



**School Board of Leon County, Florida  
District Term Contract  
DTC-24-1015**

**Speech-Language Pathology Services**

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This Contract is between the School Board of Leon County, a public school district within Leon County, Florida, with offices at 2757 West Pensacola Street, Tallahassee, FL 32304 (District), and Prentgraf LTD Liability CO, DBA TalkPath Live, LLC, (Contractor) located at 700 Alexander Park Drive, Suite 101, Princeton, NJ 08540. 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: TalkPath Live, LLC response to RFP 517-2024, Speech-Language Pathology Services; and
- c) Exhibit C: TalkPath Live, 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: TalkPath Live, LLC response to RFP 517-2024, Speech-Language Pathology Services; and
- d) Exhibit C: TalkPath Live, 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](mailto:kelleys2@leonschools.net)

The District's Contract Manager is:

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

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

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

Primary Contact:

Theresa Grant, Chief Program Development Officer  
PO Box 1753  
Voorhees, NJ 08043  
Telephone: (732) 771-5490  
Email: [tgrant@talkpathlive.com](mailto:tgrant@talkpathlive.com)

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

## VIII. Termination

### A. Termination for Convenience

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

### B. Termination for Cause

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

C. Termination for Unauthorized Employment

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

D. Termination for Lack of Funds

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

E. Contract Termination Requirements

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

## **IX. Assignment**

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

## **X. Subcontracts**

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

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

## **XI. Price Adjustments**

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



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

## **XII. Additions/Deletions**

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

## **XIII. Other Conditions**

### **A. Public Records**

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

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

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

B. Disputes

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

C. Notices

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

D. Insurance

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

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

E. Employee Status

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

F. Force Majeure

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

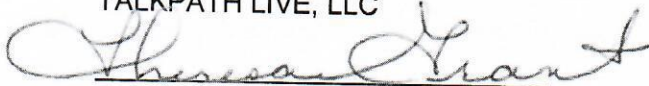
G. Available Funding

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

H. Scrutinized Companies Contractor Certification

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

CONTRACTOR:  
PRENTGRAF LTD LIABILITY CO, DBA  
TALKPATH LIVE, LLC



Theresa Grant

Printed Name


Chief Program Development Officer

Title

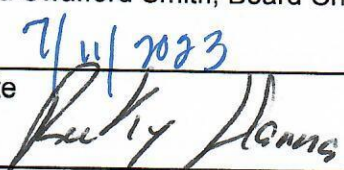
July 10, 2023

Date

SCHOOL BOARD OF LEON COUNTY, FL

  
Alva Swafford Smith, Board Chair

Date

7/11/2023  
  
Rocky Hanna, Superintendent

Date



# Request for Proposals (RFP)



## Speech-Language Pathology Services RFP 517-2024

RFP Released: April 26, 2023

Deadline for Questions\*: May 15, 2023

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

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

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

# RFP Timeline

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

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# SECTION 1: Key information

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## 1.1 Quick Facts

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

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

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

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

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

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

**The District's Procurement Officer**

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

Purchasing Department

Leon County Schools

3397 W. Tharpe Street

Tallahassee, FL 32303

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

**Email:** [purchasing@leonschools.net](mailto:purchasing@leonschools.net)

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

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## 1.4 Developing Your Proposal

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

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



## 1.5 Submitting Your Proposal

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

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

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

**Leon County Schools**

**Purchasing Department**

RFP 517-2024, Speech-Language Pathology Services

Attn: June Kail, Procurement Officer

3397 W. Tharpe Street

Tallahassee, FL 32303

- c. It is the Proposer's responsibility to ensure their Proposal is delivered to the District by the date and time stipulated in the Timeline. The District's clock will stamp Proposals received and shall provide the official time for the Proposal opening. **Late Proposals will not be accepted.**
- d. Submit a Technical Proposal and a Cost Proposal in separately sealed and clearly labeled packages. The Cost Proposal may be shipped along with the Technical Proposal as long as it is sealed separately (such as in a sealed envelope) within the same shipping container and clearly marked.
- e. Submit one (1) signed, original Technical Proposal, five (5) additional hardcopies, and five (5) electronic copies of the Technical Proposal in searchable PDF format on individual electronic storage devices or flash drives (not password protected). The original Technical Proposal will take precedence in the event there is a discrepancy between the original and the hardcopies or electronic copies.
- f. Submit one (1) signed, original Cost Proposal (Attachment I), three (3) additional hard copies and one (1) electronic copy of the Cost Proposal in searchable PDF format on an electronic storage device or flash drive (not password protected). The original Cost Proposal will take precedence in the event there is a discrepancy between the original and the hardcopies or electronic copies.
- g. The signed original Proposals shall be clearly marked as "Original" and the hardcopies shall be numbered one (1) through five (5).
- h. If the Proposer includes information in their Proposal that they believe is and have marked as confidential or trade secret, the Proposer should submit one (1) redacted hard copy and one (1) redacted electronic copy, in searchable PDF format (in addition to the non-redacted version) as outlined in Section 3.6.
- i. Proposers are encouraged to print Proposal documents double-sided and minimize the use of non-recyclable materials.
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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](mailto:bidprotests@leonschools.net). Protests must be made in compliance with Rules 28-110.003 and 28-110.004, Florida Administrative Code (F.A.C.).

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

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

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## **SECTION 2: Scope of Work**

### **2.1 Background**

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

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

### **2.2 Procurement Overview**

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

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

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

## 2.3 Contract Term

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

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

## 2.4 Scope of Work

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

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



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

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

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

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

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

## **2.5 Certification**

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

## **2.6 Procedure**

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

## **2.7 Project Tracking & Progress Reporting**

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

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

## **2.8 Billing and Payment**

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

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

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

## **2.9 Performance Monitoring**

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

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

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

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

# SECTION 3: Procurement Rules and Information

## 3.1 Contents and Format of Proposal Submittals

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

### a. TAB A

#### Overview

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

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

##### 2. Financial Interest

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

### b. TAB B

#### Experience and Organization

##### 1. References

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

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

##### 2. Company Profile

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

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

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

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

### **4. Qualifications and Experience of Staff**

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

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

### **5. Litigation**

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

## **c. TAB C**

### **Approach to Service Delivery**

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

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

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

d. **TAB D**

**Required Forms**

Proposers shall complete the following forms:

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

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

### **3.2 Cost Proposal Submittals**

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

### 3.3 Proposal Evaluation and Criterion

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

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

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

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

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

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

Where:

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

X = Vendor's Proposed Price

Z = Cost Points Awarded

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

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

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



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

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

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

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

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

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

### 3.4 Advertising Notice of Board Decision

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

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

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

### **3.5 No Prior Involvement and Conflicts of Interest**

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

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

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

### **3.6 Confidentiality, Proprietary, or Trade Secret Material**

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

### **3.7 Small Business Participation**

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

### **3.8 Local Business Preference**

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

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## **SECTION 4: Contract Terms and Conditions**

### **4.1 Contract Modifications**

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

### **4.2 Use by Other Public Agencies**

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

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

### **4.3 Travel Expenses**

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

### **4.4 E-Verify**

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

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

## 4.5 Subcontracts

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

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

## 4.6 Background Screening Requirements/Jessica Lunsford Act

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

The Contractor shall bear all costs associated with background screening.

### **District Contact**

Donald Kimbler

Leon County Schools Safety & Security

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

Phone: (850) 487-7293

Email: [kimblerd@leonschools.net](mailto:kimblerd@leonschools.net)

## 4.7 Insurance

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

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

## **4.8 Copyrights, Right to Data, Patents, and Royalties**

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

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

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

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

## **4.9 Independent Contractor Status**

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

## **4.10 Assignment**

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



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

#### **4.11 Force Majeure**

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

#### **4.12 Severability**

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

#### **4.13 Reservation of Rights**

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

#### **4.14 Americans with Disabilities Act**

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

#### **4.15 Employment of District Personnel**

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

#### **4.16 Legal Requirements**

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

#### **4.17 Conflict of Law and Controlling Provisions**

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

#### **4.18 Default**

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

#### **4.19 Termination**

##### **4.19.1 Termination at Will**

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

##### **4.19.2 Termination for Cause**

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

##### **4.19.3 Termination for Unauthorized Employment**

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

##### **4.19.4 Termination for Lack of Funds**

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

##### **4.19.5 Contract Termination Requirements**

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

## 4.20 Public Records

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

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

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

## 4.21 Indemnification

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

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

## **4.22 Disputes**

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

## **4.23 Federal Terms and Conditions**

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

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

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

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

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

#### **4.24 Anti-Discrimination**

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

#### **4.25 Discriminatory Vendor List**

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

#### **4.26 Public Entity Crime & Convicted Vendor List**

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

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

#### **4.27 Scrutinized Companies Certification**

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

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## SECTION 5: Definitions

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

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



Attachment I  
Cost Proposal Form

RFP No. 517-2024 Speech and Language Therapy Services

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

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
FEIN

\_\_\_\_\_  
Authorized Representative Name (Printed)

\_\_\_\_\_  
Authorized Representative Title

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

## Attachment II Required Provisions Certifications

### 1. **Business/Corporate Experience**

This is to certify that the Proposer :

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

### 2. **Prime Vendor**

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

### 3. **Meets Legal Requirements**

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

### 4. **Financial Disclosure**

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

### 5. **Federal Debarment**

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

### 6. **Conflict of Interest**

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

### 7. **Statement of No Inducement**

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

### 8. **Statement of Non-Disclosure**

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

### 9. **Statement of Non-Collusion**

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

**10. Scrutinized Companies Certification**

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

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

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

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

(NOTARY SEAL)

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

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

Attachment III  
Notice of Conflict of Interest

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

Solicitation Number: RFP 517-2024

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

Section I

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

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

Section 2

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

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

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

\_\_\_\_\_  
Date

## **Attachment IV** **Proposer Contact Information**

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

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

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

**Attachment V**  
**Proposer's Reference Form**

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

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

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

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

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

## Proposer's Reference Form

### Reference #1

Proposer Name: \_\_\_\_\_

Reference Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Primary Contact Email: \_\_\_\_\_ Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: \_\_\_\_\_ Location of Services: \_\_\_\_\_

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

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

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

\_\_\_\_\_

**Primary Reference Contact Signature**

**Date**

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

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

(NOTARY SEAL)

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

Personally Known [ ] **OR** Produced Identification [ ] Type of Identification \_\_\_\_\_

## Proposer's Reference Form

### Reference #2

Proposer Name: \_\_\_\_\_

Reference Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Primary Contact Email: \_\_\_\_\_ Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: \_\_\_\_\_ Location of Services: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

**Primary Reference Contact Signature**

**Date**

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

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

(NOTARY SEAL)

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

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



## Proposer's Reference Form

### Reference #3

Proposer Name: \_\_\_\_\_

Reference Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Primary Contact Email: \_\_\_\_\_ Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: \_\_\_\_\_ Location of Services: \_\_\_\_\_

Brief description of the services performed for this reference:

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

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

\_\_\_\_\_  
Primary Reference Contact Signature

\_\_\_\_\_  
Date

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

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

(NOTARY SEAL)

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

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

**Attachment VI**  
**Local Preference Affidavit**

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

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

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

**Proposer Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Phone of Local Location:** \_\_\_\_\_

**Length of Time at this Location:** \_\_\_\_\_ **# of Employees at this Location:** \_\_\_\_\_

**Is your business certified as a small business enterprise through Leon County Schools?** \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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

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

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

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

(NOTARY SEAL)

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

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

**Attachment VII**  
**Subcontracting Form**

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

**Complete a separate sheet for each subcontractor.**

Prime Proposer Name: \_\_\_\_\_

Type/Description of Goods or Service Subcontractor will provide: \_\_\_\_\_  
\_\_\_\_\_

Subcontractor Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Local Proposer per PO6450? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

---

Company Name

does:

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

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

Signature of Authorized Officer \_\_\_\_\_

Date \_\_\_\_\_

## Attachment IX

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

#### Lower Tier Covered Transactions

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

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

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

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

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

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

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

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

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

**Instructions for Certification**

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

## Attachment X

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

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

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

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

By \_\_\_\_\_

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

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

By \_\_\_\_\_

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

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

For \_\_\_\_\_

Name of Grantee

\_\_\_\_\_  
Title of Grant Program

**Disclosure of Lobbying Activities**

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

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



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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

