



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

DATE:	August 31, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Speech Therapy Services
CONTRACT NUMBER:	2183H
COMMODITY CODE:	948.86
CONTRACT PERIOD:	September 1, 2025 through August 31, 2026
RENEWAL OPTIONS:	None
USER DEPARTMENT:	Schools
Contact Name:	Kennedy Venaglia
Phone Number:	804-652-3640
Email Address:	kmwilliams3@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Sunbelt Staffing, LLC
Address:	3687 Tampa Road, Suite 200
City, State:	Oldsmar, FL 34677
Contact Name:	Lauren Courtney
Phone Number:	813-639-3966
Email address:	Lauren.courtney@sunbeltstaffing.com
ORACLE SUPPLIER NUMBER:	446782
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Eileen Falcone, CPPB
Title:	Purchasing Manager
Phone:	804-501-5637
Email:	Eal51@henrico.gov

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

2024-2025 PRICE SCHEDULE – CONTRACT NO. 2183H

Speech Language Pathologist (SLP)	\$80.22 per hour
Clinical Fellows (SLP-CF)	\$71.50 per hour
Speech Assistants (SLPA)	\$64.67 per hour

SCOPE OF SERVICES

A. General Requirements

The Successful Offeror(s) shall:

1. Design and implement a program of speech and language therapy utilizing appropriate intervention models. Students will be referred by the Exceptional Education department of HCPS. The workday cannot exceed 7.5 hours (37.5 hours per week) of service on any full/regular school day and no more than 4.0 hours of service for any early dismissal day without receiving prior approval from the Director of Exceptional Education, their designee, or Speech-Language Department Chair/ Lead Speech-Language Pathologist. Time spent during the 7.5 hours of service on assessments, meetings and report writing may be billable. HCPS will not reimburse for traveling to multiple sites;
2. Serve students (male and female) who are speech and language impaired and exceptional education students with speech and language as a related service;
3. Provide services during the weekdays, Monday through Friday, throughout the school year, consistent with the HCPS calendar for the 2021-2022 school year and subsequently approved calendars. Calendars are posted on the HCPS website at henricoschools.us;
4. Provide services for the length of treatment determined by the student's IEP and;
5. Provide a program that consist of individualized attention for each student to increase his/her speech/language skills. The program shall provide the appropriate level of special education services according to a student's IEP developed by HCPS.
 - a. The program and its staff shall comply with all Virginia Department of Education (VDOE) regulations, laws and policies covering alternative educational programs and special educational programs for children with disabilities.
 - b. Educational services shall be designed so that each student with a disability receives services following initial enrollment. The hours and length of services shall be based on the student's behavior, both in and out of the program, and incorporated in the IEP.
6. HCPS shall provide the Successful Offeror(s), upon referral, current student files.

7. All components of the services to be received shall be reviewed and approved by a liaison from HCPS Exceptional Education department. These components include, but are not limited to the students' Individualized Education Program (IEP), behavior management plan, intervention policies, educational program and service delivery and documentation of services.

B. Specific Requirements

The Successful Offeror(s) shall:

1. Provide case management services while students are enrolled in the program to include contact and coordination of services with the liaison from the Exceptional Education department of HCPS. Case management shall include all reporting procedures required by HCPS, including completion of 4 ½ week interims if required, nine-week updates of IEP's and end-of-the-year reports. Student assessments shall be conducted as directed by the Exceptional Education department of HCPS. Case management shall also include quarterly communication of progress, observations, evaluation summary and any other matters regarding the enrollee's scholastic status to the parents and the liaison;
2. Provide crisis intervention services as needed to the students and families while the student is in attendance at the program or is receiving services;
3. Support development and implementation of behavior management with specific expectations as determined by HCPS, school, and individual student plan;
4. Report any serious incidents, as defined by the HCPS Code of Student Conduct, to the on-site Principal or designee;
5. Conduct speech-language therapy services on-site in Henrico County Public Schools and also placement locations within normal school hours;
6. Observe the school closing guidelines for HCPS as reported by the local media due to inclement weather and;
7. Serve on the designed Child Study Team as the Speech-Language Pathologist for the Exceptional Education department. This shall include roles in the following capacities: assessment, case management, consultation with classroom teachers, therapeutic services and other duties as designated by the Director of Exceptional Education.

C. Offeror's Requirements

The Successful Offeror(s) shall:

1. Provide pathologist who are qualified and trained for the positions and duties to which they are assigned.
2. Be a firm regularly engaged as a provider of instruction, supervision, and management of speech and language therapy programs for students as described below:
 - a. Training in Communication Disorders;
 - b. Have at a minimum, a master's degree in Speech-Language Pathology;

- c. Preferred to have completed the clinical fellowship year and have secured their certificate of clinical competence. However, Clinical Fellows (SLP-CF) and Speech Assistants (SLPA) may be acceptable. Successful Offeror to provide qualified supervision for CF or receive lower rate if HCPS provides CF Supervision.
 - d. Experience working with families;
 - e. Minimum of one year working experience with preschool, elementary and secondary populations in speech-language pathology, unless the pathologist is a CF and;
 - f. Knowledge and understanding of a variety of assessment measures used to evaluate individuals suspected of having a speech and language impairment.
3. Provide to the Director of Exceptional Education, or their designee, copies of all appropriate licenses (Department of Health Profession BASLP License) as well as the items listed below. The Successful Offeror (s) shall provide the following for each staff person who has direct contact with students. The requirements shall apply to all employees who have direct contact with students so long as the contract is in force. The required items are:
- a. Copies of Certificate of Clinical Competence (if applicable) and current driver's licenses for staff who operate vehicles as part of their job function are required for identified staff that will be assigned to this contract. Same information will be required for any future staff assigned to this contract after award of contract.
 - b. Security Background Investigation: At no cost to HCPS the Successful Offeror(s) or his/her employees performing services under the terms of the contract resulting from this solicitation shall undergo a security background investigation which, as a minimum, includes the following:
 - i. Fingerprint checks (State Police)
 - ii. Local agency checks (local police, sheriff department, etc.)
 - iii. Employment verification/references
 - iv. Verification of education and licensure where relevant to employment
 - v. Computer checks with the Virginia Criminal Information Network (VCIN) and Virginia Department of Motor Vehicles (DMV)
 - vi. Social Services: Child Abuse and Neglect Central Registry Search
 - c. Review of the reports of investigation to ensure that only those employees whose record(s) show no convictions or founded child protective service complaints for acts which would present a risk or threat to the students of HCPS are assigned as direct service providers. By submitting their proposal, Offerors certify that they understand this requirement, and if awarded a contract, they will comply. The Offerors further understand that failure to submit to any of the above requirements or failure to provide HCPS Director of Exceptional Education, or their designee, with an acceptable explanation of derogatory information obtained through the investigation is a breach of contract and can result in default action.
4. Provide a picture identification badge for each Speech-Language Pathologist that provides services to HCPS;

5. Designate in writing a coordinator to handle and assist in any and all problems concerning contract administration, communications, and relations with the Director of Exceptional Education or their designee;
6. Maintain the confidentiality of records in accordance with applicable laws and regulations; however, the Successful Offeror(s) shall provide complete access to said records to HCPS;
7. Document and report to the school principal or their designee, all serious incidents as defined and required by VDOE policies and procedures. A copy of the HCPS code of student conduct will be provided to the Successful Offeror(s) after contract award and;
8. Operate the program in conformance with all applicable federal, state, and local statutes and ordinances.
9. Without prior notification, all facilities and program services established under this contract shall be available for inspection and approval by those staff who have been authorized to inspect and monitor facilities and services by the Director of Exceptional Education or their designee. Any findings shall be submitted to the Successful Offeror(s) in writing, if requested. Corrective action shall be taken within a mutually agreed upon time frame. In addition, the Successful Offeror(s) will ensure access to any facility or program by any other agency carrying out its responsibilities of child protection.
10. Oversee the continuing education training of the Speech-Language Pathologists provided to HCPS.

