



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

DATE:	August 31, 2024
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Speech Therapy Services
CONTRACT NUMBER:	2183E
COMMODITY CODE:	948.86
CONTRACT PERIOD:	September 1, 2024 through August 31, 2025
RENEWAL OPTIONS:	One (1) one-year renewal option through 2026
USER DEPARTMENT:	Schools
Contact Name:	Kennedy Vengalia
Phone Number:	804-652-3640
Email Address:	kmwilliams@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Allied Instructional Services, LLC
Address:	PO Box 2214
City, State:	Ashland, VA 23005
Contact Name:	Mary Hall
Phone Number:	804-368-8475
Email address:	mhall@alliedinstructional.com
ORACLE SUPPLIER NUMBER:	23814
BUSINESS CATEGORY:	Women-Owned
PAYMENT TERMS:	Net 45
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Eileen M. Falcone CPPB
Title:	Procurement Manager
Phone:	804-501-5637
Email:	Fal51@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.

ALLIED INSTRUCTIONAL SERVICES RATE CHART
2024-2025 School Year
Henrico County Public Schools



	Hourly Rates
Speech and Language Pathologist	\$77.25/hour
Speech and Language Pathologist SLP-CF	\$77.25/hour
Speech Language Pathology Assistant	\$56.65/hour

Hourly: all time related to and necessary for the provision of services during the normal school day hours or remote or a combination of the two to include direct service time with students, meetings, consultation, materials adaptation or modification, paperwork, travel between schools, etc.

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. 2183E**

This Non-Professional Services Contract (this "Contract") entered into this 11th day of August 2021, by Allied Instructional Services, 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 A.

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. Contractor's Best and Final Offer dated July 19, 2021 (Exhibit A);
4. Contractor's Original Proposal dated June 28, 2021 (Exhibit B); and
5. 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.

Allied Instructional Services, LLC
PO Box 2214
Ashland, VA 23005

Mary Hall
Signature

Mary Hall, Vice President of Operations
Printed Name and Title

August 11, 2021
Date

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

Oscar Krost
Signature

Oscar Krost
Purchasing Director

8/13/21
Date

APPROVED AS TO FORM

Allyna Brown 8-12-21

ASSISTANT COUNTY ATTORNEY



EXHIBIT A

COMMONWEALTH OF VIRGINIA

County of Henrico

DEPARTMENT OF FINANCE
Purchasing Division

July 19, 2021

Mary Hall
Allied Instructional Services, LLC
PO Box 2214 Ashland, VA 23005
mhall@alliedinstructional.com

RE: RFP #21-2183-6KMW- Speech Therapy Services

Dear Ms. Hall:

This letter is to inform you that your firm has been selected to enter into negotiations for the above referenced solicitation.

To begin this process, please submit the following items:

1. Attachment A- Questions
2. Attachment B-BAFO Pricing

Please provide the above items by 12:00 p.m. on July 21, 2021. A response via email attachment is sufficient.

If you have any questions, please contact me at 804-501-5690 or wil203@henrico.us.

Sincerely,

Kennedy Williams, VCA, VCO
Procurement Analyst III

ATTACHMENT A

Questions

1) Can Allied Instructional Services provide CF supervision?

Yes - AIS will provide supervision for any CFYs we place with HCPS and for a HCPS CFY employee.

2) Can Allied Instructional Services provide temporary services? Ex: maternity leave

Yes - AIS can provide temporary services to cover extended leaves of absence such as maternity leave.

ATTACHMENT B
BAFO Pricing

Fixed Hourly Rate for Speech Language Pathologist (SLP):

\$ 75.00

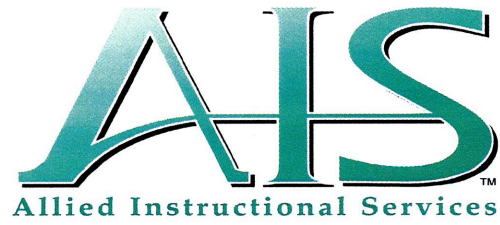
Optional:

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

\$ 75.00

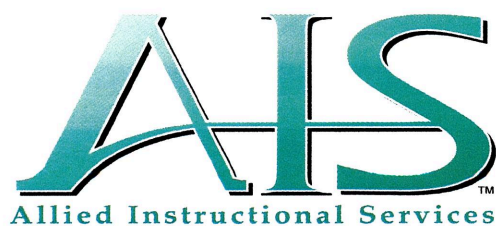
Fixed Hourly Rate for Speech Assistants (SLPA):

\$ 55.00



RFP No. 21-2183-6KMW

Speech Therapy Services



RFP No. 21-2183-6KMW

Speech Therapy Services

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- e. Proprietary/Confidential Information – Attachment D
- f. Direct Contact with Students Form – Attachment F

Tab 2 – Statement of the Scope

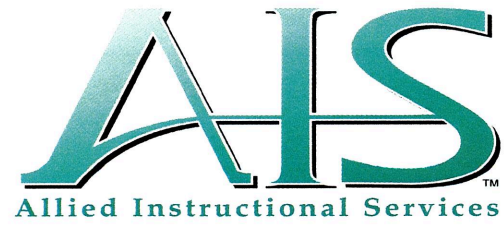
Tab 3 – Qualifications, Experience, Resumes, and Financial Stability

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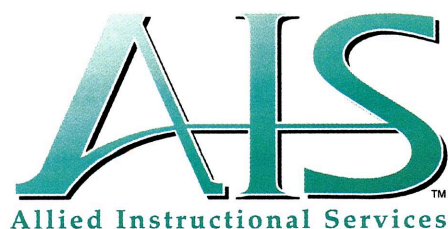
Tab 7 – Pricing / Cost Proposal



RFP No. 21-2183-6KMW

Speech Therapy Services

Tab 1 – Introduction and Signed Forms



June 28, 2021

Oscar Knott, CPP, CPPO, VCO
Purchasing Director
Henrico County Public Schools
8600 Staples Mill Road
P.O. Box 90775
Henrico, VA 23273-0775

Dear Oscar:

In response to your RFP No. 21-2183-6KMW, Speech Therapy Services, Allied Instructional Services is pleased to offer Henrico County Public Schools the services as outlined in the request for speech language therapy. We are excited about the opportunity to expand our services for Henrico County Public Schools. Our goal is to work with your staff and students in the provision of exceptional services that will improve the outcomes for each student.

