

REQUEST FOR PROPOSAL

for

Professional Physical, Occupational, and Speech Therapy Services

SAUK COUNTY, WI HEALTH CARE CENTER

Tuesday May 31, 2016

- I. Sauk County is soliciting competitive proposals to provide Professional Physical, Occupational, and Speech Therapy services for the Sauk County Health Care Center and Sauk County Home Care Program located in the town of Reedsburg at 1051 Clark Street, Reedsburg, Wisconsin 53959. Interested firms are invited to submit proposals for consideration. A facility tour will be available for those interested by contacting Jennifer Vosen, Administrator.
- II. Point of contact: Jennifer Vosen
Administrator
Sauk County Health Care Center
1051 Clark Street
Reedsburg, Wisconsin 53959
608 524-7501
jvosen@co.sauk.wi.us
- III. Proposal Due Date: One (1) original and six (6) sealed copies of the proposal must be received and date stamped by no later than 4:30 pm., Central Daylight Savings Time, Tuesday June 14, 2016. Faxes are not acceptable. Proposals or amendments received by Sauk County after that time will not be considered. Public Openings of RFP's will be Friday June 17, 2016, in the Board Room at the Sauk County Health Care Center, 1051 Clark Street, Reedsburg, WI 53959.
- IV. **ALL PROPOSALS MUST BE ADDRESSED TO:**
Sauk County Clerk
Sauk County West Square Building
505 Broadway
Baraboo, Wisconsin 53913

The words “**Professional Physical, Occupational, and Speech Therapy Services, Health Care Center**” must be marked on the opaque, sealed envelope.

PART ONE
INTRODUCTION AND GENERAL INFORMATION

1.0 INTRODUCTION

- 1.1 This document constitutes a request for competitive, sealed proposal from qualified vendors to provide professional Physical, Occupational, and Speech Therapy Services at the Sauk County Health Care Center, 1051 Clark Street, Reedsburg, Wisconsin, 53959 with the terms and conditions set forth herein.

2.0 ORGANIZATION

- 2.1 This document, referred to as Request for Proposal (RFP), has been divided into the following parts for the convenience of the vendor:
- 2.1.1 Part One - Introduction and General Information
 - 2.1.2 Part Two - Specifications
 - 2.1.3 Part Three - General Requirements-Standard Terms and Conditions
 - 2.1.4 Part Four - Proposal Submission Information
 - 2.1.5 Part Five - Cost Proposal – Signature Page

3.0 DEFINITIONS

- 3.1 For the purpose of this RFP the vendor will be referred to as “Vendor” and Sauk County will be referred to as “County”.

4.0 BACKGROUND INFORMATION

- 4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 14 villages, and 3 cities. The County has an estimated population of 60,025. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a highway department, a tax administration and collection effort, and other government related functions.

PART TWO SPECIFICATIONS

The Sauk County Health Care Center is a one story, 82 bed, skilled nursing facility located at 1051 Clark Street, Reedsburg, Wisconsin 53959. We have an average daily census of approximately 78 residents and our average daily Medicare A census is approximately 10 residents. Sauk County Home Care Program is a home care based program servicing the residents in and around Sauk County with skilled nursing services as well as therapy services and is also located at 1051 Clark Street, Reedsburg, Wisconsin 53959. Home Care has an average monthly census of approximately 20 clients with 10 of those clients needing therapy services on a monthly basis.

Physical, Occupational, and Speech Therapy services are to be provided 5+ days per week preferably 7 days in concurrence with recommendations from MDS 3.0. Vendor will provide screening of new admissions upon the day of admission, according to MDS 3.0 guidance and best practice standard. Therapies are also provided during weekends and holidays, if necessary, to meet the needs of our residents. Therapy services are also needed 5+ days per week for Home Care clients. Vendor will provide screening in a timely manner according to OASIS guidance and best practice standard.

The Sauk County Health Care Center is licensed by the State of Wisconsin's Department of Health and Family Services. This facility must abide by the regulations set forth in Wisconsin Administrative Code Chapter HFS 132 – Nursing Homes. Sauk County Home Care Program must abide by the regulations set forth in Wisconsin Administrative Code Chapter HFS 133 – Home Health Agencies. It is expected that the Vendor providing professional Physical, Occupational, and Speech Therapy services is aware of and abides by said regulations.

Sauk County desires qualified, licensed providers of Physical, Occupational, and Speech Therapy services to ensure that our residents' medical needs are met with the highest quality resident care.

Please describe in detail how your agency will meet or exceed the specifications and/or expectations listed below:

1.0 Specifications and Expectations of Work to be Performed

- 1.1 The Vendor shall accept referrals from the County and shall provide services to residents throughout their entire course of treatment consistent with the professional standards for the community or standards established by the resident's ordering physician. Services shall be furnished by the Vendor without

discrimination on account of race, color, sex, religion, national origin, or other protected status.

