for FDOE licensed SLP Assistant (Remote) supervised by a licensed SLP provided by the Contractor	\$ 50

WordPLAY Therapy Services, LLC

Company Name

Erica Talbot

Authorized Representative Name (Printed)



Authorized Representative Signature

87-2108263

FEIN

Owner

Authorized Representative Title

May 24, 2023

Date