## Attachment XI

### LCS 2023-2024 REGULAR CALENDAR

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

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

## LCS 2024-2025 REGULAR CALENDAR

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

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

## LCS 2025-2026 REGULAR CALENDAR

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

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



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

**Date: May 19, 2023**

**Solicitation: RFP 517-2024 Speech-Language Pathology Services**

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

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

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

Question	Answer																
1. Are you currently working with any agencies providing SLP services to your District?	Yes, the District currently works with several agencies.																
2. Who are the current vendors and what prices do they charge?	<table> <tr> <td>CBD Consulting</td><td>\$75.00/hr</td></tr> <tr> <td>ProCare Therapy</td><td>\$85.00/hr</td></tr> <tr> <td>Southeastern Therapy Services</td><td>\$65.00 - \$75.00/hr</td></tr> <tr> <td>Stepping Stones to Success</td><td>\$85.00/hr</td></tr> <tr> <td>Sunlight Speech</td><td>\$76.00/hr</td></tr> <tr> <td>Talk of the Town</td><td>\$62.00/hr</td></tr> <tr> <td>Talkative Tallahassee</td><td>\$90.00/hr</td></tr> <tr> <td>Therapeutic Endeavors</td><td>\$75.00/hr</td></tr> </table>	CBD Consulting	\$75.00/hr	ProCare Therapy	\$85.00/hr	Southeastern Therapy Services	\$65.00 - \$75.00/hr	Stepping Stones to Success	\$85.00/hr	Sunlight Speech	\$76.00/hr	Talk of the Town	\$62.00/hr	Talkative Tallahassee	\$90.00/hr	Therapeutic Endeavors	\$75.00/hr
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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>





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## **Leon County Schools**

Request for Proposal 517-2024

**Speech-Language Pathology Services**

**TO:**

LEON COUNTY SCHOOLS  
Purchasing Department  
Attn: June Kail, Procurement Officer  
3397 West Tarpe Street  
Tallahassee, FL 32303  
Phone: 850-488-1206  
Email: [purchasing@leonschools.net](mailto:purchasing@leonschools.net)

**FROM:**

Theresa Grant, Chief Program Development Officer TALKPATH LIVE  
700 Alexander Park Drive, Suite 101  
Princeton, NJ 08540  
Phone: 916-296-1772  
Email: [tgrant@talkpathlive.com](mailto:tgrant@talkpathlive.com)  
[www.talkpathlive.com](http://www.talkpathlive.com)

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## TAB A: OVERVIEW

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### 1. Executive Summary/Letter of Interest

This cover letter expresses **TalkPath™ Live's** firm and enthusiastic interest in providing **speech-language pathology services to Leon County Schools (LCS)** for a three-year period following the award of the contract (with a start date of August 10, 2023), with an optional three-year extension period beyond that, per the provisions of RFP 517-2024.

As a leading provider of teletherapy services to school districts nationwide, it should be understood that TalkPath Live's delivery of speech-language therapy to LCS's students with exceptional needs would be done **online**—requiring no special equipment or technology on LCS's part and no added expenses. Given the size of the District, serving 31K students in grades pre-K – 12, online therapy that can reach any student, at any time, at any individual school location is an ideal vehicle for the Leon County Schools network.

This letter of interest also serves to formally confirm full understanding of and agreement with all sections and specifics of RFP 517-2024, including but not limited to: **compliance with all laws, rules, and regulations applicable to service provision in the state of Florida (e.g., FL Open Government laws and FL Statutes)**; the scope of work; the necessary qualifications of all SLPs and SLPAs who would be participating in the fulfillment of this contract; all TPL staff requirements; and all record-keeping requirements.

Lastly, the District requested identification of a **full-time liaison/supervisor** who will be serving as the primary contact regarding this contract. That would be me—so please see my contact info below!

I am available at any time for questions or clarifications.

Respectfully yours,



Theresa Grant  
Chief Program Development Officer  
TALKPATH LIVE  
700 Alexander Park Drive, Suite 101, Princeton, NJ 08540  
Mailing Address: P.O. Box 1753, Vorhees, NJ 08043  
tgrant@talkpathlive.com • 916-296-1772  
www.talkpathlive.com

## 2. Financial Interest

As indicated on **Attachment III** of this proposal (included in **Tab D** as required), there are no officials or employees of the School Board requiring the goods or services described in these specifications that has a material financial interest in this company.

*Section not applicable.*

# TAB B: EXPERIENCE AND ORGANIZATION

---

## 1. References

As provided in the three separate copies of **Attachment V** inserted in **Tab D** (as required), TalkPath Live has supplied three references, all of whom meet the specifications detailed by LCS; namely:

- They are all current clients (none for whom services were provided more than 12 months ago).
- They all receive services similar in size and scope to those pertaining to this RFP 514-2024.
- All can support the experience requirements of this RFP.

## 2. Company Profile

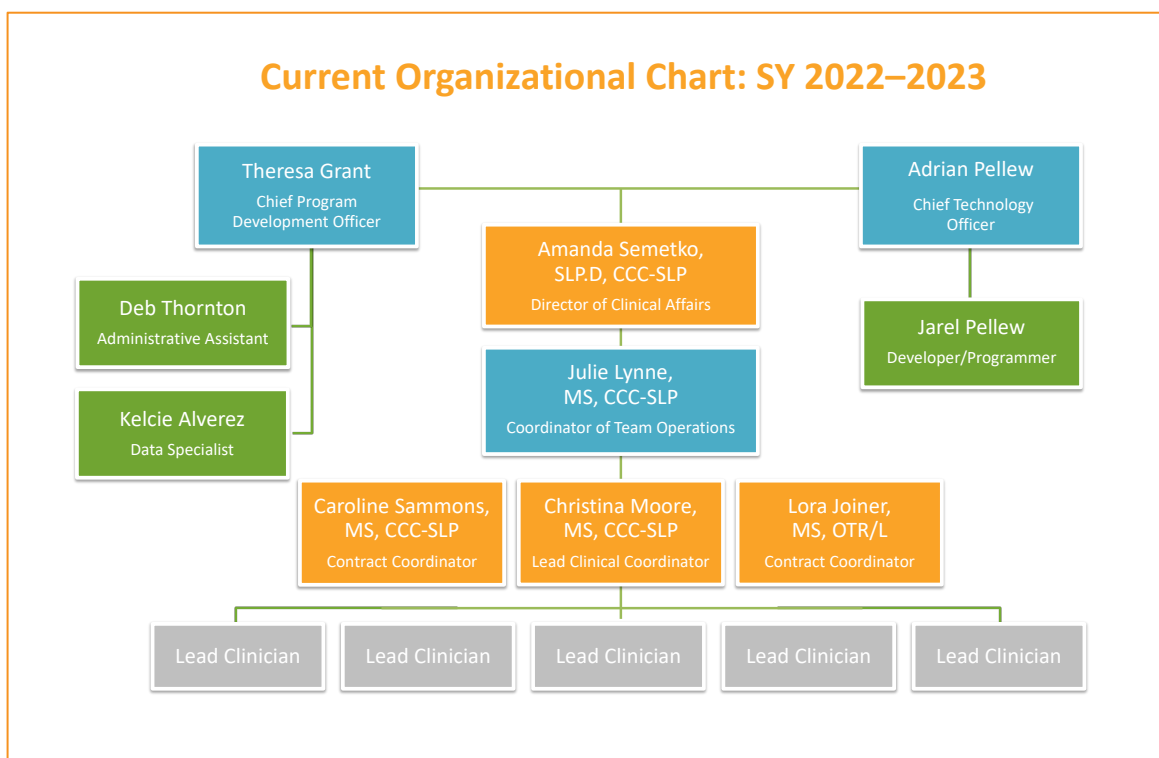
### A. Company Snapshot

Size of Organization	<b>5 full-time employees</b>
Number of Years in Business	<b>8</b>
Number of Years of Experience Providing Speech-Language Pathology Services	<b>8</b>
Number of Years of Experience Providing Speech-Language Pathology Services to School-Aged Children Grades Pre-K – 12	<b>7</b>
Number of Licensed SLPs in Our Pool of Contractors	<b>89</b>

### B. Organizational Chart

TalkPath Live purposely runs a tight ship with a relatively lean management structure, so that we can invest the large majority of our time, energy, resources, and funding to ensuring top-level services by top-level providers. We currently have a total of only five full-time employees — the rest of the team is comprised of part-time and on-call specialists with whom we contract on an as-needed basis, by design, to keep expenses to a minimum and efficiency to a maximum.

Here’s our most recent organizational chart, which shows the hierarchical order of clinician management and supervision for our school clients:



### 3. Narrative Record of Past Experience

#### A. Company History and Background

TalkPath Live has been providing online therapy services since 2015. Our organization is the offspring of two dynamic parent companies, both leaders in health care technology. [Lingraphica](https://www.aphasia.com/) (<https://www.aphasia.com/>) provides communication devices and apps for people with language and cognitive disorders and is a foremost authority — arguably *the* foremost authority — on aphasia. And [PRC-Salttillo](https://www.prentrom.com/) (<https://www.prentrom.com/>) has paved the way for the development of speech-generating devices and has been a pioneer in the field of augmentative/alternative communication technology since 1966. So it was only natural that these two trailblazers would come together to create **a delivery system for therapeutic services that both takes advantage of cutting-edge technology and meets the client in their own space and at their own pace.**



Recognizing that **the future of therapeutic services** for people of all ages looking to address their communication, language, and cognitive challenges lay in the **online vehicle of telehealth**, the two companies combined their expertise and resources to birth TalkPath Live in the early 2010s. The next few years were devoted to developing, testing, and piloting our program as we gauged client responses, configured connection details, established baseline protocols, and measured outcomes in comparison to traditional therapy in health care settings. Then we took only one service line — **speech-language therapy, our flagship service** — to market so we could start building our **pool of exceptionally talented and qualified SLPs** who were knowledgeable in and excited about transitioning

to the online model. Along the way, we concentrated on fine-tuning processes, enhancing the product, maximizing quality control, and ensuring privacy and security.

But the longer-term goal was *always* to make as large an impact as we could on the K–12 school market, not only because that is where the **need is greatest**, but because **the earlier a disability or deficit is targeted for treatment, the less the individual will be adversely affected by it in the future**, if at all. By the middle of the 2016–2017 school year, we were already making waves in school districts nationwide, and by the end of SY 2017–2018, we had more than 25 contracts in place. Since that time, we’ve grown steadily, but at an intentionally managed pace so that quality and superior customer service are never sacrificed.

## B. Proven Competence, Credibility, and Capacity

TalkPath Live is a robust, vibrant service organization staffed with remarkably dedicated and skilled helping professionals who are improving the lives and future prospects of thousands of people — most notably, school-aged students with exceptionalities that call for specialized therapeutic interventions.

Since school year 2016–2017, we’ve been surely and steadily demonstrating our competence, credibility, and responsiveness with school districts nationwide, and our expertise was only honed during the COVID pandemic starting in spring 2020, which rapidly called for immediate solutions, industry-high volumes of online services, and reliable consistency in a time of crisis. We emerged on the other side of the pandemic stronger and more fortified than ever, with a management team more than willing to bend and flex on demand and service providers prepared and equipped to pivot at a moment’s notice.

Working to the advantage of our school partners is our size and our uncommonly personalized approach to customer service:

- We are not so big that we service tens of thousands of students at a time, with an “assembly line” type of delivery, with a top-heavy management structure, and with high expenses that are then passed on to the client in the form of service fees.
- We are not so small that we don’t have a plentiful pool of highly skilled and diverse therapists at hand, ready and able to meet any kind of individual disability or deficit for any student, anywhere.
- Rather, we practice what we call the “**Goldilocks effect**”: meeting our clients right in the middle where they want and need us to be: following thoroughly professional protocols to ensure IEP fulfillment and therapy goals, but also remaining accessible and available at all times for one-on-one attention and open-door communication.

What this amounts to is a successful track record of experience, yes, but even more importantly, a **successful track record of effective, goals-driven, student-centered experience**. We have the ability to service clients large and small, public and private, in any location, for caseloads in the hundreds or for as few as one student. (Yep, we’ve been known to contract with only one school, in one remote location, for one single student — we really are that dedicated to making a difference wherever we can, one step at a time.)



Here's a quick overview of our client metrics from just the current school year, demonstrating our reach and presence:

TPL SY 2022–2023 STATISTICS		
METRIC	MEASUREMENT	NOTES
Number of States Served	18	
Number of Schools Served	69	<i>Full list of current service contracts provided upon request</i>
Number of Students Served	2,511	
Number of Sessions Delivered	~50,000	<i>To date as of late May 2023</i>
Number of Providers:		
• SLPs	89	<i>Many of whom are ready and willing to apply for a FL license upon need</i>
• PTs & OTs	32	
• Mental Health Counselors	24	
• LSSPs/Educational Diagnosticians	19	
Disciplines Served	<ul style="list-style-type: none"> <li>• Speech-Language Therapy</li> <li>• Occupational Therapy</li> <li>• Physical Therapy</li> <li>• Behavioral &amp; Mental Health Counseling / LCSW Services</li> <li>• Educational Diagnostics</li> <li>• School Psychology Services (including assessments)</li> </ul>	<i>TPL also provides:</i> <ul style="list-style-type: none"> <li>• Early Intervention Services (ages 0–3)</li> <li>• Case Management for Speech Therapy</li> <li>• Bilingual Services in All Disciplines (including ASL)</li> <li>• Assistive Technology Services</li> <li>• Dyslexia Services</li> <li>• Augmentative &amp; Alternative Communication Services (AAC)</li> </ul>

### Sample Testimonials

Leon County Schools doesn't have to take our word for it when comes to evidencing and endorsing our exceptional capabilities and competencies. Here's just a handful of testimonials from satisfied clients, all of whom have witnessed our personalized therapeutic interventions firsthand and benefited from our proven history of continually advancing student outcomes.