Allied Instructional Services provides services to students from birth to 22 with our multi-talented, certified/licensed teaching and therapy staff. These services include orientation and mobility services, vision services, deaf and hard of hearing services, educational sign language interpreting, audiology, assistive technology, occupational therapy, speech and language pathology, physical therapy, and school psychology. AIS provides direct services, indirect services, and consulting services to students by a licensed service provider. Allied Instructional Services is not a staffing company. We are an educational service provider and partner providing school divisions with therapists and teachers who are highly qualified and led by a staff member with the same qualifications. We can be your turnkey solution.

Allied Instructional Services fully commits to the services described in this RFP and we are eager to collaboratively work with you to guarantee these services meet and exceed your expectations. If you should have any questions, please feel free to contact me at 804-368-8475 or via email at mhall@alliedinstructional.com. Your contacts for services would be:

Mary Hall, Vice President of Operations, RFP questions, contracts, and invoicing
mhall@alliedinstructional.com, 804-368-8475, 804-368-8467 (fax)

Karen Vay Walker, Vice President of Human Resource Management, recruiting and provider assignments
kvay@alliedinstructional.com, 804-814-6161, 804-368-8467 (fax)

Heidi Wilson, SLP Services Coordinator, speech services lead and support
hwilson@alliedinstructional.com, 804-874-8744, 804-368-8467 (fax)

Kate Worcester, SLP Services Coordinator, speech services lead and support
kworcester@alliedinstructional.com, 804-357-2122, 804-368-8467 (fax)

Sincerely,

A handwritten signature in black ink that reads "Mary Hall". The signature is written in a cursive, flowing style.


Mary Hall
Vice President of Operations

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):
Allied Instructional Services, LLC
ADDRESS:
PO Box 2214
Ashland, VA 23005
FEDERAL ID NO: 27-3046544
SIGNATURE: 
NAME OF PERSON SIGNING (PRINT): Mary Hall
TITLE: Vice President of Operations
TELEPHONE: 804-368-8475
FAX: 804-368-8467
EMAIL ADDRESS: mhall@alliedinstructional.com
DATE: June 28, 2021

ATTACHMENT B BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: Allied Instructional Services, LLC

This form completed by: Signature:  Title: Vice President of Operations

Date: June 28, 2021

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.

ATTACHMENT C
Virginia State Corporation Commission (SCC)
Registration Information

The Offeror:

☒ is a corporation or other business entity with the following SCC identification number:
S3257773 **-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: ☐

ATTACHMENT D

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

NAME OF OFFEROR: Allied Instructional Services, 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
N/A		

Additional Requirements

In addition to the requirements above, the Successful Bidder/Offeror shall thoroughly review the scope of work that is included and if any of the following are included in the services that will be provided, the following additional insurance will be required, if required:

- ☒ **Professional Liability - \$2,000,000 Per Occurrence (or limit in accordance with Statute for Medical Professional)**
Required if the Scope includes providing advice or consultation including but not limited to; lawyers, bankers, physicians, programming, design (including construction design), architects & engineers and others who require extensive education and/or licensing to perform their duties.
- ☒ **Cyber Liability - \$2,000,000 Per Occurrence**
Required if the Scope includes the collection and electronic transmittal of Personal Health Insurance (PHI), or any other demographic data on individuals including but not limited to Name, Address, Social Security Numbers or any other sort of personally identifying information.
- ☒ **Abuse and Molestation Coverage - \$1,000,000 Per Occurrence**
Required if the scope of work includes the offering of professional or non-professional services to any child or student where one on one contact or consultation is to be provided.
- ☐ **Pollution Liability - \$1,000,000 Per Occurrence**
Required if the scope of work involves the use (other than in a motor vehicle) or removal of a substance or energy introduced into the environment that potentially has an undesired effect or affects the usefulness of a resource. These include, but are not limited to Asbestos, PCB's, Lead, Mold, and Fuels.
- ☐ **Explosion, Collapse & Underground Coverage (XCU)**
Required of a Contractor in limits equal to the General Liability Limit when the Scope includes any operations involving Blasting, any work underground level including but not limited to wires, conduit, pipes, mains, sewers, tanks, tunnels, or any excavation, drilling, or similar work.
- ☐ **Builders Risk Coverage**
Required if the scope of work includes the ground up construction of a structure. Limit of insurance shall be 100% of the completed value of the structure. For projects for the renovation of an existing structure, The County shall insure the Builder's Risk with the Contractor being responsible for the first \$10,000 of any claim.
- ☐ **Other as Specified Below**

NOTE 1: The commercial general liability insurance shall include contractual liability. The contract documents include an indemnification provision(s). The County makes no representation or warranty as to how the Bidder/Offeror's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Bidder/Offeror's responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. This insurance shall apply as primary insurance and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers' compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

NOTE 4: The Certificate Holder Box shall read as follows:
County of Henrico
Risk Management
PO Box 90775
Henrico, VA 23273

ATTACHMENT F

DIRECT CONTACT WITH STUDENTS

Name of Bidder: Allied Instructional Services, 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.).**



Signature of Authorized Representative

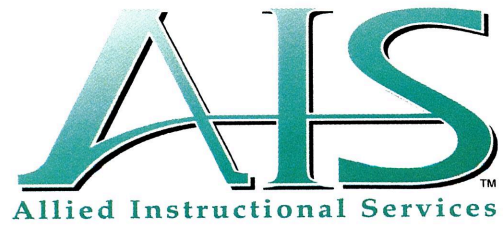
Mary Hall, Vice President of Operations

Printed Name of Authorized Representative

Allied Instructional Services, LLC

Printed Name of Vendor

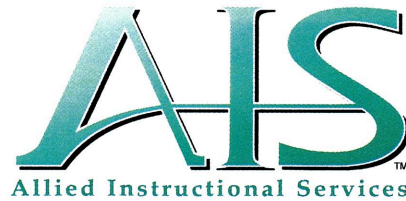
(if different than Representative)