D. Reporting and Invoicing Requirements

1. HCPS will provide a computer/laptop and access to a printer to be used by assigned Speech-Language Pathologist. Training for online documentation system will be provided by HCPS. Currently HCPS uses SEAS and DSCtop.
2. The Successful Offeror(s) shall maintain documentation of speech-language therapy service logs to include attendance, frequency/duration of service, therapy activities/modalities, progress toward IEP goals and communications for each contact.
3. Every nine weeks (or 4 ½ week interims if required), coordinated with the HCPS marking periods, the Successful Offeror(s) shall provide a written progress report on each student to the Director of Exceptional Education or their designee, that evaluates the student's progress in relation to his/her goals and benchmarks as identified in the IEP and specific accomplishments achieved during the reporting period.
4. The Successful Offeror(s) must provide a monthly invoice to HCPS Exceptional Education Department for review, approval, and payment. Invoices must include the location of service, pathologist's name, number of hours provided by date, brief description of activity-assessment and direct therapy.



COMMONWEALTH OF VIRGINIA
County of Henrico

Non-Professional Services Contract
Contract No. 2183H

This Non-Professional Services Contract (this "Contract") entered into this 13th day of August 2021, by Sunbelt Staffing, LLC (the "Contractor") and the County School Board of Henrico County, Virginia ("HCPS").

WHEREAS HCPS has awarded the Contractor this Contract pursuant to Request for Proposals No. 21-2183-6KMW, (the "Request for Proposals"), for Speech Therapy Services.

WITNESSETH that the Contractor and HCPS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the HCPS as set forth in the Contract Documents.

COMPENSATION: The compensation HCPS will pay to the Contractor under this Contract shall be in accordance with Exhibit B.

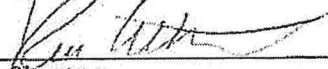
CONTRACT TERM: The Contract term shall be for a period of one-year beginning August 15, 2021 and ending August 31, 2022. HCPS may renew the Contract for up to four one-year terms giving 30 days' written notice before the end of the term unless Contractor has given HCPS written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Non-Professional Services Contract between HCPS and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals;
3. The Negotiated Modifications (Exhibit A);
4. Contractor's Best and Final Offer dated July 19, 2021 (Exhibit B);
5. Contractor's Original Proposal dated June 25, 2021 (Exhibit C); and
6. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Sunbelt Staffing, LLC
3687 Tampa Road, Suite 200
Oldsmar, FL 34677



Signature

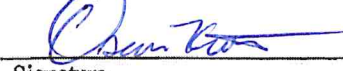
Kim Western VP

Printed Name and Title

8/10/21

Date

County School Board of Henrico County, Virginia
406 Dabbs House Road
Henrico, VA 23223



Signature

Oscar Krot

Purchasing Director

8/13/21

Date

EXHIBIT A

**NEGOTIATED MODIFICATIONS TO AGREEMENT DOCUMENTS FOR
CONTRACT NO. 2183H**

These Negotiated Modifications are hereby incorporated into Contract No. 2183H (the "Contract") for Speech Therapy Services for Henrico County Public Schools (HCPS) as of the Effective Date.

WHEREAS, HCPS and Sunbelt Staffing, LLC desire to agree in writing to modify the final terms and conditions of the Contract.

THEREFORE, in consideration of the Recital set forth above and good and valuable consideration as set forth in the Contract, the parties agree that the Agreement Documents are modified as follows as of the date of the Contract:

1. Section 5, "General Contract Terms & Conditions", Item (D) is hereby revised to read in its entirety as follows:

The Successful Offeror must submit a complete itemized invoice for services that are performed under Contract. The County shall pay the Successful Offeror for satisfactory compliance with the Contract within thirty (30) days after receipt of proper invoice.

2. Section 5, "General Contract Terms & Conditions", Item (M) is hereby revised to read in its entirety as follows:

A contract shall not be assignable by both the Successful Offeror and the County in whole or in part without the written consent of both parties.

3. Section 5, "General Contract Terms & Conditions", Item (N) is hereby revised to read in its entirety as follows:

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico County Public Schools), the County's officers, agents and employees, from any claims, damages, suits, actions, liabilities, and costs of any kind or nature, including reasonable attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County's sole negligence.

4. Add the following additional provision to read in its entirety as follows:

In no event shall either party be liable in any manner for incidental, special or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, willful misconduct, or indemnification obligations for third party claims. Further, in no event shall either party's aggregate liability with respect to any claim or liability arising out of or relating to the agreement exceed the amounts actually paid to contractor for the provision of services hereunder during the 12 months preceding the incident giving rise to the claim.

By signing the Contract, the parties thereto have approved these Negotiated Modifications.



**Henrico County Public Schools
RFP 21-2183-6KMW/ BAFO**

July 19, 2021





July 19, 2021

County of Henrico
Kennedy Williams, VCA, VCO
Procurement Analyst III

Dear Ms. Williams:

Thank you for your continued interest in our services. Please find the requested information attached. If you have any questions, please contact me directly at 813-639-3966.

Sincerely,

Lauren Courtney

Lauren Courtney
National Hiring Manager

3687 Tampa Road, STE 200
Oldsmar, FL 34677
T: 813.639.3966
Lauren.courtney@sunbeltstaffing.com
sunbeltstaffing.com



ATTACHMENT A

Questions

1) Has Sunbelt had any difficulty filling positions in the local central Virginia school districts?

- Due to the ability to place onsite and virtual candidates, we have seen a quicker response on actively looking candidates. We also use our Marketing strategy to help put local school vacancies on the top job boards to bring the schools vacancies to front of mind of candidates looking for school-based positions in the area or for virtual to candidates throughout the state.

2) Would Sunbelt provide therapist for the full school year? If a staff member leaves mid-year, would Sunbelt be able to replace them?

- Yes, Sunbelt can provide therapists for the full school year. We conduct a prescreening of candidates where they learn about the position and length of the assignment. If at any point our candidate is unable to complete the assignment, we ask for them to give 30 day notice which is in their candidate contract. Upon receipt of their notice, we will begin sourcing for a replacement that we hope to have in place prior to their departure.