*"TPL has been responsive to every request we have had with regard to supporting our students with related services. Whether it be providing students with an ASL proficient SLP to virtually completing psychoeducational evaluations, TalkPath Live's staff of professionals have been ready to help us meet challenges. I am thankful our school has a nonpublic agency it may rely on."*

~ Robert L. Morgan, Ed.D., Ed.S., ATAC,  
Special Education Program Administrator  
Visions in Education Charter School

*"TalkPathLive is an excellent service provider that we can rely on to meet the needs of our charter schools in New Mexico. We believe they excel in what they do, as demonstrated by the highly skilled therapists they hire and their responsiveness in working with our schools. We are in continued partnership with TPL because they are extremely competent, very reliable, and willing to work with NMACES to provide high-quality services and support."*

~ Christy Takacs,  
Executive Director, NMACES

*"Anansi Charter School has found TalkPath to be responsive to our school's needs and very service-oriented. The therapist we worked with was professional and established a great rapport with the students. They looked forward to their therapeutic sessions. The program is affordable and easy to use."*

~ Michele Hunt,  
Director, Anansi Charter School

*"I was wondering how teletherapy could possibly work to 100%, but it is off-the-charts amazing! I credit the SLPs' expertise, as well as the variety of techniques [they] use. In the short time we've been using TPL, I have already noticed an improvement in student engagement ... and the way your pathologists sometimes use a student's actual current assignment to work on the student's speech needs. That is a BIG 'wow' for doing two important things at once and certainly supports the students' academics and their class grade!"*

~ Alice Franco, IEP Coordinator,  
New America School

*"After the first week of implementation, it was apparent that TalkPath Live was a success. The program offered many benefits that a traditional program did not. Teachers were able to log on for students from any computer in the school. Our SLP was flexible in schedule and session length. She reviewed the students' goals and created a program based on their needs [and] interests. She prepared comprehensive session reports, IEP documents, and offered to participate in annual review meetings. TPL has proven to be an efficient and affordable alternative to our traditional speech program, and I would recommend it for any institution looking to meet the needs of 21st century learners."*

~ Jeanette Owens, Supervisor /Teacher,  
Lord Stirling School

*"TP has transformed the way our district has serviced our special education students. Its 21st century model could not have come at a better time and it has truly been instrumental in our success in servicing students. Our students continue to thrive and receive top notch services from dedicated and hardworking professionals that care deeply about the work they do. I look forward to our continued partnership."*

~ Kristine Vasquez, M.Ed.,  
Director of Special Education & Student Services,  
Greenfield Union School District

## 4. Qualifications and Experience of Staff

Most teletherapy companies grew out of the tech industry, the online services sphere, or the healthcare marketplace. But TalkPath Live consciously and deliberately sculpted our organization and our offerings to service the special education community by **populating our leadership team with career special educators** and purposely **hiring therapists with pediatric expertise and close familiarity with the educational setting**.

*We work from an education model, not a business model.*

We concentrate on IEP fulfillment, not P/L statements. We possess a full understanding of teachers' and therapists' support needs, as well as the ever-changing landscape of education for students with exceptionalities.

Our **full knowledge of the special education sphere** translates directly to our service delivery to that sphere. Our instructional methodologies and therapy plans have been customized for students with special needs. And we're not just comprehensive in our speech-language therapy modes, we go deep with them, incorporating **evidence-based practices, 21st century and blended learning approaches, generalization of skills, differentiated instruction, scaffolding and clustering, and robust student progress monitoring**.

Because of TalkPath Live's concentration in the special education space, we're particularly adept at **treating difficult-to-reach, difficult-to-teach children, adolescents, and young adults with moderate to severe deficits**. Our experienced pediatric SLPs don't get rattled if students start acting up emotionally or behaviorally — they know just how to respond, how to redirect, and how to get students back on task.

We know what our school partners are looking for from us, and we'll stop at virtually nothing to provide it, with both mastery and efficacy.

### A. Leadership Team Overseeing the Contract

If TalkPath Live is fortunate enough to be awarded this contract from Leon County Schools, the following team members would play an active and as-needed role in managing the fulfillment of contract terms and ensuring highest-quality service delivery.

- Our **Chief Program Development Officer** is the party authorized to enter contracts, negotiate final contract terms, and make all top-level decisions, as well as the party who would ensure that TPL's staff is fulfilling all commitments and contract parameters via regular oversight of the LCS-TPL partnership.
- Our **Chief Technology Officer** would personally oversee all of the District's technology needs, system setup, connectivity matters, and ongoing tech support.
- Our **Director of Clinical Affairs** would be the highest-level credentialed clinician managing the contract at the macro level, providing oversight and guidance to all SLPs assigned to the contract.

- The **Contract Coordinator** assigned to Leon County Schools would be responsible for the contract at the lower level, providing daily management to LCS's designated SLPs and assisting them with any and all clinical matters.

*(Note: Direct contact information, as well as any TPL team member résumés available to LCS upon request.)*

## B. Service Providers Assigned to the Contract

Then, of course, there are the actual SLPs who will be assigned to LCS's caseload. Because we're not sure yet of what that caseload would or could be given the size of the District, we'll put forth a handful of Florida-licensed therapists who all meet or exceed the credentialing requirements specified in RFP 517-2024 (followed by their résumés and copies of their licenses, as requested):

- **Carolyn Hayden, MS, CCC-SLP:** providing pediatric speech-language therapy services for 9 years
- **Judith (Stefani) McBratney, MS, CCC-SLP:** providing pediatric speech-language therapy services for 22 years
- **Amanda Semetko, SLP.D., CCC-SLP:** providing pediatric speech-language therapy services for 11 years
- **Chelsea Toops, MA, CCC-SLP:** providing pediatric speech-language therapy services for 12 years
- **Janelle Wong, MS, CCC-SLP:** providing pediatric speech-language therapy services for 18 years

**Carolyn F. Hayden**  
Cfhayden41390@gmail.com

Current Address:  
132 Park Place  
East Aurora, NY 14052  
(716) 445-6403

**EDUCATION:**

State University of New York (SUNY) College at Buffalo, Buffalo, NY May 2014  
Master's of Science in Education in Speech-Language Pathology

University of Vermont (UVM), Burlington, VT May 2012  
Bachelor of Arts Degree in Communication Sciences & Disorders, minor in English Honors: Dean's List

**RELATED WORK EXPERIENCE:**

**Speech-Language Pathologist**, EBS Healthcare/Stepping Stones Group, remote position October 2021-present

- Provide virtual speech and language support on Zoom for school aged children who opted to continue learning virtually versus in person at York City School District in Pennsylvania.
- Administer speech and language evaluations and complete evaluation reports with recommendations.
- Implement speech and language interventions in individual and group therapy sessions while recording data on Zoom.
- Complete student daily therapy logs, billing logs, and progress reports.
- Create, update, and/or contribute to Individualized Educational Programs (IEP) for students regarding speech-language support and participate in IEP meetings.
- Provide consultation services regarding speech-language supports to parents and other teachers of students.
- Communicate and collaborate with the other teachers and service providers at York City School District.
- Proficient in using various technologies to provide services via teletherapy.

**Speech-Language Pathologist** Global Teletherapy, remote position August 2020-present

- Provide speech and language support on Zoom for school aged children attending a cyber school in California
- Administer speech and language evaluations and complete evaluation reports with recommendations.
- Implement speech and language interventions in individual and group therapy sessions while recording data on Zoom.
- Complete student daily therapy logs, billing logs, and progress reports.
- Create, update, and/or contribute to Individualized Educational Programs (IEP) for students regarding speech-language support and participate in IEP meetings.
- Provide consultation services regarding speech-language supports to parents of students.
- Proficient in using various technologies to provide services via teletherapy.

**Speech-Language Pathologist** Specialized Therapy Providers, Philadelphia, PA June 2015-present

- Implement speech-language interventions in individual and small group therapy sessions while recording data.
- Complete student individual session notes and progress reports.
- Provide consultation services to parents and teachers of children in order to facilitate an increase in communication skills.
- Create, update, and/or contribute to progress monitoring and Individualized Educational Programs (IEP) for students regarding speech-language support and participate in IEP meetings.

**Speech-Language Pathologist** Bilingual Therapy Solutions, Philadelphia, PA March 2017-November 2017

- Provide speech and language support for preschool aged (3-5 years) students at sites and homes.
  - Worked with Spanish speaking families and used Spanish to communicate with families.
  - Communicated in Spanish to families about speech-language support for the children.
- Speech-Language Pathologist** EBS healthcare, Philadelphia, PA Fall 2014-June 2017
- Provide school-based speech and language support for students in grades k-12 with communication needs in schools in the School District of Philadelphia.
  - Administer speech-language evaluations and complete evaluation reports with recommendations.
  - Implement speech-language interventions in individual and group therapy sessions while recording data.
  - Complete student daily therapy logs, monthly therapy logs, and quarterly progress reports.
  - Create, update, and/or contribute to Individualized Educational Programs (IEP) for students regarding speech-language support.
  - Provide consultation services regarding speech-language supports to other professionals in the schools.
- Personal Care Attendant**, Burlington, VT Fall 2010-Spring 2012
- Provided care and support for children with special needs.
  - Engaged children in activities to facilitate speech & language improvement.
  - Assisted with individuals' schoolwork.
  - Gained experience in assisting individuals with Autism Spectrum Disorder and Down syndrome.
- Intern**, Women & Children's Hospital of Buffalo, Speech & Language Department, Buffalo NY Summer 2011
- Observed and assisted in Speech-Language Pathology sessions.
  - Aided in making therapy materials for speech-language pathologists.
  - Compiled and filed testing materials.
  - Cleaned and organized therapy toys and treatment supplies.
- ADDITIONAL EXPERIENCE:**
- EBS United Team member of Immersion Program** June 2015-July 2015  
EBS United Immersion Program, Quito, Ecuador
- Under the supervision of two Bilingual Speech-Language Pathologists/mentors, traveled with a team of therapists under the Multicultural and Bilingual Programs Division of EBS Healthcare.
  - Hosted by Ecuadorian family for three weeks in Quito, Ecuador.
  - Completed intensive Spanish classes and actively served and observed in private clinic providing speech-language support.
- Graduate Student Clinician**
- SUNY Buffalo State Speech-Language-Hearing Clinic, Buffalo, NY Fall 2012-Summer 2013  
St. Joseph's School, Buffalo, NY Fall 2012  
William Kaagebein Elementary School, Grand Island, NY Fall 2013  
Aspire of WNY, Cheektowaga, NY Spring 2014
- Under the supervision of seven different licensed Speech-Language Pathologists, gained experience in working with individuals (ages 1 to 98) with various communication disorders.
  - Developed lesson plans and progress reports for clients, created specific treatment objectives for clients, provided therapy for clients, monitored progress of clients by obtaining data, and administered evaluations and wrote evaluation reports.
- Student Researcher**, SUNY College at Buffalo, Buffalo, NY Fall 2013-Spring 2014
- Completed a Master's project.
  - Under a research advisor, conducted a single-subject multiple baseline experiment.
  - Explored the efficacy of the iPad application, Proloquo2Go, in facilitating verbal requests for an 8-yearold female diagnosed with autism spectrum disorder (ASD).
  - Instructed clinician of participant regarding specific implementation of treatment.
  - Observed participant in therapy sessions and recorded results.
  - Analyzed data, and interpreted results to form a conclusion about the research.
  - Wrote a literature review about research conducted.
- Student Observer**, Eleanor M. Luse center at University of Vermont, Burlington, VT Fall 2010-Spring 2011

- Gained exposure to guided Speech-Language Pathology and Audiology sessions.
- Acquired over 20 signed hours of observations in Speech-Language Pathology and Audiology sessions.

**Assistant Teacher**, Jewish Community Center, Buffalo, NY

Summer 2010

- Cared for infants in infant room at NAEYC accredited daycare.
- Assisted in executing lesson plans and activities for toddlers.