RFP No. 21-2183-6KMW

Speech Therapy Services

Tab 2 – Statement of the Scope



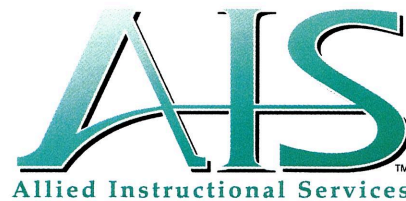
AIS Experience

AIS is your turn-key solution for providing highly qualified teachers and therapists. We are a company led by educators providing high quality, cost effective Special Education and Related Services within the public-school setting. We believe in a team approach, working in collaboration with your school personnel to ensure all students have the best opportunity to succeed.

Allied Instructional Services started providing services to school districts in Virginia in 2010. In the last 10 years we have grown to provide therapists and teachers to over 140 school divisions throughout the Southeast. All AIS administrators and coordinators come from an educational background and are experts in their fields. Our company has the service providers and expertise prepared to meet school divisions' temporary and permanent staffing demands. As a full-service firm with unmatched school division and state agency experience, AIS can meet your students' needs with scalable solutions to address the changing needs of the K-12 education community.

Allied Instructional Services is owned by Karen Walker. Karen has an extensive background in education and business. She has been contracting services to school divisions for more than 30 years in many capacities. Through AIS, Karen has assembled a team of experienced and qualified service providers to extend her vision that every child should have high quality services as outlined in their individualized education program or 504 plan. AIS service providers include: Occupational Therapists, Physical Therapists, Teachers for the Blind and Vision Impaired, Teachers for the Deaf and Hard of Hearing, Educational Sign Interpreters, Audiologists, Orientation and Mobility Instructors, Speech-Language Pathologists, Oral Motor Therapists, School Psychologists, Special Education Teachers, and Assistive Technology Specialists.

AIS has excellent partnerships with many professional organizations and colleges/universities across the United States to gain the most qualified candidates for the AIS team. Our providers are acquired through colleges and universities, job search engines, job ads with professional organizations, retired service providers, and job fairs. Our Services Coordinators work with colleges and universities to find highly qualified providers, utilizing internships and shadowing. The AIS HR process includes extensive interviews and background checks.



AIS discusses in detail the confidentiality of the organization and in working with students in our school divisions. AIS providers will follow the procedures set by Danville Public Schools.

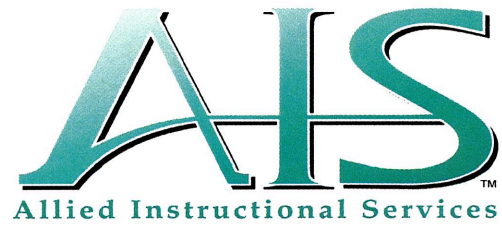
AIS supports their providers in contracted school divisions by providing an assigned Services Coordinator who can offer training and expertise. These trainings may include the IEP process, assistive technology, and other programming ideas. The Services Coordinators also ensure regulations and guidelines are followed as set forth by your school district. AIS screens all their providers to insure highly qualified persons.

AIS ensures that its services exceed its client's expectations in the following ways:

- Surveys are sent to the special education director and principals of the schools that services are being provided to obtain direct feedback about services.
- Observations of providers are conducted by AIS Services Coordinators to ensure services are provided in a professional and effective manner.
- Both in person and virtual team meetings are held that highlight practices, allow for ideas and materials to be developed amongst service providers, and reinforces a team atmosphere.
- AIS utilized the feedback received from your district to make any adjustments necessary to ensure your satisfaction.

All service providers have a Services Coordinator knowledgeable in their field to support them. With AIS, you get a team to support your students.

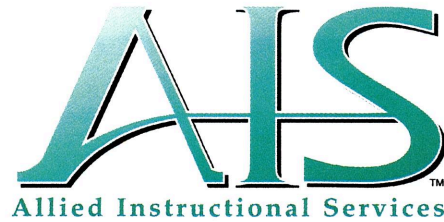
Your team leads are Heidi Wilson, SLP Services Coordinator and Kate Worcester, SLP Services Coordinator.



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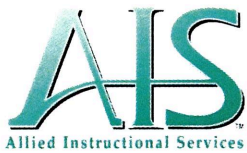
Speech Therapy Services