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ATTACHMENT B
BAFO Pricing

Fixed Hourly Rate for Speech Language Pathologist (SLP):

\$ 71.26

Optional:

Fixed Hourly Rate for Clinical Fellows (SLP-CF):

\$ 63.52

Fixed Hourly Rate for Speech Assistants (SLPA):

\$ 57.47



**Henrico County Public Schools
RFP 21-2183-6KMW**

Due: June 28, 2021





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Tab 1 - Introduction and Signed Forms

a. Cover Letter - On company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal.

Please see the following page for our letter.



June 28, 2021

County of Henrico
Kennedy Williams, VCA, VCO
Procurement Analyst III

Dear Ms. Williams:

As a seasoned provider of school-based special education staffing services, we understand the complexities and challenges you face when filling positions for your schools. Our extensive experience has equipped us with the knowledge and skills needed to attract and retain exemplary special education professionals while meeting your school's standards. Our team works diligently and thoroughly, interviewing and pre-screening every candidate prior to submitting them as possible members of your team.

Additionally, upon placement of an individual, we will follow up on a consistent basis to ensure we are providing quality services and to evaluate the performance of our consultants. I am confident you will be pleased with not only the quality of our candidates, but also the service you will receive from our internal staff.

On behalf of the special education staffing and solutions professionals at Sunbelt, thank you for the opportunity to respond to Henrico County's request for proposal for Speech Therapy Services. We look forward to working with you. If you have any questions, please contact me directly at 813-639-3966 as I am the person authorized to sign on behalf of Sunbelt Staffing.

Sincerely,

A handwritten signature in black ink that reads "Lauren Courtney".

Lauren Courtney
National Hiring Manager

3687 Tampa Road, STE 200
Oldsmar, FL 34677
T: 813.639.3966
Lauren.courtney@sunbeltstaffing.com

sunbeltstaffing.com





b. Proposal Signature Sheet - Attachment A

ATTACHMENT A PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal ("RFP") No. 21-2183-6KMW Speech Therapy Services.

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME): Sunbelt Staffing, LLC
ADDRESS: 3687 Tampa Road, STE 200, Oldsmar, FL 34677
FEDERAL ID NO: 59-3675910
SIGNATURE: 
NAME OF PERSON SIGNING (PRINT): Lauren Courtney
TITLE: National Hiring Manager
TELEPHONE: 813.639.3966
FAX: 800.776.7713
EMAIL ADDRESS: lauren.courtney@sunbeltstaffing.com
DATE: 6/25/21



c. Business Classification Form - Attachment B

ATTACHMENT B BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: Sunbelt Staffing, LLC

This form completed by: Signature: Lauren Courtney Title: National Hiring Manager

Date: 6/25/21

PLEASE SPECIFY YOUR **BUSINESS CATEGORY** BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- ☐ SMALL BUSINESS
- ☐ WOMEN-OWNED BUSINESS
- ☐ MINORITY-OWNED BUSINESS
- ☐ SERVICE-DISABLED VETERAN
- ☐ EMPLOYMENT SERVICES ORGANIZATION
- ☒ NON-SWaM (Not Small, Women-owned or Minority-owned)

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia's electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? ☒ Yes ☐ No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

_____ NUMBER

_____ DATE

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Employment services organization" means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.



d. Virginia State Corporation Commission Registration Information - Attachment C

ATTACHMENT C
Virginia State Corporation Commission (SCC)
Registration Information

The Offeror:

☒ is a corporation or other business entity with the following SCC identification number:
T0338618 _____ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids: ☐



e. Proprietary/Confidential Information - Attachment D

ATTACHMENT D
PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

NAME OF OFFEROR: Sunbelt Staffing, LLC

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Offeror must specifically identify the data or materials to be protected including the section(s) of the proposal in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. Va. Code § 2.2-4342(F) prohibits an Offeror from classifying an entire proposal, any portion of a proposal that does not contain trade secrets or proprietary information, line item prices, or total proposal prices as proprietary or trade secrets. If, after being given reasonable time, the Offeror refuses to withdraw such classification(s), the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
NONE		



f. Direct Contact with Students Form- Attachment F

ATTACHMENT F

DIRECT CONTACT WITH STUDENTS

Name of Bidder: Sunbelt Staffing, LLC

Pursuant to Va. Code § 22.1-296.1, as a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the contractor shall provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse, or rape of a child; or any crime of moral turpitude.

Any individual making a materially false statement regarding any such offense is guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction is grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

As part of this submission, I certify the following:

- ☐ **None of the individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of a violent felony set forth in the definition of “barrier crime” in Va. Code § 19.2-392.02(A); an offense involving the sexual molestation, physical or sexual abuse, or rape of a child;**

And (select one of the following)

- ☐ **None of the individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of any felony or any crime of moral turpitude.**

or

- ☒ **One or more individuals who will be providing services that require direct contact with students on school property during regular school hours or during school-sponsored activities has been convicted of a felony or crime of moral turpitude that is not set forth in the definition of “barrier crime” in Va. Code § 19.2-392.02(A) and does not involve the sexual molestation, physical or sexual abuse, or rape of a child. (In the case of a felony conviction meeting these criteria, the contractor must submit evidence that the Governor has restored the individual’s civil rights.).**

Lauren Courtney
Signature of Authorized Representative

Lauren Courtney
Printed Name of Authorized Representative

Sunbelt Staffing, LLC
Printed Name of Vendor
(if different than Representative)



Tab 2 - Statement of the Scope.

In this tab, Offerors, in concise terms, shall state their understanding of the Scope of Services requested by this RFP in Section II.

Sunbelt understands that HCPS is looking for a firm to design and implement a program of speech and language therapy utilizing appropriate intervention models. Students will be referred by the Exceptional Education department of HCPS. The workday cannot exceed 7.5 hours (37.5 hours per week) of service on any full/regular school day and no more than 4.0 hours of service for any early dismissal day without receiving prior approval from the Director of Exceptional Education, their designee, or Speech-Language Department Chair/ Lead Speech-Language Pathologist. Time spent during the 7.5 hours of service on assessments, meetings and report writing may be billable. HCPS will not reimburse for traveling to multiple sites.

Sunbelt's SLPs will provide services as requested and attend meeting as necessary. Our SLPs are well versed in their field and will provide each child with the therapy that is needed based on their IEP. Services include, but are not limited to:

- On-Site Speech Therapy Services
- Case Management
- Crisis Intervention
- Development Support
- Report Preparation
- Participate on the Child Study Team as needed



Tab 3 – Offer Qualifications, Experience, and Resumes

In this tab, the offerors should demonstrate the Offeror's and their staff's qualifications and experience in providing the services as requested in this Request for Proposal (RFP).

a. Years in business;

b. Years in business under present name and;

Sunbelt Staffing, LLC was founded in Tampa, Florida, in 1988 as Sunbelt Staffing Solutions, LCC. In 2000, the name was amended to Sunbelt Staffing, LLC. Since our inception, we have grown from an internal staff of one to nearly 200 highly qualified professionals. In addition, we now employ more than 1235 healthcare professionals across the country and provide services to school districts across the country.



Here at Sunbelt, we are committed to placing the highest caliber of experienced healthcare and special education professionals in school systems nationwide. With more than 30 years of staffing experience, we provide professional and efficient solutions to your staffing needs, so you can focus on what matters—your students. Those needs are what dictate every choice we make. Every question, every test, every classroom activity—they are all designed to ensure the right therapist finds the right child. It is the fulfillment of this mission that ensures each school year brings a new opportunity to make a difference in a child's life and help them shine!