**COMMUNITY VOLUNTEER WORK:**


- ACCT Philly, Philadelphia, PA
- Best Day of My Life So Far, Philadelphia, PA
- Volunteer, Ronald McDonald House, Buffalo, NY
- Volunteer, Women & Children's Hospital, Buffalo, NY
- Volunteer, Vive la Casa, Buffalo, NY
- Volunteer, SABAH, Buffalo, NY

**LICENSES & CERTIFICATIONS:**

- American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence (CCC) - Account number: 14149418
- 145 hours of ASHA accredited Continued Education (from 2016 to 2022)
- California Speech-Language Pathologist License
- Florida Speech-Language Pathologist License
- New York Speech-Language Pathologist License
- Pennsylvania Speech-Language Pathologist License
- Pennsylvania Teachers Certification
- Rhode Island Speech-Language Pathologist License
- Virginia Speech-Language Pathologist License
- Vermont Speech-Language Pathologist License
- Vermont Teachers Certification

**UNIVERSITY RELATED ACTIVITIES:**

- UVM Speech & Hearing Club member



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License Verification

CAROLYN HAYDEN

License Number: SA19410

Data As Of 5/18/2023

License Information

Secondary Locations

Discipline/Admin Action

Profession

Speech-Language Pathologist

License

SA19410

License Status

CLEAR/ACTIVE

License Expiration Date

12/31/2023

License Original Issue Date

07/29/2021

Address of Record

132 Park Place  
East Aurora  
EAST AURORA, NY 14052


Discipline on File

No

Public Complaint

No

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## **STEFANI MCBRATNEY**

3510 E Whitehall Drive Springfield, MO 65809  
(417) 766-9133  
[mcbtratneys@att.net](mailto:mcbtratneys@att.net)

Highly motivated therapist, instructor, leader, and problem solver. Strengths in discipline, drive, emotional intelligence, transparency and task completion.  
Proven successful communicator and motivator.

### **Education**

#### ***M.S. Communication, Sciences and Disorders. B.A. Theatre, Communication and Business***

- \*Graduate assistant to medical based professor.
- \*Successfully taught undergraduate anatomy and physiology and Theatre at Missouri State University.
- \*Elected as graduate class MVP.
- \*Speech and Debate and Cheerleading Nationalist in undergraduate.
- \*Awarded lead Actor in undergraduate Theatre department.
- \*Served in Uganda for three months during undergraduate.

### **Experience**

#### ***DotCom Therapy***

*Speech Language Pathologist. October 2016-September 2020.*

Provided services to clients in KS, AK, MO, ME and Tunisia.

- \*Successfully assisted students in achieving goals and graduate from speech services.
- \*Supervised SLPA's in providing services to students.
- \*Employee mentor to therapists who remain employed at DCT.
- \*Received MVP therapist award for 2017-2018.
- \*Featured therapist in May 2018.
- \*Contributed to company success through successful client retention, client growth, and marketing.

\*Successfully navigated/self-taught job responsibilities and expectations in startup company.

### ***Cox Health***

Speech Language Pathologist. May 2001-June 2014. Skilled therapists in the Acute, Rehab, Outpatient, Skilled Nursing settings.

\*Co-developed and implemented FEES program for organization.

\*Mentor and Clinical fellow supervisor.

\*Frequent in-service presenter to colleagues.

\*Multiple MVP awards for excellence in customer service.

\*Represented rehab department in educational outreach programs.

### ***Director of Girls Program/Coach Magic Soccer Club***

Coached multiple winning soccer teams at all age and skill levels. Developed and grew talented girls program in successful soccer club.

### **Additional Experience:**

Successfully met and exceeded sales quota's in retail positions during undergraduate and graduate school to include: Clinique, Barnes and Noble, Enterprise Rent a Car, and Maurice's. Successfully assisted Polk County Prosecutor as traffic clerk (in and outside of court room). Grew and instructed in gyms rock climbing program.

### **Licensure:**

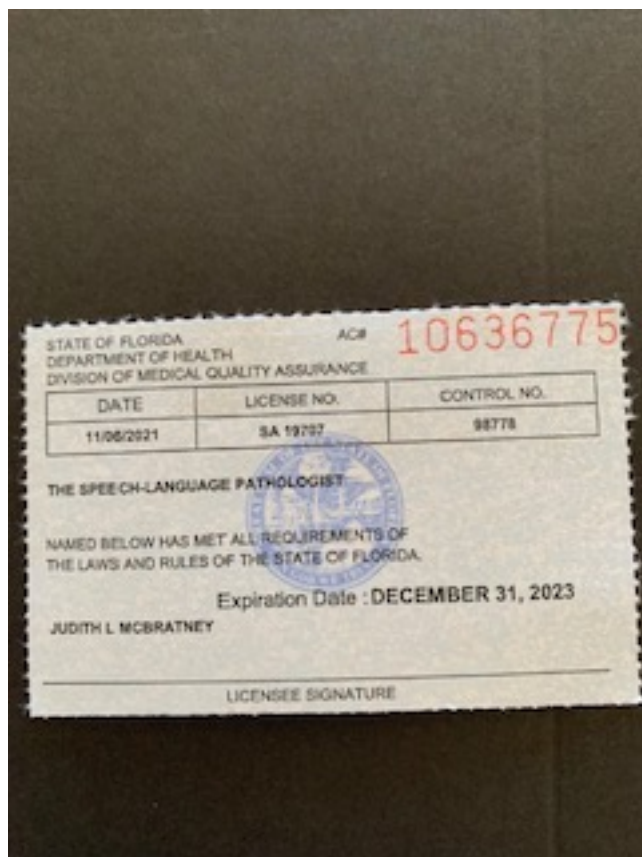
\*Licensed to practice Speech Pathology in Missouri, Kansas, Alaska and Florida.

\*Member American Speech Hearing Association.

\*Member Missouri State Board of Healing Arts.

\*National "D" Soccer Coaching License.

\*ASHA Certification for Clinical Instructor, Supervisor and CF Mentor.



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## AMANDA SEMETKO SLP.D., CCC-SLP

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8128. Burning Bush Rd, Grosse Ile, MI, 48138 ♦ (734) 934-2714 ♦ asemetko@gmail.com

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### PROFESSIONAL SUMMARY

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Motivating and talented Speech and Language Pathologist driven to ensure clients inspire to pursue academically and personal excellence. Consistently strive to create a challenging and engaging learning environment in which each client excels at their goals. Exceptional track record of success and multiple achievements and honors.

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### SKILLS

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- ASHA Certified SLP
- Registered Speech Pathologist in Alaska, Arizona, Florida, Kansas, Kentucky, Maine, Michigan, Missouri, Montana, North Carolina, Nebraska, New York, Nevada, Rhode Island, South Carolina, Texas
- Developing Speech Programs for various ages
- Conducting parent workshops
- Assessing and treating students and patients with speech impairments
- Experience with Cultural Diversity
- American Sign Language knowledge
- Speech and Language Screenings
- Dysphagia knowledge
- Case management experience
- Special education professional
- Adept in standardized speech test
- Autism Spectrum Disorders
- Family and patient education
- Knowledgeable in pediatric audiology
- Feeding and oral motor therapy aptness
- Intervention planning
- Pediatrics therapy
- Speech impairments proficiency
- Patient-focused therapy
- Staff education and training
- Proficient in Social Media

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### EDUCATION

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**Doctorate of Speech Language Pathology:** Speech Language Pathology, 8/7/2021

**Rocky Mountain University of Health Professions** - Provo, UT

**Master of Education:** Speech Language Pathology, 12/2011

**Valdosta State University** - Valdosta, GA

**Bachelor of Science:** Speech Language Pathology, 08/2008

**Eastern Michigan University** - Ypsilanti, MI

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## WORK HISTORY

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### **Clinical Coordinator Speech Language Pathologist, 08/2019 to present**

#### **TalkPath Live – Riverhead, NY**

- Onboarding new clinicians (speech, psych, OT, PT)
- Build training resources
- Assist with implantation of services

### **Director of Credentialing, 04/2016 to Current**

#### **Everest Inc. – Riverview, MI**

- Worked closely with organizational leadership, including board of directors, to strategically affect direction of operations.
- Assisted with creation of marketing strategy and advertising initiatives used to promote company to community members.
- Quality Assurance
- Onboarding and training

### **Speech Language Pathologist, 08/2019 to 2021**

#### **DotCom Therapy – Riverhead, NY**

- Planned individually designed treatment programs to restore, maintain and improve speech and language
- Treated each patient according to Individualized Education Plan to meet predetermined goals
- Wrote reports detailing interventions and student responses
- Engaged parents and families in therapy process to support student progress
- Accurately completed Medicaid billing and documentations in timely manner
- Assisted teachers and administrators with updates and modifications to curriculum for specific student needs
- Helped teachers understand how to observe and refer students for Speech and Language Services
- Evaluated students with standardized tests and assessment protocols
- SLPA supervision

### **Speech Language Pathologist, 04/2017 to 07/2019**

#### **Global Teletherapy – Grosse Ile, MI**

- Provided Individual services to students from age 3-19 via Teletherapy
- Planned individually-designed treatment programs to restore, maintain and improve speech and language

- Treated each patient according to an Individualized Education Plan to meet predetermined goals
- Wrote reports detailing interventions and student responses
- Engaged parents and families in therapy process to support student progress
- Accurately completed Medicaid billing and documentations in timely manner
- Assisted teachers and administrators with updates and modifications to curriculum for specific student needs
- Helped teachers understand how to observe and refer students for speech and Language Services
- Evaluated students with standardized tests and assessment protocols
- Maintained compliance with complete documentation of all actions
- Interpreted results and proposed intervention plans, including short and long-range goals, frequency and duration

**Speech Language Pathologist, 08/2012 to 05/2017**

**Eclipse Home Health – Ann Arbor, MI**

- Interpreted results and proposed intervention plans, including short and long-range goals, frequency and duration.
- Stayed abreast of updates to treatment strategies in speech and language therapy.
- Conducted precise assessments of patient condition and functional abilities.
- Developed and implemented effective rehabilitative programs for patients with speech problems.
- Recorded detailed prognosis, treatment, responses and progress notes in patient charts.

**Lead Speech Language Pathologist, 08/2011 to 04/2016**

**Futures HealthCore – Dearborn, MI**

- Provided supports in the school and clinical environments ages 4-26
- Directly supervised clinical students and support staff, including certified and licensed SLPA's
- Treated children between ages 4 to 26 with speech and language development problems
- Evaluated students with standardized tests and assessment protocols
- Performed diagnostic evaluations of patients' hearing abilities and vestibular function
- Interpreted results and proposed intervention plans, including short and long-range goals, frequency and duration
- Accurately completed Medicaid billing
- Engaged parents and families in therapy process to support student progress
- Helped teachers understand how to observe and refer students

- Wrote reports detailing interventions and student responses
- Established positive rapport with patients
- Monitored student progress according to goals

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#### ACCOMPLISHMENTS

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- ASHA ACE Award 2018
- Devised training program for teachers to help with early intervention.
- Managed caseload of 70+ children.
- Supervision of 2 SLPA in Arizona and 1 in Missouri
- Spearheaded a Support Group for Stuttering focused on student and their families.
- Participated in Career day 2012-2017
- Professional Development to teacher and staff on "Treating the Whole Child"
- Professional Development on "The Role of the SLP in Schools, and How Speech and Language delays can Impact Academics".
- Teacher pay Teacher seller
- Donors Choice Awardee 3x-sensory material, technology, crafts.

