



Request for Proposal to Provide Occupational Therapy Services

The Charter School, Progeny Academy, is seeking proposals for occupational therapy services within the scope of the special education department for the 2025-2026 school year.

The Board of Directors is seeking a proposal that will provide comprehensive occupational therapy services including, but not limited to, the provision of direct services to students, the provision of indirect services to students, participation in the special education process for all students requiring occupational therapy services, such as Individualized Education Programs and evaluations. Please address these items in your response: scope of services, cost of services, invoicing cadence, and any other suggestions you may wish to include for consideration.

Please also address the following questions in your proposal:

1. How long has your organization been providing occupational therapy services?
2. In what area(s) does your organization specialize (private practice, traditional school districts, charter schools, private schools, etc.)?
3. How often does your organization perform these services?
4. How is your organization staying up to date on the field of special education?
5. Can your organization provide client referrals that may be contacted?

Rights of the Board of Directors

- The Board of Directors reserves the right to accept or reject any or all proposals.
- The fee may be negotiated with the finalist. A cost of services is required as part of the submission. During the final selection process, the School may discuss a firm scope of work that will meet the School's service needs within the funds available.
- The School reserves the right to modify this RFP.
- Submittals shall be good until the Board has completed an award action of this RFP. Firms that take exception to this will be considered non-responsive and will be rejected.

The proposed schedule for the proposal reviews and notification is as follows:

- March 24, 2025 Email Request for Proposals & Post Proposal to District Website
- April 7-11, 2025 Question and Answer Period (Optional) Q&A Posted to Website
- April 25, 2025 Proposals Due
- May 2, 2025 Make Recommendation

- May 9, 2025 Board Approval

Proposals must be received no later than 4:00 p.m. April 25, 2025.

All questions regarding Progeny Academy and this request for proposal shall be directed to the following persons via email:

- Nicole Nelson, Executive Director: nicolen@progenyacademy.org
- Kelsey Kiefer, Director of Special Education: kelsey.kiefer@nova-education.org

Completed proposals should be sent to the following email persons via email:

- Nicole Nelson, Executive Director: nicolen@progenyacademy.org
- Kelsey Kiefer, Director of Special Education: kelsey.kiefer@nova-education.org

Thank you for your interest. We appreciate your willingness to submit a proposal to provide occupational services for our organization.

Progeny Academy

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