To make things as simple and efficient as possible, we have adopted a full-desk model. With this system, our national healthcare consultants act as both account manager and recruiter, so you have the same contact throughout the life cycle of your account, giving you a direct means of communicating your needs clearly and efficiently and building a mutually beneficial partnership with us. Our national healthcare consultants have taken extensive training and take pride in their work. This level of commitment, along with forward-thinking recruitment efforts and positive referrals, means top industry talent placed in your schools and your students reap the immeasurable benefits.



Why Sunbelt is the Right Choice:

- Over 30 years of experience in the contract staffing industry
- Full-desk model for account continuity
- Recognized leader in school-based staffing
- Extensive database of referenced and qualified candidates
- Competence in recruiting professionals in rural and hard-to-staff locations
- Per diem, temporary, permanent, or temp-to-perm assignments
- Supervisory and mentoring services
- Monitored candidate performance
- Experienced and motivated staff
- Excellent support system

Sunbelt's unparalleled commitment to quality extends to all aspects of our service. From multi-arena recruitment strategies that bring the best available therapists into the fold and, ultimately, classrooms around the country, to streamlined customer service policies that foster lasting relationships, we go above and beyond to ensure our employees and clients are completely satisfied—not because it's a policy, but because it's the right thing to do. HCPS's mission is vital to the growth and development of generations of kids, which is why we are so devoted to helping to further it. We wake up every day and get the chance to support clients like HCPS as they seek to change the future, one child at a time. That is what we do. That is what we know. That is who we are.

Account Management

Sunbelt assumes complete responsibility for timely performance of all contractual responsibilities in accordance with federal and state laws, regulations, policies, and procedures. This will be accomplished through our "full-desk" account management and recruiting model, a robust quality assurance process and our corporate back-office support team.

For the purposes of managing HCPS staffing needs, Sunbelt has selected Lauren Courtney. Lauren will have complete ownership of your account and manage all of your daily needs. Through your interactions with her, we are confident you will find that our "full-desk" model provides a level of service that other firms can't deliver. Instead of having multiple contacts as you might with these other firms, with Sunbelt you will have one account manager who is your sole point of contact. However, rest assured your account manager has the support of a host of professionals to ensure you find the right healthcare professionals for your patients. Your account manager will:



- Identify hiring challenges
- Devise a plan of action to effectively overcome those challenges
- Manage marketing/advertising campaigns for recruiting efforts
- Manage the internal recruiting processes
- Interview, evaluate and select candidates to interview with you
- Facilitate the interview process
- Oversee the credentialing process
- Conduct quarterly performance evaluations
- Respond to and resolve issues should any arise
- Provide ongoing customer support

Lauren Courtney Hiring Manager

Sunbelt | www.sunbeltstaffing.com

3687 Tampa Rd., Ste 200 Oldsmar, FL 34677

o 813-639-3966

Utilizing our state-of-the art database, Bullhorn, which catalogs the employment profiles of over 200,000 healthcare and special education professionals, our teams seek and identify the most qualified candidates for your vacant positions. Once a member of our team identifies and recommends a qualified professional who has expressed interest in providing services to HCPS, Lauren will conduct an additional interview with the candidate. During this interview process, she will assess the candidate's capability, availability, similarity of experiences relating to school settings and ability to contribute to the existing staff at HCPS in a meaningful way.

In addition to our state-of-the-art databases, we also rely on a variety of proven recruiting strategies that include networking through professional organizations, college and university programs, advertising both in print and on the web and healthcare professional referrals. This comprehensive approach to recruiting will aid us in locating and attracting the best healthcare professionals available on behalf of HCPS. Hundreds of school districts facing severe staffing shortages have benefited from our unique and proven approach to marketing, screening and client communication.

Additional Support

Senior Leadership

Kim Western, Vice President

813-792-3433

Kimberly.Western@sunbeltstaffing.com





Kim has been working for Sunbelt Staffing's Special Education division since 2005. Kim has successfully grown her business 35% each year, making her division one of the top in the nation. She started at Sunbelt as a national account executive and transitioned into the division director role over School Special Education Services. In her role, Kim manages recruiters across the country in support of providing local school districts with high quality special education staffing services. Prior to joining Sunbelt, Kim worked in sales and also as a physical therapy technician.

Kim holds a Bachelor of Science Degree in Health Service Administration and a Master's of Business Administration from the University of Central Florida.

Julie Thibeau, Division Manager

813.792.3416

Julie.Thibeau@sunbeltstaffing.com

Julie Thibeau has been with Sunbelt for nine years and is currently the Division Manager for the special-education and therapy division. Julie directly oversees the entire department and also serves as your second point of contact.

Julie holds an AA in Public Relations from Pellissippi State Community College.

Back-office Support Team

Anne Marie Stinehelfer, Payroll Services

Anne Marie has been with Sunbelt for five years. She currently works as our payroll coordinator, ensuring the prompt processing of timesheets and timely generation of invoices. Additionally, Anne Marie works to resolve discrepancies on invoices and provides additional documentation needed for processing.

Payroll Services	
Name	Anne Marie Stinehelfer
Job Title	Payroll Services Manager
Years of Employment with Sunbelt	5
Work Address	3687 Tampa Road, STE 200, Oldsmar, FL 34677
Office Telephone Number	813.792.3434
Email Address	billing@sunbeltstaffing.com
Role Played in Connection with RFP	Point of contact for payroll questions and discrepancies



Tina Uhrinek, Credentialing

Tina has been with Sunbelt for 16 years and currently works as a credentialing analyst. Tina will be responsible for maintaining each employee's file. If the licensure renewal period occurs during the period of the assignment, she will assist the consultant with the renewal process. Once the license is renewed, HCPS will receive a copy of the renewed state license.

Credentialing	
Name	Tina Uhrinek
Job Title	Credentialing Manager
Years of Employment with Sunbelt	16
Work Address	3687 Tampa Road, STE 200 Oldsmar, FL 34677
Office Telephone Number	813.792.3434
Role Played in Connection with RFP	Responsible for running background and credential checks for all new healthcare professionals

c. Resumes of any staff that would be assigned to this project. Resumes and other information regarding the professionals (licenses, certifications, background check, etc.) to be assigned to the project may be separated into its own section for confidentiality.

Background Check Procedures

Sunbelt's credentialing division is comprised of 6 staff members with more than 42 years of combined experience assisting Sunbelt consultants through the credentialing process. Our standard requirements for someone to become a Sunbelt Employee include:

- A county criminal background search of the previous seven years – completed annually
- Applicable professional licenses, current and unrestricted, which will be verified with the State Board of Nursing or other appropriate credentialing body
- Completed I-9 form verifying eligibility to work in the United States. In addition, these are now e-verified
- Completed, signed and dated employment application
- Drug Screen (Panel requirement dictated by client)
- EEO Compliance agreement
- Proof of Hepatitis B immunization or immune status and/or a letter of wavier
- Two recent professional references
- Other requirements, per client request



In addition to these standard requirements, Sunbelt is committed to meeting all state and client specific requirements for all of our staff. This may include items like:

- Mandatory training – including school specific systems
- Fingerprinting or Additional Background Checks
- Education Verifications

Sample Resumes

Please see the following pages for sample resumes for the proposed professionals. As of January 2020, the United States has begun to enact legislation regarding our candidate's privacy and protection. To ensure we are compliant with these changing laws, Sunbelt can no longer include resumes with identifying personal information. Therefore, the resumes attached have had the healthcare professional's personal information removed, but still serve as an accurate representation of the caliber of professional you will receive from Sunbelt.