Tab 3 – Qualifications, Experience, Resumes, and Financial Stability

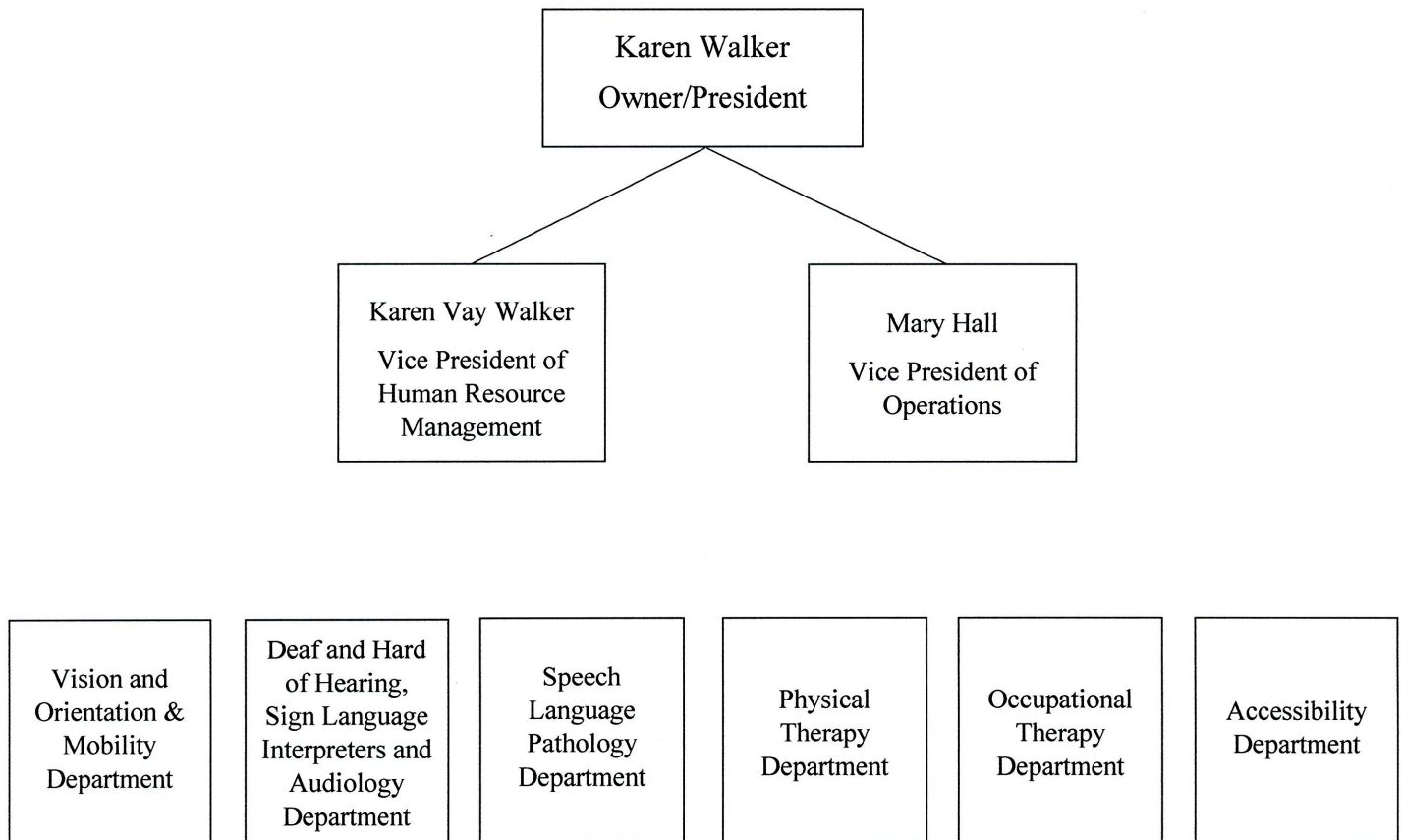


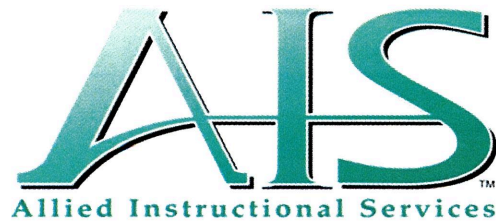
Financial Condition

- Allied Instructional Services is a certified SWAM business entity that is 100% owned by one woman, Karen Walker. Karen Walker acts as owner and President of the company.
- Financial Status - AIS is financially sound with active contracts in over 175 school divisions in 8 states and we continue to grow. Gross Revenue for 2019 was over \$8 million. Despite the restrictions due to COVID, gross revenue for 2020 was over \$6.5 million and gross revenue for 2021 is anticipated to continue to increase.
- AIS has never merged, been involved in an acquisition, or restructure.
- AIS is not a joint venture.
- AIS is not involved in any litigation.



AIS Organizational Chart





Resumes

Heidi Wilson and Kate Worcester are our SLP Services Coordinators and will work closely with Karen Vay Walker, Vice President of Human Resource Management, to secure the necessary number of SLPs to fulfill the needs of Henrico County Public Schools if AIS is awarded the contract. We do not release our providers' names until we are awarded a contract. Our providers are assigned on a first come first served basis as contracts are received. We do not want to provide the names and resumes of providers who may be assigned to another school system because their contract was in place first. The resumes are included as an example of the level of the qualifications we search for in our providers.

Heidi Wilson, MS, CCC-SLP

Speech Language Pathologist

Tappahannock, VA 22560 | C: (804) 874-8744 | E: heidibwilson4@gmail.com

Summary

Speech and Language Pathologist with over 30 years of experience working with pediatric and adult populations in acute care hospital, inpatient, outpatient, home health and school-based settings. Excellent clinical and interpersonal skills with experience providing leadership, supervision, training and support to graduate students, CFY clinicians, teachers and therapy professionals.

Experience

SPEECH LANGUAGE SERVICE COORDINATOR | 06/2018 to Current

Allied Instructional Services

- Assist with coordinating the Speech Language Pathologist Services for contractors and providers that includes therapist placement, initial orientation and set-up. Provide leadership, support and mentorship through in-service trainings, workshops, consultation and access to learning opportunities. Supervision of Clinical Fellows working towards a Certificate of Clinical Competence in Speech Language Pathology.
- Partner with district Special Education Directors, teachers and therapists to provide support, education, and training for Speech-Language Pathologists and Clinical Fellows within the division.
- Administer formal and informal assessments to identify students with speech, language and communication impairments. Develop and implement treatment goals based on the individual needs of the student. Initiate, coordinate, and participate in Individual Education Plan meetings using a variety of online IEP systems. Provide consistent direct and indirect therapy services using push-in and pull-out models as provided by the student's Individualized Education Plan. Complete data collection, analysis and documentation for progress reporting and Medicaid billing in an organized and timely manner.
- Incorporate best practices to ensure that all students including those with complex communication needs have access to the most up to date treatment methods.
- Initiate and complete Augmentative and Alternative Communication (AAC) assessments for low-tech through high-tech devices with device set-up and ongoing resources and training for students, teachers, parents and support personnel.
- Assist with the planning and development of virtual and hybrid therapy platforms and programs for the provision of school-based speech and language therapy services.