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#### ADDITIONAL INFORMATION

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- Michigan Speech Therapy Association
- UNOS Ambassador
- Special Olympic Volunteer
- American Cleft Palate-Craniofacial Association

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AMANDA L SEMETKO

License Number: SA18104

Data As Of 5/18/2023

License Information

Secondary Locations

Discipline/Action

Profession

License

License Status

License Expiration Date

License Original Issue Date

Address of Record

Discipline on File

Public Complaint

Speech-Language Pathologist

SA18104

CLEAR/ACTIVE

12/31/2023

07/13/2020

8128 Burning Bush  
GROSSE ILE, MI 48138

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LEON COUNTY SCHOOLS RFP 517-2024 – 5/26/2023 – FROM TALKPATH LIVE

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# Chelsea Toops

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675 Weaver Ridge Drive • Marysville, Ohio 43040 • 614.256.1506 • chelsea.toops@gmail.com

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## Education

- The University of Akron, Akron, Ohio** **August 2012**  
*Masters of the Arts in Speech-Language Pathology*  
▪ Awards: U.S. Department of Education Trainee on the Hearing Loss Specialty Grant through the University of Akron
- The Ohio State University, Columbus, Ohio** **June 2010**  
*Bachelors of the Arts, Magna Cum Laude, with Honors distinction*  
▪ Major: Speech and Hearing Science, Minor: Linguistics  
▪ Member of the National Society of Collegiate Scholars

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## Licensure

- Ohio Department of Education (ODE)**  
*Professional License in Pupil Services* **2016- Present**
- American Speech-Language-Hearing Association (ASHA)**  
*Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP)* **2013- Present**
- Ohio Board of Speech-Language Pathology and Audiology**  
*Licensed Speech-Language Pathologist* **2012-Present**

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## Professional Experience

- Mary Rutan Hospital Therapy & Sports Medicine, Bellefontaine, Ohio** **Sept. 2012- Present**  
*Advanced Practice Pediatric Speech-Language Pathologist*  
▪ Administers diagnostic speech/language evaluations, develops treatment plans, and provides remediation services in-person and via teletherapy  
▪ Co-treats/collaborates with physical/occupational therapists, educators, and other medical professionals  
▪ Provides family training  
▪ Completes tri-annual progress reports  
▪ Mentors younger clinicians within our practice  
▪ Supervises/instructs a clinical fellow at an elementary and intermediate school  
▪ Supervises/instructs graduate externs in the out-patient rehabilitation setting  
▪ Population: children ages six weeks to nineteen years of age with a variety of disorders and diagnoses
- Upper Arlington Speech Therapy Services, Columbus, Ohio** **June 2017- December 2018**  
*Speech-Language Pathologist*  
▪ Administered diagnostic speech/language evaluations, developed treatment plans, and provided remediation services for children and young adults on the Franklin County Medicaid Waiver  
▪ Population: children and young adults ages six through twenty-six with the diagnoses of autism, epilepsy, selective mutism, and Down syndrome
-

# Chelsea Toops

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## Related Experience

**Brecksville-Broadview Heights High School, Brecksville, Ohio** **January 2012- April 2012**

*Speech-Language Pathology Student Teacher*

- Conducted social skills groups for students in the multiple handicap classroom
- Provided therapy targeting functional life and job skills
- Wrote Evaluation Team Reports (ETR) and Individualized Education Programs (IEP) and participated in ETR and IEP meetings

**Cleveland Sight Center preschool, Cleveland Heights, Ohio** **January 2012- April 2012**

*Speech-Language Pathology Intern*

- Performed play-based speech/language therapy sessions involving tangible items and auditory input with children, three to five years of age, who had significant visual impairments

**University Hospitals, Westlake, Ohio**

**August 2011-December 2011**

*Speech-Language Pathology Intern*

- Conducted speech/language therapy sessions utilizing auditory-verbal techniques for children, three to eighteen years of age, with hearing loss

**Kids First Keegan Autism Center, Fairlawn, Ohio**

**May 2011- July 2011**

*Speech-Language Pathology Intern*

- Programmed and trained children, three to five years of age, to use Augmentative and Alternative communication devices/systems to facilitate language

**Regional Infant Hearing Program, Tallmadge, Ohio**

**May 2011- July 2011**

*Speech-Language Pathology Intern*

- Introduced and demonstrated strategies to parents to benefit their children, birth to three years of age, who were diagnosed with hearing impairments

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## Other Work Experience

**Non-Agency Independent Home Care Provider, North Royalton, Ohio** **Jan. 2011- April 2012**

- Assisted a young adult, who had the diagnosis of autism, with personal care needs, behavior modification, and communication
- Coached a young adult, who had the diagnosis of autism, at his factory job setting, monitored the completion of his tasks, and ensured his safety

**Dental Reflections, Dublin, Ohio**

**November 2004- August 2012**

- Completed reception/office duties for two pediatric and two adult dentists

**School Aged Child Care Program, Hilliard, Ohio**

**December 2009- June 2010**

- Cared for school-age children before school hours

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## Additional Skills and Training

CPR certification

**November 2019**

Certified Orofacial Myologist certification track course

**January 2019**

Beckman Oral Motor training

**November 2018**

SOS (Sequential Oral Sensory) Approach to Feeding training

**June 2016**

Videolaryngostroboscopy training

**January 2014**

ALICE and AIDET training

Proficient in Meditech electronic medical record system

Proficient in Microsoft Word, PowerPoint, Excel, GoToMeeting, and Zoom

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# License Verification

CHELSEA MARIE TOOPS
Registration Number: TPSA195
Data As Of 5/18/2023

Registration Information
Training & Certification
Out of State License
Discipline History
Financial Responsibility
Registered Agent

## Telehealth Registration

Profession
Registration Number
Registration Status
Registration Issued

TLHT Speech-Language Pathologist
TPSA195
CLEAR/ACTIVE
11/22/2021



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LEON COUNTY SCHOOLS RFP 517-2024 – 5/26/2023 – FROM TALKPATH LIVE
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# JANELLE WONG

SPEECH-LANGUAGE PATHOLOGIST  
JANELLESLP@GMAIL.COM | (917)805-6853

## CAREER OBJECTIVE

Well-rounded Speech Language Pathologist with 21 years' experience ranging from treating children with early language delays, working in a special populations school district to working with medically compromised adults in acute, sub-acute and long-term care settings and managing a rehab department. My job roles required me to be a self-starter. Analyze and make critical decisions, demonstrate ethics and patient advocacy and be well-organized.

## Licensure(s) LICENSED SPEECH – LANGUAGE PATHOLOGIST

Licensed in MA, FL, RI, GA,  
NY

## Certifications Certificate of Clinical Competence

Compton P-ESL

Rhode Island DOE license

Professional Affiliations  
Member, ASHA

## REFERENCES:

Furnished upon request

## CAREER EXPERIENCE

### Speech-Language Pathologist

#### Connected Speech Pathology –Telehealth | Independent Contractor (Present)

I work collaboratively with clients and families. Clientele range from toddlers to seniors. Goals vary by client and may include literacy, executive function, articulation, accent modification, improving interpersonal skills, interview skills, social anxiety, writing skills, thought organization, and storytelling.

#### Vocovision – Teletherapy | Independent Contractor (October 2020 to June 2021)

I provided remote speech therapy sessions to students from K-8 who were diagnosed with mild to moderate disabilities. I completed screenings, initial evaluations, re-evaluations and took part in the development of Individualized Educational Plans. I supervised a Speech Language assistant and regularly evaluated treatment data to ensure on-going progress.

#### Elderwood - Mentor (2018 to 2020)

I worked as a staff Speech-Language Pathologist and mentor to a graduate clinical fellow.

#### Bethany Home of Rhode Island (2010-2020)

Speech-Language Pathologist employed with a transitional care and long-term care facility as a planned per diem. Assessing, diagnosing, treating and helping prevent oral-motor, swallowing, cognitive-linguistic, speech and language disorder. Developing plan of care and treatment goals. Providing written and verbal reports to the medical team. Completing documentation according to regulatory requirements. Participating in-service programs and patient care committees.

#### Centers Healthcare – Director of Rehabilitation (2017-2018)

Responsibilities included directing the overall functions of Rehabilitation Services while ensuring compliance with all state, federal and local regulatory laws, standards and protocols. Coordinating and supervising operations of the department; maintaining performance improvement activities within the department. Assuring competency of all staff members, reviewing patient charges and ensuring they are entered on a timely basis.

#### Therapeutic Resources Management – Program Manager (2005-2010)

I served as a Speech-Language Pathologist and acted as an interim Rehab Coordinator for a 90-bed SNF, coordinating ten staff members including Occupational, Physical and Speech therapy services. Communicating with facility Director of Nursing, Administrator, Admissions Coordinator, Nurse managers and Accounting to maximize customer care and optimize therapy services. Implementing policies, procedures, clinical standards and protocols. Completing monthly documentation audits to ensure compliance with documentation guidelines and regulatory requirements. Ensure timely evaluation and treatment of patients. Managing computerized systems to optimize data and therapist efficiency.

## EDUCATION

MASTER OF SCIENCE DEGREE IN SPEECH LANGUAGE PATHOLOGY • 2005 •  
HUNTER COLLEGE (CITY UNIVERSITY OF NEW YORK)

AC# 10629047

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
11/03/2021	SA 17851	98513

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

JANELLE WONG

11249 CAMDEN PARK DRIVE

WINDERMERE, FL - 34786



*R. DeSantis*

Ron DeSantis  
GOVERNOR

*J. Ladapo*

Joseph A. Ladapo, MD, PhD  
State Surgeon General

DISPLAY IF REQUIRED BY LAW

EXPIRATION DATE: DECEMBER 31, 2023

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Expiration Date: DECEMBER 31, 2023

JANELLE WONG

## 5. Litigation

There is not now, nor has there ever been, any type of litigation or regulatory action filed or pending against TalkPath Live since our organization's inception in



## TAB C: APPROACH TO SERVICE DELIVERY

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TalkPath™ Live is very pleased to respond to Leon County Schools' RFP 517-2024 for Speech-Language Pathology Services because we feel entirely confident that we're a great match for LCS on the basis of our **exceptional service providers and service delivery**, our **highly competitive pricing**, our **comprehensive knowledge of the IEP process**, and the **personalized attention, care, and flexibility** we extend to all our school partners. The following sections in this tab provide more detail on our model, our approach, the advantages of using our platform, and the specifics of our speech-language therapy services.

### 1. Service Requests

TPL prides itself on our responsiveness to clients, our commitment to upholding the highest standards of service delivery, and our open-door policy to any and all members of our team who can be helpful to LCS in ensuring that the terms of this contract will be carried out effectively and expeditiously.

We therefore don't need to institute a special protocol or procedure to pledge that all service requests from LCS will indeed be carried out within five school days of notification — that's SOP for us. Whenever LCS has a request — whether it's a change to the therapy curriculum, the addition of a student to the caseload, a scheduling adjustment, or something else — it simply needs to be communicated as soon as possible to the TPL team member of LCS's choosing, who will then immediately pass on the request to any and all personnel who will be responsible for and who have the authority to grant and enact the request.

Most often, our service providers, as the first point of contact with our school districts, are the ones to whom either specific or general requests are made. And because our SLPs are in daily contact with their Lead Clinician and Lead Clinical Coordinator, requests are immediately forwarded to the member of the leadership team who can most fully and quickly fulfill them. But regardless of when and to whom LCS makes the initial request, the District would always have direct contact to our organization's two principals as well — our Chief Program Development Officer and our Chief Technology Officer/COO — so you can rest assured that any and all service requests made will be attended to with maximum expediency and efficacy.

### 2. Service Techniques

#### A. Overview of Model

As a leading telepractice provider of **special education related services for pre-K–12+ students with special needs**, we've been providing our clients with **outstanding value, exceptional convenience**, and **state-of-the-art therapy options** for more than seven years now, since 2016. Through our live, one-on-one, online teletherapy delivered in real time, we **fulfill all IEP requirements cost-effectively and time-efficiently** by minimizing overhead to **maximize performance outcomes**.

School districts charged with providing related services in accordance with federal, state, and IEP-prescribed mandates are under **ever-growing pressures to provide quality services** due to such challenges as shortage of qualified providers, access limitations, ancillary expenses associated with traveling in-person providers, and difficulty recruiting and retaining licensed providers.

But TalkPath Live **solves all of those problems with our online solution**: a streamlined teletherapy approach that can accommodate any size caseload, in any geographical location, on time, on budget, and on point with the facility's scheduling structure.

The myriad benefits of our teletherapy model include:

- **No travel** is involved — this eliminates travel expenses, session delays, inevitable absentee issues.
- LCS would have **access to a wider pool of SLPs, with an equally wide range of specialty areas**, than can be found in any one geographical area — this means students can be assigned just the right therapist to address their deficits, not just the therapist who happens to reside nearby.
- Many students respond more favorably to on-screen interaction than to in-person interventions — this is called the “**online disinhibition effect**,” and particularly for students with exceptionalities, it can lead to greater advancements in shorter amounts of time.
- Students are also **thoroughly comfortable with technology** — they have no qualms or reservations in the digital environment and, in fact, can often concentrate more easily during session time when engaged with the screen and not distracted by surrounding stimuli.

### Purpose and Approach

TalkPath Live's mission is nothing short of **improving young lives in need** — by leading them to functional advancements, corrective developments, and strengthened skills that will enhance and enrich their quality of life, particularly in the areas of their communication and contact with the world around them.

To date, TalkPath Live has **planned, coordinated, managed, and made timely placements for ~95 education partners** who have testified to our organization's ability and adeptness in fully meeting or exceeding their expectations by such means as completed satisfaction surveys, transmitted endorsements, glowing references, direct input to our providers' superiors, and feedback at IEP/team meetings.

Our software is state-of-the-art, our quality of services is top-of-the-line, and our customer service is truly one-on-one.

In fact, our uncommon customer service is what we're most proud of — both our management team's openness and flexibility when partnering with our school clients and the extra lengths our therapists will go to en route to meeting therapy goals. To **produce desired outcomes**, we employ a combination of **time-proven best practices** in the application of speech-language therapy, **innovative and ingenious** avenues to leveraging available technology, **creative approaches** to reaching challenging students, and good old-fashioned hard work.



