



Virtus Academy of South Carolina

2407 Pisgah Road, Florence, SC 29501

REQUEST FOR PROPOSAL (RFP)

Speech and/or Occupational Therapy Services

Fiscal Year 2025-2026

PROPOSALS TO BE RECEIVED BY:

Date: June 6, 2025

Time: 5:00 PM

Email: jrobinson@virtusacademysc.org

Virtus Academy of SC Contact:

John Robinson, Master Teacher and Federal Programs Coordinator

Phone: (843)799-4032 ext 2130

Email: jrobinson@virtusacademysc.org

PROPOSER INFORMATION

Vendor Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Federal ID or Social Security Number: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Toll-Free Telephone Number: _____
Fax Number: _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment and is in all respects fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature: _____
Name (type or print): _____ Title: _____

PURPOSE OF THE REQUEST FOR PROPOSAL

Virtus Academy of South Carolina is seeking proposals from qualified firms to provide speech-language pathology and/or occupational therapy services. These services are required to fulfill:

- Individualized Education Program (IEP) service minutes;
- Student evaluations for eligibility and re-evaluations;
- Participation in IEP meetings and related conferences;
- Compliance with IDEA and ADA;
- Documentation, progress monitoring, and communication with staff and parents regarding service delivery.

INSTRUCTIONS AND INFORMATION TO PROPOSERS

- Proposal Due Date: June 6, 2025, by 5:00 PM
- Award Notification: Estimated by late June 2025
- Contract Start Date: Late July, 2025 (tentative)
- Term: Contract for the 2025-2026 School Year, with the option to renew up to 3 years

Virtus Academy reserves the right to terminate the contract with a 30-day written notice for convenience or immediately for cause.

GENERAL REQUIREMENTS

Scope of Services:

- Provide direct speech and/or occupational therapy services to students per their IEPs
- Conduct evaluations and re-evaluations (initial, triennial, or as needed)
- Attend and participate in IEP meetings (virtually or in-person)
- Submit service notes, evaluation reports, therapy progress reports, and service logs by deadlines
- Collaborate with teams, teachers, administrators, and parents
- Comply with IDEA, ADA, and South Carolina Department of Education requirements
- Maintain Medicaid billing documentation if applicable

Proposal Content:

- Company profile and services
- Staff qualifications and assigned personnel resumes
- Approach to services (teletherapy/in-person/hybrid)
- Service scheduling models
- Pricing models (hourly, bundled)
- Client references
- Proof of insurance and licensure
- Communication and conflict resolution process

COST STRUCTURE

Estimate monthly hours based on 30 hours of occupational therapy and/or 50 hours of speech therapy per week.

Include:

- Hourly service delivery rates
- Evaluation rates
- Any additional charges (materials, meetings, etc.)
- Bundled pricing options (if available)
- Firm "not-to-exceed" amounts

RESPONSE DELIVERY INSTRUCTIONS

Submit an electronic copy of your proposal via email to:

Contact: John Robinson

Email: jrobinson@virtusacademysc.org

All responses must be received by 5:00 PM ET on June 6, 2025.

ADDITIONAL INFORMATION

Please address the following in your proposal:

- Experience serving schools
- Coverage plan for therapist absences
- Disclosure of any disciplinary actions in the past 3 years

Confidentiality: Any proprietary information must be clearly marked "Confidential."

NO OBLIGATION

Submission of a proposal does not obligate Virtus Academy of South Carolina to award a contract or pay any costs incurred in proposal preparation or submission.

NOTIFICATION OF INTENT TO RESPOND AND CLARIFICATION QUESTIONS

Please indicate your intention to respond by emailing jrobinson@virtusacademysc.org by the Intent to Respond and Questions Due date indicated below. Also, submit clarification questions at that time. Responses to all questions will be provided by the Answers Provided date.

KEY DATES

Event	Date	Time
RFP Issued	May 5, 2025	5:00 PM
Intent to Respond and Questions Due	May 16, 2025	5:00 PM
Answers Provided to Respondents	May 23, 2025	5:00 PM
Proposals Due	June 6, 2025	5:00 PM

AGREEMENT OF NON-DISCLOSURE

This document is proprietary and may not be shared outside of parties intended by Virtus Academy of South Carolina.

NO GUARANTEE

Virtus Academy does not guarantee specific service volumes and provides estimates solely for vendor preparation purposes.

RIGHT TO PROTEST

Proposers who claim to be aggrieved by this solicitation may submit a written protest to the Chief Operations Officer and/or Chief Executive Officer within seven (7) calendar days of becoming aware of the facts giving rise to the protest.