PRIVATE CONTRACTOR | 09/2013 to 06/2018

School Based Speech Language Pathologist

- Responsible for the assessment and treatment of speech, language and communication skills for students between 3 and 21 years of age. Participated in the development and implementation of Individualized Treatment Plans (IEPs). Compiled and reviewed data for documentation and record-keeping for students to include in detailed diagnostic reports, progress reports and Medicaid billing.
- Developed and implemented a dysphagia protocol for students with feeding and swallowing disorders that included education and training of teachers, parents and support staff.
- Developed protocol, organized and chaired Assistive Technology (AT) Teams, completed AT assessments, guided discussions, recommendations and training in appropriate devices, strategies, programs, and applications as needed to allow a student access to their education.
- Completed assessments and submitted appropriate reporting and paperwork for insurance reimbursement for alternative assistive and augmentative communication devices and supports.
- Served as a resource to ensure that speech and language therapy programs were in compliance with state and federal guidelines and best practices.

PRIVATE PRACTITIONER | 01/2002 to 09/2013**Pediatric and Adult Inpatient, Outpatient, Home Health and Acute Care Settings**

Provided speech, language, communication and swallowing assessment and treatment for a diverse caseload of children and adults to include dysphagia, developmental delays, articulation/phonological disorders, aphasia, apraxia, receptive and expressive language impairments, voice, fluency and stuttering. Diagnoses included Autism, Hearing Impairment, ADHD, Seizure Disorders, Selective Mutism, Intellectual Disabilities, Traumatic Brain Injuries and Tracheostomies. Responsible for the development of plans of care with ongoing monitoring of skills and progress.

Developed and implemented programs for management of dysphagia for the newborn through adult population. Completed modified barium swallow studies, fiberoptic endoscopic evaluation of swallowing with recommendations and strategies for therapeutic treatment and feeding. Acted as a resource for therapy professionals for feeding and swallowing in children and adults with tracheostomies. Assessed, designed, developed and implemented programs for the use of assistive augmentative alternative communication systems for low-verbal and nonverbal clients.

SENIOR SPEECH LANGUAGE PATHOLOGIST | 01/2002 to 01/2010**Henrico Doctors Hospital - Richmond, VA**

Responsible for the supervision and management of the speech and language program in a 350-bed acute care facility with a caseload consisting of patients from the ages of 2 years through the adult population with cardiac, pulmonary, renal, neurologic and cancer illnesses and diseases. Developed and managed departmental policies and procedures for inpatient and outpatient screenings, assessments and treatments. Established the protocol for modified barium swallow and fiberoptic endoscopic (FEES) studies. Developed protocol and acted as a resource for other professionals concerning tracheostomy and ventilator dependent patients with oral motor and dysphagia disorders. Developed the oral care program for patients unable to tolerate oral feedings. Initiated, developed and supervised the outpatient therapy program. Supervised Clinical Fellows and the Clinical Practicum for Graduate Level Speech Pathology majors.

SPEECH/LANGUAGE PATHOLOGIST | 01/1990 to 01/1998**Private Practitioner – Richmond, VA**

Evaluated and treated speech, language and communication disorders and delays for preschool through adult aged clients with articulation/phonology, auditory processing, expressive and receptive language, orofacial myology, voice disorders, dysphasia and feeding difficulties. Conducted training programs for therapists, parents and teachers for implementation and reinforcement of treatment in the home.

SPEECH/LANGUAGE THERAPIST | 01/1984 to 01/1990**Henrico Doctors' Hospital - Richmond, VA**

Evaluated and treated patients with speech, language, voice and swallowing disorders in an acute care facility. Worked in conjunction with the radiology department to develop protocol for modified barium swallow studies. Initiated the pediatric feeding program at this facility.

Education

**James Madison University - Harrisonburg, VA | Masters of Science Degree
Speech Language Pathology, 1985**

Rutgers University - New Brunswick, NJ | Bachelors of Science Degree
Speech and Hearing Sciences, 1981
Summa Cum Laude

Certifications

Certificate of Clinical Competence in Speech Language Pathology Virginia State License in Speech Pathology Speech and Hearing Association of Virginia Member (SHAV)
Certification - Early Intervention State of Virginia Certified in Neuromuscular Electrical Stimulation of Swallowing (NMES) Certified in Fiberoptic Endoscopic Evaluation of Swallowing (FEES)
Hanen Certified Instructor – It Takes Two To Talk

Training

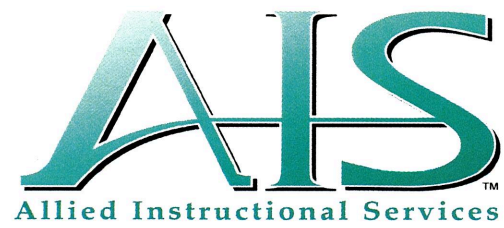
Greenspan Floor-time Approach Training and Certification
Beckman Oral Motor Protocol Training
Assessment & Treatment of Oral Motor, Feeding/Swallowing and Respiratory Challenges - Rona Alexander
Myofascial Release Therapy - Training for Speech Language Pathologists

Kate Worcester

worcester.kate@gmail.com • (804) 357-2122
1401 Claremont Ave. • Richmond, VA 23227