Our focus is always on evidencing our effectiveness in the field. Our therapists only remain in our network if they connect with their students, produce results, and steadfastly illustrate their diligence and dependability (not to mention find joy and purpose in their vocation!), so as they work with the individuals in their caseloads, they're actually working for their own advancement, development, and learning. That keeps us advancing, developing, and learning right along with them.

## B. The TPL Advantage

TalkPath Live's particular brand of teletherapy is the **ideal solution** to attend to the speech therapy needs of Leon County Schools for multiple reasons, some of which were mentioned earlier, like our system of delivery, which allows **immediate and unhindered access to a larger pool of SLPs with a broader range of specialization than can be found locally in any one district**. Not only can any SLP with a Florida state license treat LCS students on-call and on-point, but SLPs nationwide continually report (in annual ASHA school surveys) that **the large majority of speech-language issues can absolutely and adequately be addressed via remote delivery of therapy**.

It also bears repeating that our **no-travel model** means that TPL SLPs can **schedule sessions with students in different schools, all over LCS's widespread district, on the same day**. This makes teletherapy the perfect vehicle for **home programs** as well.

Another benefit of TPL's delivery system is that **technology-based learning** both contributes to mandatory **computer literacy** demanded of students in today's digital world and best caters to students who have proximity-related anxiety issues and/or who pose physical risks to service providers.

Most importantly, however, we specialize in serving **students of all ages and all levels of ability who exhibit all manner of communication disorders and speech impairments**, including those involving language, articulation (speech sound disorders), fluency, pragmatics, voice/resonance, and swallowing. If you have a particular student experiencing a particular challenge, we'll find you the right therapist to resolve that issue the right way.

### Service Highlights

With our technology-supported therapy model, we stand out from other providers of special education related services with a host of additional advantages that benefit both LCS and its students, chief among them:

- **Affordability**, paying only for the time you use — no longer being billed for travel time and expenses, staff salaries and benefits, therapist training
- **Flexibility** in our approach across the board: in terms of negotiable contract terms, customized partnership parameters, scheduling preferences, and budgetary needs
- **Convenience** of staffing, scheduling, and freedom from the regulatory issues of IEP fulfillment
- **Effectiveness** of this mode of therapy delivery, which has been proven to produce equivalent if not greater outcomes than traditional in-person therapy

- **Access and reach** to any student anywhere, not just geographically speaking, to highly rural areas, but also to hard-to-reach, hard-to-teach students through the safety and engagement of a live computer screen
- **Personalization of student-centric therapy plans**, created specifically for school-aged children to meet their challenges through scaffolded mastery, 21st century and blended learning approaches, and generalization of skills (not to mention fun and interesting therapeutic tools!)
- **Computerized monitoring and reporting functions** that facilitate caseload management, streamline progress tracking, and significantly reduce paperwork

Two final benefits informing our approach and methodology deserve special mention because of their directly applicability to successfully fulfilling the terms of this contract for LCS:

1. First, TalkPath Live's **vast experience in the education setting** (which starts from the top, with a leadership team comprised of seasoned special education professionals) ensures that all our school-assigned SLPs have pediatric expertise, have complete knowledge of IEP fulfillment, and have displayed proven skills and talents with school-aged clients. Conducting and composing **student evaluations** is one of our primary tasks in terms of both prepping for and attending IEP meetings, and we often work closely with a student's larger support team to help **plan and implement progress goals**. Furthermore, our SLPs are trained and able to **consult one-to-one with the student's classroom teacher(s) on devising and enacting individualized interventions** to target specific areas of need and attain specific objectives.
2. Secondly, part of our cost-effectiveness to clients lies in our recognition of the very real issue of **student absenteeism** — a student's inability, for whatever reason, to not make it to their scheduled session. As such, we've established a **liberal policy on cancelled/missed sessions** that both incorporates the District's stance on this issue, but that also treats our therapists fairly and reasonably. With the following policy, we aim to avoid penalizing our partners for unavoidable circumstances while still retaining the highest-caliber teletherapists available:

TERM	POLICY	DISTRICT CHARGED?
<b>Cancelled/Missed Session</b>	When more than 4 hours' notice is given to the provider that the student is unable to attend. The session must be made up, if appropriate to do so.	No
<b>Absence</b> (i.e., Refusal of Service or No-Show)	When less than 4 hours' notice is given to the provider that the student is unable to attend. The session is not required to be made up, but every effort will be made to do so.	Yes (Final cost to district is based on the predetermined session length.)
<b>Habitual Nonattendance</b>	Defined as 3 cancelled/missed sessions or 3 absences per student, per semester (barring any extenuating circumstances previously agreed upon between TPL and the partnering school/district).	Yes (Once criteria are met. Final cost to district is based on the predetermined session length.)

### C. Minimal Technology Requirements and Ease of Setup

Not all schools have experience with and/or are familiar with the delivery of special education related services via teletherapy, which is quickly becoming the standard of care in today's technological age and which is arguably more than the wave of the future: it's the reality of the present.

So the first thing we want LCS to know about TalkPath Live is just how **easy, incredibly convenient, and stress-free** it is to receive highest-quality online therapy from our top-caliber therapists — from initial setup to the commencement of service delivery. It's also remarkably cost-effective, since schools pay only for the time they use and schedule only the time they need.

There's absolutely **no additional equipment needed** to purchase beyond the computers schools already have, there are no hidden start-up fees or software licenses required, and no particular arrangements need to be made for services to be delivered. Schools can stick with the schedules they already have in place for speech-therapy services, and sessions can take place anywhere the school prefers, be it a designated classroom area or therapy space or even the school library.

Best of all, we're with you every step of the way, including an initial tech check of each school's devices and connectivity, evaluation and assessment of each student's needs, assistance preparing and submitting electronic reports for IEP and district meetings, and, of course, participation on each student's support team and attendance at IEP meetings as desired.

Here's a graphic that represents the advantages and adaptability of our service package:

## THE TPL PACKAGE

Unlimited User  
Training &  
Tech Support

Free Initial Tech Check  
of All Computers  
Using TalkPath Live

HIPAA, COPPA &  
FERPA  
Compliance

### PLATFORM-AGNOSTIC HARDWARE

All that's needed:

- Desktop, Laptop, or Tablet (Mac or PC)
- Mic, Speakers & Webcam
- Internet Connection

### SEAMLESS CONNECTIVITY

TPL's Videoconferencing  
Software Allows Instant &  
Clear Connectivity  
Between Student & SLP,  
with Easy Screen-Sharing

### WEB-BASED SOFTWARE

Free & Direct  
Access to All TalkPath-  
Employed Platforms,  
Software &  
TPL Provider Portal

Automated Progress  
Tracking Documentation  
& Built-in Reporting  
Capabilities

Two-Way Secure &  
Encrypted  
Video  
Platform

Headphones Optional  
for Quieter or  
More Private Session  
Delivery

## D. Scope of Work

TalkPath Live has thoroughly reviewed the “Scope of Work” section (pp. 12–16) of RFP 517-2024 and fully agrees to and complies with all contract parameters and stipulations contained therein regarding: **Background, Procurement Overview, Term of Contract, Service Provider Certification, Procedure, Project Tracking and Progress Reporting, Billing and Payment, and Performance Monitoring.**

Please see the following section for the comprehensive duties and responsibilities that fall specifically to the SLPs who will be directly treating LCS’s students.

## E. SLP Roles and Responsibilities

Most pertinent to this section of TPL’s proposal is the scope of work for which our SLPs will be responsible, and we want to assure LCS that our highly skilled and experienced team of Florida-licensed speech therapists is ready, willing, and able to meet all of LCS’s requirements for and expectations of their job duties in the areas of **direct therapy with students, consultation and collaboration with all student support team members, and attendance/participation in student staffings, IEP development, and progress reporting.** These duties including but not limited to:

- Upholding professional appearance and conduct at all times
- Collaborating 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
- Providing and following schedules for assigned schools
- Following the policies and procedures for the referral, identification, observation, screening, evaluation, eligibility, placement and service recommendations, and dismissal of identified students as provided in the “Special Programs and Procedures” document (available through the state and District)
- Adhering to all procedures for completing required documentation for student attendance, 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.
- Submitting for approval any written communication intended for parents and teachers to the school principal or designee prior to sending
- Following the rules and procedures contained in the LCS Employee Handbook of the individual school and District
- Completing and maintaining all required records in the course of providing services
- Attending all required content and policies/procedures meetings (regarding, e.g., intervention and therapy strategies and techniques, LCS policies and procedures, the rights of students with disabilities, and other operational/compliance procedures required to carry out the therapy program) and incorporating any cancelled service sessions due to meeting times into their schedules
- Agreeing to provide services where and when the District designates
- Participating in training and planning activities, as agreed between TPL and the District
- Fulfilling service requests within five school days’ time of receiving the request verbally or in writing

- Ensuring that provider-missed sessions due to unavailability or absence will be made up and documented as such

In addition to the LCS-specified job duties, the District can count on TPL-assigned SLPs to routinely perform all of the following tasks with the utmost fidelity, reliability, and professionalism:

- Perform speech-language services and conduct speech-language assessments in accordance with the applicable standards of care
- Design and implement therapy services and evaluations for the assigned caseload at assigned sites, including teacher consultation services and home programs, appropriate to meet the needs of each student's IEP
- Provide caseload information for data input, Medicaid documentation, progress reports, and/or evaluation reports within specified timeframes and appropriate to or required for each student
- Contribute to team determining a student's eligibility for services / conduct speech screenings
- Review student's file and history at intake
- Administer formal and informal assessment measures to determine students' individual strengths and needs in accordance with IDEA/PDE requirements and timelines
- Write IEP goals, prepare reports, and/or attend IEP meetings
- Devise and deliver a suitable treatment program that is age-appropriate, targeted to the learning needs of the student, selected through EBP (evidence-based practice) decision making, and largely clinical in nature
- Generate measurable goals to promote skill acquisition and academic progression
- Prepare and provide skilled intervention techniques to foster student progress toward short-term and annual IEP goals
- Provide online documentation of skilled interventions, student progress, and student/family/staff education
- Compose and maintain speech therapy progress notes, both per session notes and more in-depth quarterly, trimester, and annual notations
  - **(Note:** All records are maintained in accordance with HIPAA, COPPA, and FERPA mandates; TPL can use either an LCS-supplied form for note-taking or a TPL-designed form)
- Collaborate with key staff, para-educators, and interdisciplinary team members to determine, monitor, and modify individualized plan of care, as needed
- Provide support in area of expertise to school personnel, as it relates to the overall instructional program
- Serve as liaison, when and where applicable, with other service providers (e.g., physicians, private therapy practitioners, social service agencies, vocational rehabilitation staff) to create effective wraparound services per student
- Deliver treatment across all ages, levels, eligibilities, and cultures
- Administer all necessary and recommended evaluations and assessments
- Use a variety of tools and strategies to conduct these evaluations and assessments, gathering all functional and developmental information relevant to the student's case and reportable to the student's larger support team
- Adjust sessions as needed to accommodate any sensory, manual, or communication impairments that could cause inaccurate analysis of a student's abilities and progress

## F. Speech-Language Therapy Services: Expertise and Methodology

Speech therapy is TalkPath Live's **flagship service** — the one we've been providing the longest, to the largest pool of clients with a wide range of eligibilities. We have more SLPs in our network of service providers than any other type of therapist, and all are thoroughly adept at delivering leading-edge protocols and practices in the online environment, maximizing the on-screen therapeutic space, and working to the top of their license for both their own fulfillment and for the tremendous benefit of their pediatric, adolescent, and young adult clients.