Siena H. SLP

EDUCATION:

Northern Illinois University
B.S. Communication Disorders

May 2012

University of Texas at Dallas
M.S. Speech-Language Pathology

May 2015

LICENSURE:

Texas SLP Intern License
ASHA License Pending

EXPERIENCE:

Sunbelt Staffing

Speech Language Pathologist CF
Lake Jackson, TX

August 2018-January 2021

Pediastaff

Speech Language Pathologist CF
Chicago, IL

January 2017-May 2017

Edu Healthcare

Speech Language Pathologist CF
Chicago, IL

October 2015 - December 2016

- School based SLP for grades K-12
- Developed and implemented IEP goals and evidence-based treatment plans to target language, articulation/phonology, fluency, pragmatics, and functional communication skills with children ages 3-17.
- Caseloads included children diagnosed with autism, emotional/behavioral disorders, hearing impairment, specific language impairment, developmental delay, progressive diseases, congenital disorders/syndromes, apraxia of speech, articulation disorders, and fluency disorders
- Experience working with children with speech/language impairments in the profound, severe, moderate, and mild ranges
- Documented for, completed reports, and participated in annual IEP meetings, initial evaluations, and three-year re-evaluations
- Collaborated and maintained working rapport with parents, clinicians, general education teachers, special education teachers, and other educational professionals (psychologists, occupational therapists, physical therapists, vision/hearing itinerants, etc.)

- Completed screenings, standardized/ criterion based assessments for language, articulation, fluency, voice, and pragmatics
- Utilized several picture exchange communication systems and varied (low, moderate and high tech) AAC devices with non-verbal and verbally limited students.

CLINICALS:

Garland, TX Independent School District

Garland, TX

Creating treatment plans for and assessing children according to their IEPs and implementing individual and group speech/language therapy with children who have a variety of speech-language disorders

First Words Therapy

Colleyville, TX

Assessing, creating treatment plans for, and giving individual therapy for children with speech and language impairments (primarily children on the autism spectrum)

Preschool Language Development Program

Richardson, TX

Facilitating expressive and receptive language skills for at risk preschool age children in large and small group settings

Cochlear Implant Camp

Parker, TX

Facilitating listening skills and correct articulation with children who have cochlear implants in a summer camp setting

Methodist Charlton Hospital

Dallas, TX

Assessing adults for dysphagia and neurological disorders with standardized and criterion based assessments

Communication and Learning Center Program (CLC)

Richardson, TX

Creating and implementing treatment plans for adults with various neurogenic disorders in an outpatient rehabilitation program

SKILLS:

Team collaboration and problem solving

Giving presentations

Caseload Management 60+

Patient Supervision 15+

IEP database management

Microsoft & Google operating systems

CPI (Crisis Prevention) certified
CPR certified

GRADUATE COURSEWORK

Childhood Apraxia of Speech (Summer 2013, UTD)
Methods in Intervention for Pre-K age Children (Spring 2014 UTD)
Public School Methods (Fall 2013, UTD)
Auditory-Verbal Methods (Summer 2013, UTD)
Assessment and Intervention (Fall 2013, UTD)
Articulation (Spring 2014, UTD)
Social Communication in Early Childhood (Spring 2014, UTD)
Phonetics (Undergraduate, NIU)
Stuttering (Spring 2013, UTD)
Voice Disorders (Fall 2013, UTD)
Speech Science (Undergraduate, NIU)
Language Disorders, Learning Disabilities, and Dyslexia (Fall 2013, UTD)
Neurogenic Disorders I (Spring 2013, UTD)
Neurogenic Disorders II (Fall 2013, UTD)
Dysphagia (Summer 2013, UTD)
Motor-Speech Disorders (Spring 2013, UTD)
Language Development (Undergraduate, NIU)
Aural Rehabilitation (Undergraduate, NIU)
Educational Psychology (Undergraduate, NIU)
Cognitive Rehab (Summer 2014, UTD)
Tracheotomies and Ventilators (Summer 2014, UTD)

REFERENCES:

**Available Upon Request

OLIVIA S. – SLP

EDUCATION

The University of Oklahoma Health Sciences Center	<i>Master of Arts in Speech-Language Pathology</i>	May 2019
	<i>Bachelor of Science in Communication Sciences and Disorders</i>	May 2017
	College of Allied Health GPA 3.9	
The University of Oklahoma	School of Undergraduate Studies	Aug 2013-May2015

CLINICAL EXPERIENCE

Today's Therapy Solutions Clinic	Mar 2019 – May 2021
• Evaluation and treatment of communication delays for individuals 3 to 16 years ◦ Provided clinical services to individuals with language disorders, articulation disorders, pragmatic deficits, and autism spectrum disorders • Evaluation and treatment of feeding disorders in toddlers • Tried devices to find the most appropriate and effective communication device for each individual • Communicated with parents to promote generalization of therapy tasks to the home environment • Wrote detailed evaluation reports and data treatment notes	
Ranchwood Nursing Center, Skilled Nursing Facility	Jan 2019-Mar 2019
• Evaluation and treatment for swallowing and cognitive-linguistic impairments in adult and geriatric populations • Collaborated with interprofessional therapies to form plan of care and daily treatment plans • Educated families on cognitive and swallowing impairments and plan of care • Wrote daily treatment and progress notes through Optima Software program	
Integris Jim Thorpe Rehabilitation Center, Inpatient care	Oct 2018-Dec 2018
• Evaluation and treatment for swallowing and cognitive-linguistic impairments in adult and geriatric populations • Assisted with Modified Barium Swallow studies under supervision • Collaborated with interprofessional therapies to form plan of care and daily treatment plans • Wrote daily treatment and progress notes through Epic software program	
Del City Public Elementary Schools	Aug 2018-Oct 2018
• Evaluation and treatment for articulation, language, and fluency impairments ◦ Conducted group and individual treatment sessions ◦ Provided treatment in developmentally delayed and hearing-impaired classrooms • Participated in and implemented Individual Education Programs (IEP)	
John W. Keys Speech and Hearing Center	Oct 2016 – July 2018
• Evaluation and treatment for articulation and language impairments in pediatric populations • Evaluation of cleft palate speech through Cleft Palate Clinic • Completed a variety of diagnostic assessments • Provided teletherapy services in Oklahoma public schools • Planned and implemented curriculum for the Interprofessional Language, Enrichment, and Pre-Kindergarten Program (iLEAP)	

WORK EXPERIENCE

McBride Orthopedic Hospital <i>Clinical Assistant</i>	May 2013 – July 2015
• Participated in research generating data on patient treatment outcomes • Assisted patients to rooms, measured vital signs, and took preliminary data	
Hearts for Hearing <i>Hearing Screener</i>	Jan 2016 – May 2017

