

**RUNNEMEDE SCHOOL DISTRICT BOARD OF EDUCATION  
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES CONTRACT  
OCCUPATIONAL THERAPY SERVICES**

The Borough of Runnemede Board of Education solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. Responses must be received in the Board of Education Office, 505 W. Third Avenue, NJ 08078, **no later than 3:00PM on Monday, June 25, 2012**. All responses shall be opened and announced publicly, immediately thereafter by the Business Administrator or designee. Responses will be reviewed. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for academic year (September 1, 2012 – June 30, 2013)

**PHYSICAL THERAPY SERVICES**

**General Criteria:** The Runnemede Board of Education desires to appoint occupational therapists or agencies to provide occupational therapy services to educationally disabled students. Applicants should demonstrate knowledge and proficiency in provision of occupational therapy services. Any experience or knowledge of matters directly affecting the Runnemede Board of Education should be addressed.

**Mandatory Minimum Requirements:**

1. 1. Must be licensed to provide services by the State of New Jersey Division Health and Senior Services, and/or Department of Law and Public Safety (Licensure requirements to be determined by Somerdale Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education
2. Certified Occupational Therapist Assistant must be willing to work under the direction of a licensed Occupational Therapist
3. Must list past and present experiences with school districts, private agencies, or governmental agencies
4. Must provide written progress reports quarterly
5. Must provide goals and objectives for the IEP when requested
6. Must input service information into computer system for Medicaid, if requested.
7. Must have sufficient staff to provide services as stipulated in the contract.
8. Must use an accurate billing format listing dates and times of services rendered.

9. Must successfully complete criminal history review as required by the New Jersey Department of Education.
10. Must provide a current New Jersey Business Registration Certificate.
11. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

### **Selection Criteria**

The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested by the Board of Education and references related thereto (Note: If an individual or firm has been involved in business mergers the Board will consider length of service to include work performed by the original business entity);
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Board of Education and Township;
4. Location (distance) of primary office in relation to the Board of Education Administrative Offices.
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.

The Runnemede Board of Education shall award a contract to the firm that best meets the needs and interests of the Board and the School District.

The Runnemede Board of Education reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost effective services for the school district.

Any questions regarding this Request for Proposals should be directed to Joanne Augustine, School Business Administrator of the Runnemede School District.

Please submit two (2) copies of the proposal to:

**Runnemede Board of Education**  
**505 W. Third Avenue,**  
**Runnemede New Jersey 08083**  
**856-931-5367**