This talented team of SLPs possess expertise in a variety of specialty areas, allowing for thoughtful referral allocation and individualized service provision. As a result, TalkPath Live is exceedingly qualified to treat students presenting with the following **areas of need**:

- Speech Sound Disorders
- Auditory Processing Disorders
- Receptive and Expressive Language Delays
- Reduced Fluency
- Pragmatics Deficits
- Voice/Resonance Disorders
- Feeding Impairments
- Dysphagia
- Dysarthria
- Autism or Other Developmental Disabilities
- Intellectual Impairment

For these populations of students, our **areas of focus** include but are not limited to:

- Phonics/Phonemic Awareness
- Grammar/Syntax
- Figurative Language
- Listening Comprehension
- Reading Comprehension
- Fluency Strategies
- Intelligibility Strategies
- Social Skills
- Working and Delayed Memory
- Deductive Reasoning
- Oral Motor Strengthening/Coordination
- Pharyngeal/Laryngeal Strengthening/Coordination

Our therapists make great efforts to remain up-to-the-minute and well-educated about all advancements and developments in their field to design individualized treatment plans and deliver custom-tailored interventions driven by IEP goals. To properly assess student functionality and inform progress initiatives, we use the following **speech evaluation materials** when conducting assessments, evaluations, and service delivery :

- **CELF-5** (Clinical Evaluation of Language Fundamentals)
- **CELFP-3** (Clinical Evaluation of Language Fundamentals – Preschool)
- **GFTA-3** (Goldman Fristoe Test of Articulation)
- **GFTA-3 Spanish** (Goldman Fristoe Test of Articulation – Spanish)
- **KLPA-3** (Khan Lewis Phonological Analysis)
- **CTOPP-2** (Comprehensive Test of Phonological Processing)
- **TOLD-I:4** (Test of Language Development – Intermediate)
- **TOLD-P:4** (Test of Language Development – Primary)
- **PPVT-5** (Peabody Picture Vocabulary Test)
- **EVT-2** (Expressive Vocabulary Test)
- **SRS-2** (Social Responsiveness Scale)
- **Developmental Profile**
- **DAYC-2** (Developmental Assessment of Young Children)
- **REEL-3** (Receptive-Expressive Emergent Language)
- **SSI** (Stuttering Severity Instrument)
- **ROWPVT-4** (Receptive One Word Picture Vocabulary Test) – Spanish-Bilingual Edition
- **EOWPVT-4** (Expressive One Word Picture Vocabulary Test) – Spanish-Bilingual Edition
- **SLDT-A** (Social Language Development Test – Adolescent)
- **TAPS-4: A Language Processing Skills Assessment**
- **TOWL-4** (Test of Written Language)
- **KSPT** (Kaufman Speech Praxis Test)

## G. TPL Resources for SLPs

TalkPath Live takes great care of our service providers so that they, in turn, will take great care of the students entrusted to their expertise.

We’re very selective in the service providers we invite into our network (see “Recruiting and Training” and “Prescreening Staff” sections below), and once they enter the fold, we make sure that they are guided daily, supported regularly, and trained continuously.

We host two invaluable web-based resources for our network of clinicians: the first, our proprietary **Provider Portal**, automates the therapeutic pipeline and note-taking process in one centralized database available to key stakeholders 24/7 and searchable by multiple means; and the second, our **Therapist Material Exchange** on SharePoint, offers an ever-growing and evolving digital “library” of practice-proven resources and tools that our SLPs share with one another to expand their knowledge base, research access, pathways to student outcomes, and applications and techniques in areas of specialization.

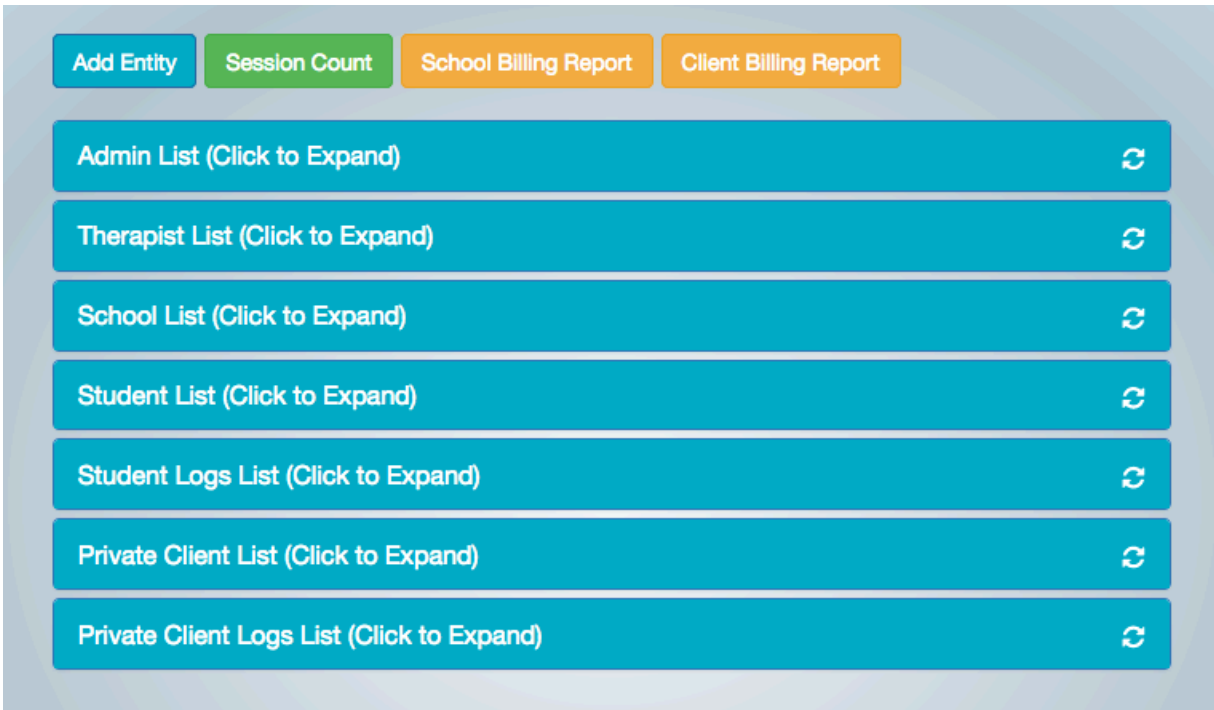


# PROVIDER PORTAL

TalkPath Live’s online portal for our various service providers serves as the direct link between TPL and the school and/or school district. Inviting continual collaboration and allowing for full disclosure and transparency, this portal can be accessed at any time by LCS so that personnel can check on and answer parents’ questions about such therapy aspects and parameters as name of student’s service provider, number and length of sessions conducted, and all therapist session notes.

Populated on a daily basis by our therapists after each student session, the portal contains up-to-the-minute information on all students receiving services — it records therapist activities and impressions, monitors student progress, and keeps LCS personnel abreast of any and all developments in student performance in preparation for IEP meetings and for general purposes.

Here’s just one general screen capture to give you an idea of the incorporated tabs:



And here are some of the interfaces our therapists use to populate, update, and maintain student records:

Session

**Date of Service \***  
07-24-2018

**Student \***  
Student Name

**Session Missed \***  
No

**Session Length \***  
0 Min

**Session Start Time \***  
07:00 AM

**Service Type**  
Direct

**E-Helper**  
E-Helper Name if Present Role

**Make Up Session**  
No

**Session Type**  
Individual

**IEP Goal(s)**  
IEP Goal(s) Worked On

**IEP Progress**  
IEP Progress

**Tx Notes**  
Session Notes

Return Update

**Individual/Group**  
Individual

**Session Missed \***  
Yes

**Billable \***  
Yes

**Session Length \***  
30 Min

**Reason?**  
No sub

Return Session Note Update

**TalkPathLive**

**Student Session Note**

Name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ Location: \_\_\_\_\_

DOB: \_\_/\_\_/\_\_ Session Duration: \_\_ Time In: \_\_ Time Out: \_\_

Service Provider Name: \_\_\_\_\_ Title: Doctor

Fill in Applicable Sections Below:

Service Code: \_\_\_\_\_ IEP/ARD Date: \_\_/\_\_/\_\_

Number of Service Hours Required per Week: \_\_\_\_\_

**eHelper** (Fill in All That Apply)

Name: \_\_\_\_\_ Present: ☐ Yes ☒ No

Role: ☐ Only Observing ☐ Actively Assisted

**Therapy/Related Service Notes:**

IEP Goal(s) Worked On: \_\_\_\_\_

IEP Progress: \_\_\_\_\_

Make-Up Session: ☐ Yes ☐ No Session Type: ☐ Group ☐ Individual

Tx Notes:

Reason for TelePractice: (Check One) ☐ Geographic Barrier ☐ Physical Limitations

☐ Social Limitations ☐ Limited Staffing ☐ Other: \_\_\_\_\_

Service Provider Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

New Entry

Student Logs List (Click to Expand) ↻

Private Client Logs List (Click to Expand) ↻

Student File List (Click to Expand) ☆ ↻

School Meeting Logs List (Click to Expand) ↻

Screening Logs List (Click to Expand) ↻

Contract Management Logs List (Click to Expand) ↻

## THERAPIST MATERIAL EXCHANGE

TPL also maintains a diverse information-sharing site by which our service providers post and share resources with their colleagues, learn from one another, and take advantage of all the uploaded tools and strategies that our therapists themselves have tested out for practical application and proven useful for our school partners.

Updated in real time, the SLP section of this therapist website contains an expansive repository of materials. Here's just a sampling of the multitude of content categories:

- ADLs
- Aphasia / Apraxia / TBI
- Articulation
- Assessments
- Auditory Comprehension
- Cause and Effect
- Current Events
- Fluency
- Following Directions
- Games
- Grammar
- Graphic Organizers
- Inferencing
- Life Skills
- Linguistic Concepts
- Math
- Memory
- Phonics and Letter ID
- Pragmatics
- Problem Solving / Reasoning
- Reading / Writing
- Sequencing
- Synonyms and Antonyms
- Visual Logic
- Vocabulary
- Voice Disorders

## H. TPL's Commitment to Students

In the "Scope of Work" section above, we listed the majority of functions and tasks LCS can rely on TPL's SLPs to carry out in the fulfillment of this contract with the highest degree of care, compassion, dedication, and expertise. But our commitment to our school partners is equally weighted with our commitment to the students we jointly serve. At all times, we keep our sights on realizing our ultimate mission: to maximize their full potential and capabilities and, in the process, improve their quality of life as much as possible.

As such, for each student we serve, we pledge to:

- Identify the difficulty or impairment
- Assess the cause and nature of the problem (in collaboration with other educational professionals who help to identify students with disorders as well as to inform instruction and intervention, consistent with EBP)
- Devise, review, and revise student's program, as appropriate
- Contribute to the school's efforts (e.g., RTI) to prevent blockages to academic progress for students
- Monitor and evaluate progress through multiple modalities, including data collection and analysis
- Write and maintain confidential student case notes and reports
- Work with the school team to improve the effectiveness of service delivery

- Participate in student IEPs, as required
- Maintain appropriate parent/guardian communication, as desired by school
- Advocate for appropriate programs and services for each student we treat

## I. The Role of the eHelper

An eHelper is an individual serving in the role of assistant to the student during live sessions with the therapist.

Now, an in-school eHelper is not always necessary or required if a student is physically and cognitively capable of accessing their sessions independently; those students can complete their sessions in the back of a classroom, a library, or another location where adult supervision is provided. Nevertheless, it is advisable and recommended that students are accompanied by a trained adult (especially younger students), as school-based observation indicates that children advance more systematically and make greater strides when an eHelper participates in their teletherapy.

The good news is that many schools already have an adult in the classroom who can perform the function of eHelper: a teaching assistant, a 1:1 aide, a parent or other classroom volunteer, or even an older student. Sometimes the eHelper's role is more active, for those students who exhibit behaviors that require direct supervision or for students who have motor challenges that prevent them from accessing/interacting with the screen; but sometimes the role is more passive, just helping the student connect (or reconnect) to the videoconference platform or creating an optimal physical environment for the session before it begins.

TalkPath Live sees to it that in-school eHelpers are trained to use the system and support the students, as needed and as desired by the school.

In the event that therapy sessions are conducted when the student is at home for any reason, the eHelper can be a parent, guardian, caregiver, or older sibling. TPL team members will work with and provide guidance to at-home eHelpers. We also offer a formal parent training session as a separate add-on to our hourly-fee services if called for.

### 3. Standards of Practice

Part of our role as a provider of a large array of related/ancillary/support services to students prescribed any of those services per the components of their IEP is staying abreast of any and all changing protocols pertaining to both (a) IEP fulfillment and (b) state-specific laws and standards of practice in the delivery of the service in question.

In this case, speech-language pathology services is the only relevant discipline, and TalkPath Live stays current on the expected and required standards through multiple avenues, including:

- Our SLPs and SLPAs licensed and credentialed in the state of Florida, who regularly receive bulletins, newsletters, and announcements apprising them of any changes in state procedures and practices
- ASHA membership and posted resources
- Internal research by TPL's Lead Clinician in Speech-Language Therapy, Lead Clinical Coordinator, and Director of Clinical Affairs (all of whom are master's-level or above CCC-SLPs)
- Continuing education programs
- Ongoing reading and subscriptions to speech-therapy-related publications and outlets

### 4. Recruiting and Training

TalkPath Live understands that our reputation as a provider of online therapy services is only as good as the service providers in our network. That's why we (1) place top priority on **hiring exceptional therapists with pediatric experience** and then (2) **fully supporting their needs** to ensure highest standards and best practices in the delivery of **student-focused, outcomes-driven services**.

There's a high demand for school-based SLPs right now across America — this isn't a secret to anyone, anywhere — and yet we hold fast to our pledge to recruit and hire only the best of the best, for only by delivering exemplary services by exemplary therapists we will meet our student goals and retain our clients.