PROFILE	A certified Speech-Language Pathologist with 11 years of experience in the public school setting. Familiar with all aspects of pre-school and elementary-aged communication delays/disorders including articulation and phonology, language, voice, and fluency.
LICENSURE & CERTIFICATION	Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP), April 2008-Present Board of Audiology and Speech-Language Pathology SLP License, August 2007-Present
SKILLS HIGHLIGHTS	<ul style="list-style-type: none"> • Strong ability to work in a team setting and to collaborate effectively and professionally with colleagues • Easily builds rapport with students, parents, and staff • Creates exemplary evaluation reports and data collection sheets • Coordinates the distribution of weekly practice sheets for parents to facilitate skills in the home setting • Skilled at aligning intervention with curriculum • Trained and proficient on use of Core vocabulary, Proloquo, and PECS for alternative communication • Extensive knowledge of multi-sensory approach for articulation/phonology/apraxia treatment • Uses and trains teachers on use of Expanding Expression Tool beads for expanding language production • Provides teachers with strategies and visual cues for enhancing speech/language skills in the classroom • Aligns language and literacy by using books for language intervention • Strong ability to collect and analyze language samples and dynamic assessment for eligibility determination
PROFESSIONAL EXPERIENCES	<p>Speech-Language Services Coordinator, August 2018-current <i>Allied Instructional Services</i> Assist with coordinating the Speech Language Pathologist Services for contractors and providers that includes therapist placement, initial orientation, and support. Supervision of Clinical Fellows working towards a Certificate of Clinical Competence in Speech Language Pathology. Work with district Special Education Directors, teachers and therapists to provide support, education, and training for Speech-Language Pathologists and Clinical Fellows within the division. Develop and implement treatment goals based on the individual needs of the student. Initiate, coordinate, and participate in Individual Education Plan meetings using a variety of online IEP systems. Provide consistent direct and indirect therapy. Work with other AIS team members in the planning and development of virtual and hybrid therapy platforms and programs for the provision of school-based speech and language therapy services.</p> <p>Speech-Language Pathologist, August 2007-June 2018 <i>Washington-Henry Elementary; Mechanicsville, VA</i> Provided screening, assessment and treatment four-five days/week for caseload of up to 50 children, ages 2-12. Students seen for articulation, phonology, fluency, language and social skills delays/disorders in inclusive, collaborative and/or pull-out models. Provided tiered intervention to students without IEPs as needed. Completed Medicaid billing, data collection, progress reports, and evaluation reports in accordance with timelines. Member of many multidisciplinary teams including child study, eligibility, IEP, and RtI.</p> <p>Autism Diagnostic Observation Schedule (ADOS) Evaluation Team Member, August 2011-June 2018 <i>Hanover County Public Schools; Mechanicsville, VA</i> Part of a collaborative team that administered and scored ADOS assessments on an as-needed basis (approximately 3-4 times per school year) for the purpose of assisting eligibility teams identify students with an Autism Spectrum Disorder. Brought extensive knowledge of communication and social interaction skills to the team.</p> <p>Speech-Language Pathology Intern, January-May 2007 <i>Evergreen Elementary and Bailey Bridge Middle; Chesterfield County, VA</i> Provided screening, assessment and intervention services five days/week for caseloads of approximately 45 children, ages 3-14. Students seen for articulation, phonology, expressive and receptive language delays/disorders in collaborative or pull-out models.</p> <p>Speech-Language Pathology Student Clinician, August 2005-December 2006 <i>University of Virginia Speech-Language Hearing Center; Charlottesville, VA</i></p>

	<p>Administered speech-language evaluations, treatment, and intervention services to children and adults in a clinical setting. Provided group social skills instruction during summer speech camps.</p> <p>Speech-Language Pathology Practicum Student, May-August 2006</p> <p><i>Orange County Nursing Home; Orange, VA</i></p> <p>Provided dysphagia, dysarthria, and aphasia diagnostic evaluations and interventions three days/week for adults in a skilled nursing facility.</p>	25
EDUCATION	<p>Master of Education in Speech Language Pathology, May 2007</p> <p>University of Virginia, Charlottesville, VA</p> <p>Bachelor of Science in Communication Sciences and Disorders (with minor in Special Education), May 2005</p> <p>James Madison University, Harrisonburg, VA</p>	
ACTIVITIES & HONORS	<p>Nominated for Teacher of the Year, Washington-Henry Elementary, 2016</p> <p>Graduate Intern Supervisor, Washington-Henry Elementary, Jan-May 2015</p> <p>Supervision/Training of SLPA, Washington-Henry Elementary, September 2010-June 2015</p> <p>Student Council Association Sponsor, Washington-Henry Elementary, 2008-2018</p> <p>Beginning Teacher of the Year, Washington-Henry Elementary, 2007-2008 School Year</p>	



RFP No. 21-2183-6KMW

Speech Therapy Services

Tab 4 – References



References

Northern Neck Regional Program

92 Walnut Street
 Warsaw, VA, 22572
 Dr. Sandra Hedrick
 Director
 Contract Inception 2014
 (804) 333-3681 x4
shedrick@richmond-county.k12.va.us

Services Provided:

Blind/Vision Impaired
 Orientation and Mobility
 Occupational Therapy
 Deaf/Hard of Hearing Services
 Speech Language Pathology

King George County Public Schools

P.O. Box 1239
 King George, VA, 22485
 Ann Bueche
 Supervisor of Student Services
 Contract Inception 2010
 540-775-5833 ext. 8621
abueche@kgcs.k12.va.us

Services Provided:

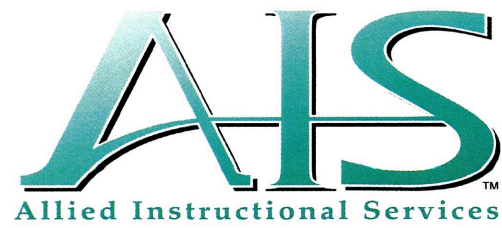
Orientation & Mobility
 Occupational Therapy
 Physical Therapy
 Speech Language Pathology
 Deaf/Hard of Hearing Services

Charles City County Public Schools

10910 Courthouse Road
 Charles City, VA, 23030
 Kristina Williams
 Special Education Supervisor
 Contract Inception 2012
 804-829-9256
kmwilliams@ccps.net

Services Provided:

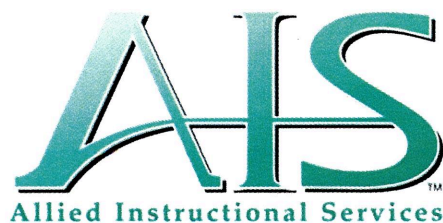
Blind/Vision Impaired
 Occupational Therapy
 Physical Therapy
 Speech Language Pathology



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Speech Therapy Services

Tab 5 – Service Approach/Implementation of Services



Qualifications

AIS-provided SLP will hold a master's degree in Communication Sciences and Disorders. An AIS-provided SLP will hold a current license from the Virginia Board of Audiology and Speech Language Pathology (BASLP). AIS strives to employ only SLPs who have earned their Certificate of Clinical Competence (CCCs) or are within the Clinical Fellowship Year (CFY) from the American Speech-Language-Hearing Association (ASHA).