Conducted pure tone tests for organization specializing in Auditory-Verbal Therapy for children and adults with hearing loss

Norman Public Schools

Oct 2016 – May 2017

Guest Teacher for Grades K-12

Served as substitute teacher for grades K-12

HONORS

College of Allied Health President's Honor Roll

Fall 2015-Fall 2018

Achieving a 4.0 GPA while being enrolled in at least 12 letter-graded credit hours

College of Allied Health Dean's Honor Roll

Spring 2018

Achieving a 3.5 or above GPA in at least 12 or more letter-graded hours

University of Oklahoma Dean's Honor Roll

Fall 2013-Spring 2014

Achieving a 3.5 or above GPA in at least 12 or more letter-graded hours

CLUBS AND ORGANIZATIONS

National Student Speech Language and Hearing Association

Fall 2015- Spring 2017

Ways and Means committee leader for NSSLHA chapter at the University of Oklahoma Health Sciences Center

College of Allied Health Student Association

Fall 2015-Spring 2017

Served as a Representative of the Communication Sciences and Disorders Program

RELATED COURSEWORK

Neural Bases of Communication

Dysphagia

Neuropathologies of Speech

Adult Neurolinguistic Disorders

Traumatic Brain Injury and Right Hemisphere Impairment

Voice Disorders

VOLUNTEER AND COMMUNITY SERVICE

Oklahoma Speech Language Hearing Association

Central Christian Camp, *Make Promises Happen*

Center For Children and Families Incorporated

Reading is Fundamental

Soonerthon

Relay For Life

LICENSE AND CERTIFICATION

American Heart Association BLS Provider Certification

Andrew B. – SLP

EDUCATION:

Undergraduate/Graduate:

- Saint Louis University, St. Louis, MO
- Bachelor and Masters of Arts in Communication Sciences and Disorders
- Minor in Spanish

PROFICIENCIES:

- Bilingual Spanish speaker
- Office suite
- Google Applications
- Training/management
- Recruitment

WORK EXPERIENCE:

Speech Language Pathologist – Lewisville Independent School District (March 2019-May 2021)

- Treatment/evaluation of school age children with language, articulation, and social communication disorders.
- Collaborated with classroom teachers, OT, and other service providers.

Field Manager with Beto for Texas Campaign for U.S. Senate (Fall 2018)

- directed a team of field organizers across a subsection of Dallas county in voter contact efforts, producing record level turnout in targeted precincts and with low-incidence voters
- trained volunteers to manage pop-up offices and lead voter contact events
- Supervisor: Senior Field Manager: Molly Bernstein, 202-436-5444

Speech Language Pathologist – Desoto Independent School District (August 2017-Present)

- Treatment/evaluation of school age children with language, articulation, and social communication disorders.
- Collaborated with classroom teachers, OT, and other service providers.
- Supervisor: Tongula Dunigan-Kiner, M.S. CCC-SLP;

Clinical Assistant at John Cochran VA Hospital of Saint Louis (Summer 2016)

- 20 hrs/wk. Supervisor: David Crawford- david.crawford4@va.gov
- Performed swallowing and voice evaluations in the ENT clinic and consulted on swallowing referrals
- Treatment/evaluation of cognitive communication and articulation disorders.

SLU Department of Housing and Residence Life (Fall 2012-July 2016)

- Resident Advisor (3 years); Graduate Hall Coordinator (1 year)
- Acted as a resource, built community, and enforced policies of the university, on a floor of college students in both resident hall and apartment environments.
- Managed an apartment building, responding to resident needs and maintenance requests

SERVICE ACTIVITIES:

Dallas Area Interfaith

- Congregational leader/representative assisting with campaign to identify 1,000 permanent legal residents and provide wrap-around services to attain citizenship and voter-registration

Alpha Phi Omega- National Service Fraternity

- Vice President of Membership (Fall 2014-Spring 2015)
- Family Head (Fall 2012-Spring 2014)

-served members of the campus, community, or country, implemented programming to build community, encouraged full participation in the fraternity, maintained chapter records, instituted policies and programs to improve retention, and review the standing of 400 plus members.



Tab 4 - References

In this tab, offerors should provide a minimum three (3) references, which are similar in size to HCPS and located in the Commonwealth of Virginia, which could attest to the Offeror's past performance to provide services similar to those outlined in this RFP. The information provided should include contact person's name, position, up-to-date telephone number and email address, the company for which the contact person worked, and the time period of the services performed.

Sunbelt Staffing has been in the special education staffing field for over two decades, staffing both public and private institutions. Throughout the years, we have provided therapy services to hundreds of school districts nationwide. We appreciate the fact that our public-school clients must adhere to statutes, ordinances and legislative guidelines that private schools may not. Accordingly, all of our personnel meet all state, national and district requirements for their given occupation. We will conduct thorough referencing, as well as background and drug testing. Sunbelt has the ability to relocate selected healthcare professionals to their respective assignments, in a short amount of time. If necessary, we assist them with housing and ensure that they have adequate transportation to get from site to site in a timely manner.



Over the years, several of our large districts including; Baltimore Public Schools (Psych), Boston Public Schools (OT, SLP, CFY, Behavior Specialists), Clark County School District (OT, PT, SLI, Psych, Social Worker), Denver Public Schools (SLP, CFY, PT), Flint City School District (SLI, PT, OT, SLP, Social Worker), Hillsborough County School District (OT, COTA), Jurupa Unified (LPN, OT), Killeen ISD (SLI), Lodi Unified (SLPA), New York Department of Education (SLP, OT, CFY, Psych, Social Worker), Onslow County Schools (OT, SLP), Richmond County (SLI, TVI, SLP), San Francisco USD (Special Ed Teacher, SLP, SLPA), Spotsylvania County Public Schools (Music Therapist, SLP, PT), St Vrain Valley (Social Worker, Special Education Teacher, Psych) and Temecula Valley United (School Psych) have relied upon our services to fill multiple vacancies in their respective district for a variety of disciplines.

On the other hand, several districts we work with in rural areas have requested and received the services from one to three healthcare professionals. The smaller districts to which we currently provide healthcare professionals include; Bloomington Public School District (OT), Central Dauphin (LPN, School Psych, CFY), Farmington Municipal



Schools (SLI, Ed Diagnostician), Haverhill Public Schools (SLP, PTA, SLPA), LEARN Charter School Network (SLP, RN, SLPA), Monroe School Dist 103 (Psych, SLP, RN) and Pontiac City School District (SLP, OT, CFY, PT, Psych, RN).

In addition to our expertise providing staffing solutions to public school districts, we also provide staffing services to early intervention programs, non-public schools, state departments of education, state departments of health, hospitals and skilled nursing facilities throughout the United States. Please see below for the requested references who can speak to the quality of service and caliber of professionals you will receive from Sunbelt Staffing.