To locate "the best of the best," we scour and scrub subscription-based databases of nationwide SLPs; we source leads from industry-specific job posting websites; we post openings in industry-specific publications; we follow up on personal referrals to colleagues made by our exiting pool of therapists; and we hold online recruiting events intended to identify seasoned, accomplished medical-based SLPs and transition them to school-based SLPs.

Our attention to our network of SLPs does not wane after bringing them on. On the contrary, we provide ongoing education, support, and fellowship through various means, such as:

- **Comprehensive Onboarding Training:** covering TPL-specific online therapy tools, technology, and techniques
- **Therapist Collaboration Hour:** a monthly group meeting that covers a targeted theme, that provides team camaraderie and promotes teamwork, and that gives our therapists a forum to voice questions and concerns
- **Mentoring:** ongoing, on-call guidance and support from TPL clinical directors and coordinators in real time
- **Facebook Therapist Community Page:** a place for our pool of providers to connect online with one another and share/learn from one another
- **TPL Therapist Material Exchange** (*see p. 43 above*)

Additionally, TalkPath Live offers practical assistance, full encouragement, and compensation (partial or full, when applicable) when our therapists want to expand their licensees into other states and further their education through continuing education and/or professional development opportunities.

Basically, our reputation is enhanced when the skill sets and specialty areas of our SLPs are enriched, so we do whatever is in our power to help them achieve their professional goals, broaden their knowledge base, and work to the top of their license.

In terms of this contract for Leon County Schools specifically, each of the SLPs we're proposing are established, trusted TPL service providers, with evidenced expertise and successful performance outcomes. None of them are new to pediatric therapy (with years of experience ranging from 9 to 22), and we are certain that all of them would *more than satisfactorily* meet LCS's needs.

## 5. Prescreening Staff

Qualitatively, TalkPath Live has two prerequisites for speech-language pathologists to join our network of student providers: (1) they must be absolutely passionate about their work; and (2) they must be fully trained and skilled in treating school-aged clients. We cannot overemphasize how crucial the therapist's level of enthusiasm, degree of devotion, and caliber of service delivery are to student success. An SLP can be as technically skilled and well-read as they come; but if they can't connect with the students on an emotional and personal level, the students won't advance at the pace and rate we're looking for.

Quantitatively, however, we understand that LCS of course has to be sure that assigned SLPs have been properly screened before they have contact with minor students, and we accomplish that with a robust series of checks that confirm a therapist's appropriateness and acceptability, including: **confirming education and credentialing levels; performing background checks and securing FBI fingerprint clearance; calling/emailing references; and double-vetting any team members who have been with us for less than one full school year.**

Furthermore, prior to commencement of service delivery, **all providers must have completed their intensive TPL onboarding and orientation process and have passed an internal exam** attesting to that, at which point they are assigned a mentor who will oversee their daily performance and who make themselves available for continual direction and guidance.

Even once an SLP has been accepted into our pool and has begun conducting therapy sessions, we retain only those providers who meet our high standards of care and who are highly praised by the school clients they service.

## TAB D: REQUIRED FORMS

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- A. Attachment II: Required Provisions Certificate
- B. Application for Vendor Status
- 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



## 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 \_\_\_\_\_

Theresa Grant Authorized Representative (Print)

Theresa Grant 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 \_\_\_\_\_

**PLEASE SEE ATTACHED  
NOTARIAL CERTIFICATE**



# ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of Sacramento } SS.

On May 24, 2023, before me, **DORA C STARR**, Notary Public,  
personally appeared Theresa Lucille Grant, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

*[Signature]*  
NOTARY'S SIGNATURE

PLACE NOTARY SEAL IN ABOVE SPACE

## OPTIONAL INFORMATION

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

### CAPACITY CLAIMED BY SIGNER (PRINCIPAL)

- ☒ INDIVIDUAL  
☐ CORPORATE OFFICER \_\_\_\_\_ TITLE(S)  
☐ PARTNER(S)  
☐ ATTORNEY-IN-FACT  
☐ GUARDIAN/CONSERVATOR  
☐ SUBSCRIBING WITNESS  
☐ OTHER: \_\_\_\_\_

SIGNER (PRINCIPAL) IS REPRESENTING:  
NAME OF PERSON(S) OR ENTITY(IES)  
\_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF ATTACHED DOCUMENT

Required Provisions Certification  
TITLE OR TYPE OF DOCUMENT

Pg 40 of 58  
NUMBER OF PAGES

DATE OF DOCUMENT

RIGHT  
THUMBPRINT  
OF  
SIGNER

OTHER



Attachment III  
Notice of Conflict of Interest

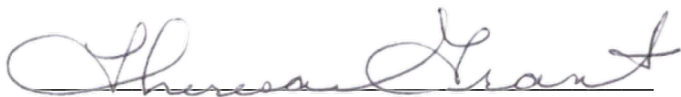
Company Name: Prentgraf LTD Liability CO - DBA: TalkPath Live LLC [Proposers shall complete either Section 1 or Section 2]

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.



Authorized Representative (Signature)

Theresa Grant, Chief Program Development Officer

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/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

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Authorized Representative (Signature)

---

  
Authorized Representative (Print)


---

  
Date

### Attachment IV Proposer Contact Information

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

	For solicitation purposes, the Proposer's representative shall be:	For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:
<b>Name:</b>	Theresa Grant	Theresa Grant
<b>Title:</b>	Chief Program Development Officer	Chief Program Development Officer
<b>Street Address:</b>	PO Box 1753	PO Box 1753
<b>City, State, Zip code</b>	Voorhees, NJ 08043	Voorhees, NJ 08043
<b>Telephone: (Office)</b>	732-771-5490	732-771-5490
<b>Telephone: (Cell)</b>	916-296-1772	916-296-1772
<b>Email:</b>	tgrant@talkpathlive.com	tgrant@talkpathlive.com

Prentgraf LTD Liability CO - DBA: TalkPath Live LLC  5/23/2023

<b>Company Name</b> 81-3826275	<b>Authorized Representative (Signature)</b> Theresa Grant	<b>Date</b> 5/23/2023
<b>FEIN #</b>	<b>Authorized Representative (Printed)</b>	

**Attachment V**  
**Proposer's Reference Form**

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

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

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

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

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

## Proposer's Reference Form

### Reference #1

Proposer Name: Theresa Grant, Chief Program Development Officer

Reference Company Name: Lassen County Office of Education/Special Education Local Plan Area (SELPA)

Address: 472-013 Johnstonville Road, North, Susanville, CA 96130

Primary Contact Person: Jan DeMers Alternate Contact Person: \_\_\_\_\_

Primary Contact Title: Assistant Superintendent Alternate Contact Title: \_\_\_\_\_

Primary Contact Phone: 530-257-2196 Alternate Contact Phone: \_\_\_\_\_

Primary Contact Email: jdemers@lcoe.org Alternate Contact Email: \_\_\_\_\_

Contract Performance Period: 6/2022 - Present Location of Services: Multiple Campuses

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

The Lassen County Office of Education/SELPA began working with TalkPath Live nearly one year ago. Initially, they were only contracted to provide our speech services, PreK - 12. However, after experiencing their professionalism, responsiveness, and solution-orientated approaches, we have now, for the 2023-2024 school year, moved all our related service needs to their organization - making them our preferred vendor. TalkPath Live has improved our school community, and we highly recommend them for any district and/or school program.

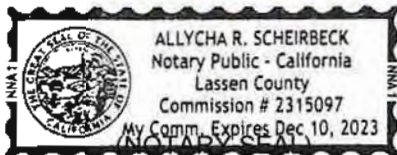
Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

Would you contract with this vendor again? Yes ☒ No ☐  
Jan DeMers 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 Allycha R Scheirbeck (name of authorized representative) as Notary Public (position title) for \_\_\_\_\_ (company name).



Allycha R Scheirbeck  
Notary Signature

Allycha R Scheirbeck  
Name of Notary (Typed, Printed, or Stamped)

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



**CALIFORNIA ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Lassen

On 05/24/23  
Date

before me, Allycha R. Scheirbeck  
Here Insert Name and Title of the Officer

personally appeared Jan De Mars  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Allycha R. Scheirbeck  
Signature of Notary Public

Place Notary Seal and/or Stamp Above

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_



## Proposer's Reference Form

### Reference #2

Proposer Name: Theresa Grant, Chief Program Development Officer

Reference Company Name: Ocean State Academy/Ocean State Academy Learning Center

Address: 700 Alexander Park Drive, Suite 101, Princeton, NJ 08540

Primary Contact Person: Anthony Clancy

Alternate Contact Person: Greg Marancik

Primary Contact Title: Owner/Founder/Executive Director

Alternate Contact Title: Owner/Founder/Executive Director

Primary Contact Phone: 401-423-4234

Alternate Contact Phone: 443-622-1644

Primary Contact Email: aclancy@oceanstateacademy.com

Alternate Contact Email: gmarancik@oceanstateacademy.com

Contract Performance Period: 10/2016 - Present

Location of Services: Ocean State Academy/Ocean State Academy Learning Center

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

As the Executive Director of two nonpublic, special education schools located in Rhode Island, I've had the distinct opportunity to work with the TalkPath Live teletherapy team for the last four years. TalkPath Live's therapists have consistently provided speech-language services with professionalism and dedication. As contracted vendors, TalkPath Live is often presented with duties are varied and numerous. Samplings of these responsibilities include, but are not limited to 1) the development, implementation, and monitoring of treatment plans for a caseload of approximately 100+ students, 2) the maintenance and organization of said students' confidential related service information 3) during COVID, working with parents, staff, and other professionals to coordinate services, 4) conducting speech-language evaluations and review of records, and 5) providing case-management services, as needed. Again, the TalkPath Live team performs each of these duties with enthusiasm and pride, always keeping the welfare of each student, and family member in the forefront of their minds. Further, TalkPath Live is a helpful and accessible company whose commitment to their field is exemplary. Staffed with highly devoted and motivated professionals, their total dedication to the success of the students, as well as our schools overall, may also be added to their list of assets. We are fortunate to have TalkPath Live as a part of our educational community and look forward to utilizing their services for years to come.

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

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

Primary Reference Contact Signature

Date

5/20/2023

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 20<sup>th</sup> day of May, 2023, by Anthony Clancy (name of authorized representative) as owner (position title) for Ocean State Academy (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☒ Type of Identification RIDL



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:** NOT APPLICABLE

**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: NOT APPLICABLE

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

Prentgraf LTD Liability CO - DBA: TalkPath Live LLC

Company Name

does:

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

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

Signature of Authorized Officer



Date 5/22/2023

## 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	PR/AWARD NUMBER OR PROJECT NAME
NOT APPLICABLE	NOT APPLICABLE
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: 5/22/2023

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

By 

Date: 5/22/2023

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

For N/A

Name of Grantee

N/A

Title of Grant Program



## Disclosure of Lobbying Activities

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

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

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: Theresa Grant

Title: Chief Program Development Officer

Telephone No.: 916-296-1772 Date: 5/22/2023

**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.

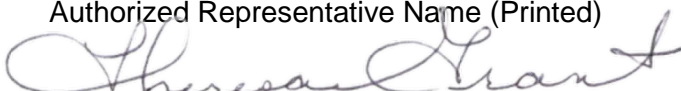
	Description	Rate Per Hour
1.	Rate per hour for FDOH licensed SLP (In Person)	\$
2.	Rate per hour for FDOE licensed SLP Assistant (In-Person) supervised by a licensed SLP provided by the Contractor	\$
3.	Rate Per Hour for SLP requiring District Supervision due to holding provisional licensure (In-Person)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



## Supplement to Attachment I

*Showing Full Menu of Speech-Language Therapy Service Options*

TALKPATH LIVE - CORE SERVICE MENU			
Service	Rate per Hour	Rate per Student, per Hour	Flat Fee
SPEECH-LANGUAGE SERVICES			
Speech-Language Therapy: Individual	\$81.00		
Speech-Language Therapy: Group of 2		\$61.00	
Speech-Language Therapy: Group of 3		\$56.00	
Speech-Language Therapy - Bilingual: Individual	\$88.00		
Speech-Language Therapy - Bilingual: Group of 2		\$83.00	
Speech-Language Therapy - Case Management	\$81.00		
Speech-Language Therapy - Meeting Attendance	\$81.00		
Speech-Language Assessment			\$378.00
Speech-Language Assessment - Bilingual			\$535.00
Speech-Language Screening	\$81.00		
Speech-Language Screening - Bilingual	\$88.00		
Speech-Language Review of Records			\$273.00
Speech-Language - Progress Report Writing	\$81.00		
Dyslexia Services	\$78.00		
Dyslexia Services - Bilingual	\$84.00		