Scope of Work/Specifications

Allied Instructional Services (AIS) agrees that services shall be provided to eligible students, in accordance with the student's Individualized Education Program (IEP) or 504 plan.

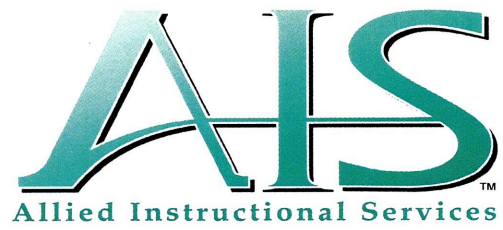
Speech-Language Pathology

The AIS-provided speech-language pathologist will help to establish students' individual goals through the IEP process; design customized interventions to improve students' abilities to communicate within the academic environment for both academic and social needs and reach goals; and develop dynamic evaluations to track and monitor progression towards meeting students' goals. Speech-language therapy interventions will focus on increasing the individual's functional communication skills, as it relates to fluency, speech production, language, cognition, voice, resonance, and auditory habilitation/rehabilitation. AIS-provided speech-language pathologists will be able to:

- Facilitate and promote functional communication and social skills in school-aged children with developmental disabilities
- Complete state mandated speech and language screenings for new students and those referred through a pre-referral intervention program
- Maintain documentation of changes in students receiving services as well as keep all required written records, providing progress reports
- Submit paperwork necessary for the division to submit for Medicaid reimbursement
- Provide individualized treatment for fluency, speech production, language, cognition, voice, resonance, feeding and swallowing, and auditory habilitation/rehabilitation

- Recommend, introduce, teach, procure, or fabricate, and support the use of augmentative alternative communication
- Support and collaborate with hearing specialists for integrated services within the classroom environment
- Recommend referrals for further evaluation of auditory impairments, and evaluation and treatment for aural rehabilitation, voice disorders, and feeding and swallowing (dysphagia) deficits
- Provide services where the student receives their primary services or home-based services
- Complete individual screenings, assessments, and written reports for students to evaluate and reevaluated to determine the need for speech language services
- Participate in eligibility, IEP, 504 Plan, staffing, department and/or other meetings as appropriate or necessary or provide IEP goals and objectives prior to meeting
- Consultation services with regular and special education teachers with hands on instruction to facilitate the completion of IEP goals
- Participate in the Child Study Process
- Determine the number of students with disabilities requiring Speech and Language services via Individualized Education Plan (IEP) or the screening process
- Review the goals and objectives of the IEP
- Implement the services of the IEP
- Develop IEP goals and objectives
- Contact parents and school staff as appropriate
- Recommend eligibility and termination of speech language therapy services as appropriate
- Develop reports as required by the Danville Public Schools Office of Exceptional Children
- Use appropriate materials and resources to provide speech and language therapy services

- Provide speech services using flexible delivery models such as face-to-face, teletherapy and or other hybrid delivery system format
- Identify goals and objectives of the IEP
- Implement Speech and Language goals and objectives
- Monitor compliance of Speech and Language Therapy services and the IEP process.



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Speech Therapy Services

Tab 6– Training, Support, & Continued Education



Training, Support and Continued Education

AIS SLPs are experienced, highly skilled, efficient professionals who have a full understanding of the role and process of school-based special education and related services. All our therapists are knowledgeable in the requirements of IDEA and the Virginia Guidelines. They are supported by administrators within AIS who have all worked within the public-school setting and licensed/certified within their respective fields and additionally provide staff development opportunities to them.

Allied Instructional Services' approach to providing school-based therapy, support, and special education instruction revolves around an end-to-end strategy. Allied Instructional Services' SLPs are collaborators with the LEA and school based educational teams. The goal is to provide a standard of service that will fulfill all educational, regulatory, and legal requirements while adhering to all local school division policies including student confidentiality.

AIS SLPs participate in managing each phase of the special education cycle as follows:

- Initial or triennial evaluation
- Goal development
- Development of instructional strategies
- Provision of services
- Reporting
- Evaluation of progress
- Termination of services
- Maintenance of records and documentation as required by the school division.

AIS' philosophy is that the best alignment of special education goals occurs when the student's classroom experience is minimally disrupted and when services are provided in the natural setting. Therefore, AIS SLPs will provide services in the classroom setting whenever this is possible and where it promotes progress towards IEP goals and objectives. "Pull outs" from classroom will ideally occur only when necessary for evaluation, where specific equipment is needed or to teach new skills in a quiet and distraction-free environment. We will then endeavor to ensure that those new skills are carried over back into the educational setting.

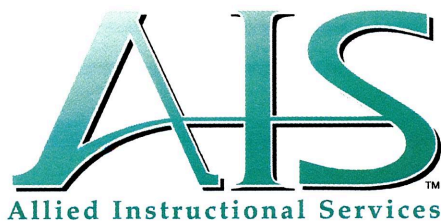
progress. In addition to qualitative progress notes, this will include any quantitative data. AIS teachers and instructors commit to communicating clearly and responsively and

being available to the exceptional student education team using various established communication systems, including telephone and email. Finally, AIS personnel will always endeavor to make efficient use of time by prior organization and forethought of scheduling.