Reference One

Client Name	Prince Williams County Public Schools
Client Address	7405 Hoadly Road Manassas VA 20112
Contact Name	Jennifer Lee
Contact email	LeeJM@pwcs.edu
Length of Services provided	1 year

Reference Two

Client Name	Spotsylvania County Public Schools
Client Address	8020 River Stone Drive Fredericksburg VA 22407
Contact Name	Paulette Heron
Contact email	pheron@spotsylvania.k12.va.us
Length of Services provided	13 years

Reference Three

Client Name	School Board of the City of Richmond
Client Address	301 N. 9th Street, 13th Floor Richmond VA 23219
Contact Name	Angela Dejarnette
Contact email	adejarnet@rvaschools.net
Length of Services provided	15 Years



Tab 5- Service Approach/Implementation of Services

In this tab, offerors should provide a preliminary statement of work, in detail, their approach to fulfilling the scope of services being solicited in this RFP and demonstrate their compliance with the requirements of the Scope of Services.

- a. Samples of progress reports;*
- b. Number of hours per week that the speech-language therapy services can be provided;*
- c. Describe how issues that are reported concerning the speech-language pathologist are handled, including response time to resolve the issue and the timeframe to provide a replacement if that is the resolution;*
- d. Describe how the speech-language pathologist are supervised;*
- e. Delineate the role that HCPS staff will need to take in the project and;*
- f. Copies of all documents that would need to be signed by HCPS if awarded the contract.*

Sunbelt's speech-language pathologists (SLPs) work diligently to help students overcome and prevent communication problems in language, speech, voice and fluency. Our SLPs can provide services as requested during their assignment. Our SLPs work with students, parents and schools to diagnose communication disorders and design and implement treatment plans that will help your students overcome challenges related to language, speech, voice and/or swallowing disorders.

Our SLPs help develop an individualized plan of care (IEP) tailored to meet the needs of each student. For individuals with little or no speech capability, our therapists' IEPs may involve using augmentative or alternative communication methods, including automated devices and sign language. Students are taught how to make sounds, improve their voices and/or increase their language skills to communicate more effectively. In the process, our therapists assist students in the development or recovery of reliable communication skills that will serve them for a lifetime.





Sunbelt's therapists address the range of student needs in a variety of ways by providing:

- **Integrated services:** This model is also known as classroom-based, curriculum-based, transdisciplinary, interdisciplinary and inclusive programming. It entails an emphasis on the SLP providing direct services to students within the classroom and other natural environments. The SLP and the regular and/or special education teacher(s) will frequently employ a team-teaching approach with this model.
- **Community-based services:** Communication services are provided to students within the home or community setting. Goals and objectives focus primarily on functional communication skills.
- **Monitoring:** The SLP sees the student for a specified amount of time per grading period to monitor or check on the student's speech and/or language skills. Often this model immediately precedes dismissal.
- **Collaborative consultation:** The SLP, regular and/or special education teacher(s) and parents/families work together to facilitate the student's communication and learning in educational environments. This is an indirect model in which the SLP does not provide direct service to the student.
- **Pull-out sessions:** Services are provided to students individually and/or in small groups within the speech/language resource room setting. Some SLPs may prefer to provide individual or small group services within the physical space of the classroom.
- **Self-contained programs:** The SLP is the classroom teacher responsible for providing both academic/curriculum instruction and speech/language remediation.
- **Combination of methods:** The SLP provides two or more service delivery options (e.g., provides individual or small group treatment on a pull-out basis twice a week to develop skills or pre-teach concepts and also works with the student within the classroom).

At a minimum, all of our speech-language pathologists have:

- Master's degree in speech-language pathology or doctorate in speech-language pathology from an accredited institution
- Membership with the American Speech-Language-Hearing Association
- Minimum of three (3) months in the school-based therapy field
- Two (2) letters of recommendation
- Excellent communication skills
- Proven track record of excellence
- Flexible in nature of assignment
- Good documentation skills
- Clear background check



Sample IEP Report and Timeline

Speech evaluation results will indicate area(s) of weakness that will be addressed on each student's Individualized Education Plan (IEP). A variety of instructional approaches will be utilized to accommodate the different levels of student performance. Each speech student is encouraged to meet the objectives described in their IEP. The students' area(s) of weakness may include articulation, phonology, language, fluency, voice and/or auditory processing. Improvement in these areas has a potential impact on the students' language processing, reading and/or spelling skills as well as their ability to communicate with peers and teachers in the academic setting.

The primary goal is to actively engage students in a variety of learning techniques. Each student will be encouraged to meet the objectives described in their IEP. A variety of instructional approaches will be utilized to accommodate the individual needs of each student. Each student must be an effective communicator in the classroom in order to derive maximum benefit from the learning environment. The goal of speech language therapy is to enable the student to be an effective communicator. IEP goals and objectives are usually written in the following areas:

- Articulation
- Auditory/Verbal
- Augmentative Communication
- Fluency
- Functional Communication
- Language
- Listening comprehension
- Oral-Motor
- Phonemic Awareness/Auditory Discrimination
- Phonology
- Pragmatics
- Processing/strategies
- Receptive and expressive development
- Syntax
- Verbal expression
- Voice
- Written expression



August

- Review and pre-testing
- IEP Objectives
- Identification/Screening
- Long-term planning
- Consultation with teachers & therapists
- Updating rosters
- Forward speech files
- Medicaid documentation
- Extended school year
- Formulate speech therapy schedules

September

- Theme: School
- Assessments & Evaluations
- Medicaid Documentation
- Consultation
- Planning & preparation of student materials
- Daily therapy logs
- Speech Team Meeting

October

- Themes: Manners, Fall
- Staff new students via conferences
- Continued evaluations
- Medicaid documenting
- Quarterly updates
- Progress reports

November

- Theme: Fall
- December 1 State Documentation
- Consultation
- Planning
- Evaluations & Assessments
- Medicaid Documentation

December

- Theme: Holidays
- Assessments & Evaluations
- Medicaid Documentation
- Consultation
- Planning



January

- Theme: Winter
- Quarterly updates
- Progress reports
- Planning 3-year re-evaluations

February

- Theme: Rhyming
- Three year re-evaluations
- Criterion Referenced testing
- Medicaid Documenting

March

- Theme: Bugs
- Three-year re-evaluations
- IEP annual reviews (dual handicapped students)
- Medicaid Documenting
- Criterion Referenced Tests
- Quarterly updates
- Complete Speech/Lang. Screening
- Progress Reports

April

- Theme: Spring
- IEP annual reviews
- Medicaid Documenting
- Assessments & Evaluations
- Consultation

May

- Theme: Traveling
- IEP annual reviews
- Year-end statistics
- Medicaid Documentation
- Consultation
- Quarterly updates
- Progress reports



Issue Resolution

At Sunbelt we strive for success, and that success comes from your satisfaction. If there is ever a moment in your service experience with us that you are not satisfied, we would like to be informed immediately.

Communication between our clients and their recruitment manager that is transparent and timely, is not only deserved, but is critical to providing a quality of service that our clients expect from us. If informed about any issues, we will make it priority to fix and ensure that it does not happen again. As soon as we are informed, an investigation will begin immediately to obtain as much information about the nature of the issue as possible and to understand the client's expectations for resolution. Upon everyone's agreement, we then implement the necessary steps to remedy the situation. The entire incident is documented and discussed with Sunbelt's management to prevent such incidents from occurring in the future.