AIS offers monthly training opportunities for our providers. Topic will range to a variety of topics designed to enhance the knowledge of the SLPs. Here are the sessions that were offered during the 2020-2021 school year:

- School Based Speech Language Therapy Practices and Considerations
- Interpreting the New Articulation Guidelines
- Considerations for Completing Virtual Assessments
- Speaking Valves, Trachs and Vents for the School Based SLP
- Literacy Based Speech and Language Instruction
- Pediatric Dysarthria - A review
- Where Do We Begin with AAC?
- BCBAs and SLPs
- School Based Speech Language Therapy Practices and Considerations
- Interpreting the New Articulation Guidelines
- Considerations for Completing Virtual Assessments
- Speaking Valves, Trachs and Vents for the School Based SLP
- Literacy Based Speech and Language Instruction
- Where Do We Begin with AAC

Our SLP Services Coordinators are familiar with a variety of Medicaid billing programs and are available for support for all providers. Our SLPs will participate in any Medicaid trainings offered by Henrico County Public Schools.



Overall Staffing Approach

Allied Instructional Services has over 175 providers throughout the Southeast in the following areas: physical therapists, occupational therapists, speech and language pathologists, teachers for the blind and vision impaired, orientation and mobility specialists, teachers for the deaf and hard of hearing, school psychologists, assistive technology specialists, and sign language interpreters. Once Henrico County Public Schools identifies a staffing need, HCPS will work with a team of AIS employees using a staffing management approach to identify a candidate for the open position. AIS utilizes employees and providers to staff open positions. AIS works closely with school divisions to provide people for both full time and part time needs.

Allied Instructional Services has an office in Ashland, Virginia. The key management works from the corporate office location. Our service providers are located throughout the Commonwealth of Virginia. They work primarily in school divisions and follow the procedures of the school division.

Our providers are acquired through colleges and universities, job search engines, job ads with professional organizations, retired service providers, and job fairs. Our Vice President of Human Resource Management leads our recruitment efforts. Our Services Coordinators work with colleges and universities in finding highly qualified staff by utilizing internships and shadowing. Many providers find partnering with AIS the best solution. Providers choose AIS because of our business structure for contracting with the school division. AIS actively recruits daily and keeps an open recruitment list for school division needs when requested.

AIS has an extensive HR process which includes extensive interviews, background checks and an orientation training for all. Drug testing is available upon request. During orientation, all providers are given a copy of the AIS Provider Information Booklet that outlines and details AIS company procedures/policies and best practice recommendations. AIS discusses in detail the confidentiality of the organization and in working with students in our school divisions. Prior to beginning with Henrico County Public Schools, the assigned provider will be oriented to HCPS procedures as outlined by the school division project manager and our contract with the school division. Our AIS providers will follow the Individual Education Program timelines as a project plan for the students they are serving.

AIS supports their providers by providing an assigned resource person who can offer training and expertise. These trainings may include the IEP process, assistive technology, and other programming ideas. AIS screens all their providers to insure highly qualified persons. All providers are licensed service providers as outlined in the Virginia Board of Medicine Requirements, Virginia Department of Health Professions and/or Virginia Department of Education Requirements.

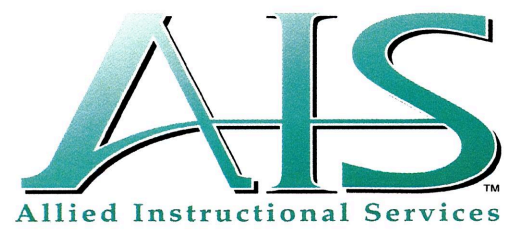
As a part of Allied Instructional Services' Staffing Management Plan, AIS is committed to finding staff for its educational partners. Once AIS identifies a provider to HCPS, an AIS Services Coordinator will be the lead therapist to ensure job completion, confidential work documentation, and any specialized training for the job to be completed proficiently. AIS ensures that its services are exceeding its client's expectations in the following ways:

- Surveys are sent to the special education director and principals of the schools that services are being provided to obtain direct feedback over services.
- Observations of providers by the services coordinator to ensure services are provided in a professional and effective manner.
- Both in person and virtual team meetings are held that highlight practices, allow for ideas and materials to be developed amongst service providers, and reinforces a team atmosphere.
- Based on the surveys received and the observations conducted by the services coordinator, providers will undergo a performance review to highlight each one's strengths and opportunities.

We do recognize that providers can make the personal decision to end their assignment early. If this does occur, AIS is prepared to replace the provider.

Dedicated Resources

Allied Instructional Services proposes to Henrico County Public Schools with the requested number of service providers to meet the needs of the students. AIS proposes to utilize Henrico County Public Schools facilities, technologies, and equipment for all services written in a student's IEP and assessments requiring AIS providers to be on school premises for implementation. In addition, service providers may utilize their home office including technologies and software and may utilize Allied Instructional Services support staff.



RFP No. 21-2183-6KMW

Speech Therapy Services

Tab 7 – Pricing / Cost Proposal

ATTACHMENT G
Proposed Pricing Form

Fixed Hourly Rate for Speech Language Pathologist (SLP):

\$ 75.00 _____

Optional:

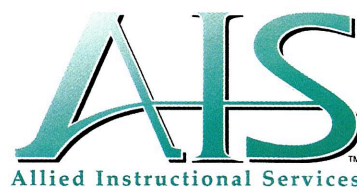
Fixed Hourly Rate for Clinical Fellows (SLP-CF):

\$ _____

Fixed Hourly Rate for Speech Assistants (SLPA):

\$ 40.00 _____

ALLIED INSTRUCTIONAL SERVICES RATE CHART



	Hourly Rates	Remote Office Hours
Speech and Language Therapy Services	\$75/hour	\$55.00/hr.

Definitions:

Hourly: all time related to and necessary for the provision of services within the boundaries of the local school division or virtually or a combination of the two to include direct service time with students, meetings, consultation, materials adaptation or modification, travel between schools, etc.

Remote Office Hours: all paperwork completed remotely such as report writing and material prep/adaptation, etc., as necessary for the implementation of services. Documentation of time/tasks completed will be submitted with monthly invoice.