Supervision Services

Sunbelt realizes that proper supervision is an essential part of utilizing contracted services. Shortages of your staff often translate into a situation where there may not be enough resources available to provide supervision for all of your contractors. Our constant awareness of the many challenges that may arise has helped us to design a comprehensive supervisory plan.

Through our supervisory plan, we have identified SLPs with the greatest level of experience, mentoring background and proven performance to be a part of our nationwide supervisory team. We have designed a regional supervisory program comprised of 15 of our top education professionals around the country where regional supervisors from a variety of disciplines have the opportunity to conduct monthly training sessions on various topics related to SLP for all of our professionals. We feel this gives our education professionals the opportunity to grow and develop in their field and it provides our candidates who are new to the field with additional opportunities to learn. This team is made up of professionals who are leaders in their field and are ready to provide mentorship and support to HCPS. Our regional supervisors play a vital part in ensuring our clients receive only high-quality services.

Your regional lead supervisor will be readily available to assigned consultants and HCPS personnel. They will act as mentors to our consultants and assist them with career development and problem solving. Additionally, should we choose to hire a new graduate requiring supervision and HCPS cannot provide the supervision, one of our regional lead supervisors may be available to supervise.



Beyond supervision and mentorship, the supervisor will develop goal-oriented action plans, perform monthly reviews and conduct performance coaching, if needed. If at any time, HCPS has any concerns regarding quality assurance, consultant performance issues or any issues not resolved by the regional lead supervisor, the division director should be immediately notified for resolution.

Sunbelt will not require HCPS to sign any additional documentation if we sign your service agreement.



Tab 6 - Training, Support, & Continued Education

In this tab, offerors shall provide the following information:

a. Types of continuing education training provided to the speech-language pathologist;

b. Training for process related services for Medicaid Claims (if offered) and;

c. Changes in staffing, how it is handled, and the recruitment process to hire qualified speech-language pathologist.

The ongoing education of Sunbelt's employees and consultants plays a key role in providing quality services to our clients. We encourage our staff to keep up-to-date on the ever-changing special education and healthcare fields. We also provide resources to help them increase their knowledge base. In addition, we implement proficiency testing to determine our SLPs' skill level within their specialty and assesses their capacity to utilize and apply their knowledge to deliver safe and effective services.

We compensate our SLPs for up to eight hours of facility-specific orientation before beginning their assignment. We also work closely with clients to determine the appropriate training program for our employees. We encourage our clients to provide pertinent written materials, forms, assessments and videotapes so we may share them with our SLPs

Recruitment Process

Sunbelt matches our best candidates to your requirements. To identify a prime match, we consider all aspects of the job requirements gathered from the client's request, such as:

- Years of experience
- Specific skill sets for the position
- Professional certifications
- Ability to complete the assignment

Our representatives are trained to clearly and accurately query our clients regarding assignment length, work location, hours, titles and number of positions. We will respond to any changes in assignment specifications upon notification by HCPS. Once we receive the assignment details, we enter the work order into our recruiting database and immediately begin the recruiting and screening process.



Some of our recruitment sources include:

- Advertising
- Bilingual/minority recruiting
- College career centers
- Community resources
- Consultant referrals
- Job fairs and open houses
- Networking
- Source recruiting
- Sunbelt's website job board
- State job services

Interview Process

After recruiting a pool of promising candidates, we conduct pre-screen interviews of approximately 20 minutes. During this interview, our national account manager assesses candidates' technical skills and overall suitability as they relate to the position requirements. Our national account manager also determines the candidates' motivations for pursuing a new position, financial expectations and geographic limitations and non-technical skills.

Our in-person screening interview covers past and current positions, expectations and preferences. During this time, we communicate the specific needs of the client to the candidate. Probing questions, seeking detail and substantiation, reveal the true depth of the candidate's skill level. The candidate must also demonstrate a commitment to take the engagement if it is offered, as well as a commitment to stay on the engagement for the duration of the contract.

To confirm that a candidate has a strong history of job performance, we check a minimum of two (2) previous or current professional references for each consultant we hire. These references must reveal positive remarks regarding, work habits, attendance and technical and interpersonal skills. As we respect an individual's need for confidentiality while securing new employment, we may rely on previous employment references rather than the current employer. At the client's request, candidate references are submitted to the client along with the candidate's resume and profile sheet. Our entire screening and hiring process, from the receipt of an application to the extension of a job offer, is thoroughly documented.

RECRUITING FOR TODAY'S GENERATION

As one of the largest healthcare staffing firms in the world, we know our key to success lies with our ability to attract and retain top talent. In a competitive market



characterized by perpetual change and growth, we combine our proven recruiting practices with innovative recruitment techniques, bolstered by our pervasive internet presence, to catch the attention of the resources you need to keep your business moving forward.

Evolving with the world around them, our account managers have gone viral. By utilizing social media sites, such as Facebook, Twitter, YouTube and LinkedIn, account managers can connect with candidates on a personal level, making it easier than ever to place them in ideal opportunities.



Tab 7 - Pricing / Cost Proposal

In this tab, offerors shall provide a completed Proposed Pricing Form (Attachment G). The price shall include all cost associated with providing the service outlined in the Scope of Services (Section II. A through II.D) of this RFP. The price will be evaluated on the fixed hourly rate of the Speech Language Pathologist.

Please see the following pages for the completed form.

ATTACHMENT G
Proposed Pricing Form

Fixed Hourly Rate for Speech Language Pathologist (SLP):

\$ 71.26

Optional:

Fixed Hourly Rate for Clinical Fellows (SLP-CF):

\$ 63.52

Fixed Hourly Rate for Speech Assistants (SLPA):

\$ 57.47



Tab 8 - Exceptions

In this tab, Offerors shall list any exceptions taken to the Scope of Services and General Terms and Conditions of this Request for Proposals. The County intends to make the RFP and the Successful Offeror's proposal a part of the contract between the parties, so Offerors should list any exceptions for purposes of negotiating the contract.

Sunbelt can provide all services as requested. Under General Terms and Conditions we would request the following edits, but are happy to continue working with HCPS to reach mutually agreeable terms:

- Part D, Payment: Counter-proposing net 30-day payment term in lieu of net 45 day payment term
- Section M, Assignment: Proposing a mutual non-assignment clause
- Section N, Indemnification: proposing "reasonable" attorneys' fees
- Proposing additional provision: IN NO EVENT SHALL EITHER PARTY BE LIABLE IN ANY MANNER FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, EXPRESSLY EXCLUDING CLAIMS BASED ON ITS BREACH OF CONFIDENTIALITY OBLIGATIONS, WILLFUL MISCONDUCT, OR INDEMNIFICATION OBLIGATIONS FOR THIRD PARTY CLAIMS. FURTHER, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY WITH RESPECT TO ANY CLAIM OR LIABILITY ARISING OUT OF OR RELATING TO THE AGREEMENT EXCEED THE AMOUNTS ACTUALLY PAID TO CONTRACTOR FOR THE PROVISION OF SERVICES HEREUNDER DURING THE 12 MONTHS PRECEEDING THE INCIDENT GIVING RISE TO THE CLAIM.