- 1.2 The Vendor shall notify the County immediately of its inability to substantially meet its performance obligation to new residents but will continue to serve residents already receiving services.
- 1.3 The Vendor shall provide delivery of, maintenance, and cleaning of necessary equipment on a timely basis.
- 1.4 The Vendor shall make available Physical, Occupational, and Speech Therapists and provide in-services to licensed nursing staff as well as any/all facility staff a minimum of 2 hours per month at no charge. Additional inservicing to nursing staff may be requested throughout the contract.
- 1.5 Vendor will be responsible to provide inservicing to nursing staff on all 3 shifts as requested throughout the contract.
- 1.6 Vendor to provide training and basic understanding of allowable limits and proper documentation needed to Business Office Staff on proper billing if requested at no charge. Vendor to modify/adapt forms to facility's electronic health record system (ECS – American Data).
- 1.7 Vendor to provide timely and accurate information (i.e. therapy notes and minutes) for MDS submission.
- 1.8 The Vendor will have verbal contact with the County representative (MDS Coordinator or DON) of inability to meet estimated RUG levels timely so that adjustments can be made accordingly.
- 1.9 The Vendor shall furnish a list of names, titles, license or certification numbers, specialty certifications, and criminal background checks and/or evidence of the maintenance of such.
- 1.10 The Vendor shall work with the County's Medical Director as needed. Vendor will address residents' concerns with Physician if problems occur.
- 1.11 The Vendor shall maintain a quality assurance process improvement program (QAPI) designed to assure the health care services provided meet the quality of care standards of medical practice in the community. Evidence of maintenance shall be delivered upon request.
- 1.12 The Vendor shall make its best efforts to participate in County projects and initiatives to measure and improve the delivery of quality health care services.
- 1.13 The Vendor shall be responsible for meeting the criteria set forth by State and Federal funding sources i.e. Medicare and Medicaid, in initiation and continuation of Therapy Services. This includes, but is not limited to, full responsibility and documentation for denial support and Additional Development Requests (ADRs).
- 1.14 The Vendor shall work with the facility staff to maintain a successful Restorative Nursing Program. This includes, but is not limited to, training facility staff to follow through therapy goals on the neighborhoods/nursing units.

- 1.15 The Vendor shall communicate with residents and/or their representative regarding their medical care and course of treatment. They will act as an advocate, if appropriate, for the resident and the County to assure the most effective current and/or future treatment is being provided.
- 1.16 The Vendor shall not bill the balance due to the resident for services beyond the contracted reimbursement amount, except where the service is determined to be excluded from coverage by the County.
- 1.17 The Vendor shall abide by the County's written policies and procedures applicable to and when rendering services to the extent that such policies and procedures do not conflict with ethical directives or professional duties and obligations. The County shall provide any new policies and procedures or changes to the Vendor.
- 1.18 The Vendor, as requested by the County, shall allow the County access to or deliver reimbursable copies of medical information, documentation, and/or records of residents subject to applicable ethical and legal confidentiality requirements, including written resident consent where applicable. The County shall exercise its best efforts to limit the number and scope of its requests for such information and/or records to the extent reasonably possible.
- 1.19 The Vendor shall not provide any warranties, expressed or implied, on any equipment or supply services provided by the County except for those which are provided by the manufacturer of said equipment of supply service and are set forth in the description and/or labeling of such products.
- 1.20 The Vendor as a business associate will maintain confidentiality of protected health information that is encountered during site visits and will not re-disclose protected health information that has been reviewed according to HIPPA requirements.

2.0 MISCELLANEOUS

- 2.1 Provide a list of any other duties that your agency offers outside of those listed above.
- 2.2 Provide three (3) separate cost bids. One bid shall be submitted for each Therapy service: Physical, Occupational, and Speech.
- 2.3 Provide a cost for services that would be requested above and beyond the scope of the contract

PART THREE
GENERAL REQUIREMENTS
STANDARD TERMS AND CONDITIONS

1.0 SPECIFICATIONS:

- 1.1 The specifications in this request are the minimum acceptable. Sauk County shall be the sole judge of equivalency. Vendors are cautioned to avoid bidding alternates to the specifications which may result in rejection of their proposal.

2.0 DEVIATIONS AND EXCEPTIONS:

- 2.1 Deviations and exceptions from the terms, conditions, or specifications shall be described fully, on the Vendor's letterhead, signed, and attached to the request. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the Vendor shall be held liable.

3.0 ACCEPTANCE-REJECTION: Sauk County reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal as deemed to be in the interest of Sauk County.

- 3.1 Proposals MUST be date stamped by the Sauk County Clerk, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, on or before the date and time that the proposal is due. Proposals dated and time stamped in another office will be rejected. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the Sauk County Clerk.
- 3.2 Proposals shall be submitted on company letterhead and signed by an officer of the company. Mark sealed envelope "**Professional Physical, Occupational, and Speech Therapy Services, Health Care Center**".

4.0 TAXES:

- 4.1 Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchase except Wisconsin excise tax on alcoholic beverages which is excepted by State Statutes.

5.0 ENTIRE AGREEMENT:

- 5.1 These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be

effective or binding unless expressly agreed to in writing by the contracting authority.

6.0 APPLICABLE LAW:

6.1 The Vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work of its conduct. The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin. It is understood that requirements of Wis. Stat. 59.52(29) do not apply to this solicitation as the contract awarded will not involve “public work” as defined by Wisconsin law.

7.0 ASSIGNMENT:

7.1 No right or duty in whole or part of the Vendor under this contract may be assigned or delegated without the prior written consent of Sauk County.

8.0 SUBCONTRACTORS:

8.1 If subcontractors are planned to be used, this should be clearly explained in the proposal. Sauk County reserves the right to reject any subcontractor. However the Prime Vendor will be responsible for contract performance whether or not subcontractors are used.

9.0 ARBITRATION/APPEALS PROCESS: Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Clerk, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.

9.1 Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.

9.2 Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions shall apply.

10.0 NONDISCRIMINATION: In connection with the performance of work under this contract, the Vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in § 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following:

employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.1 Failure to comply with the conditions of this clause may result in a Vendor becoming declared an “ineligible” Vendor, termination of the contract, or withholding of payment.

11.0 BACKGROUND CHECKS:

11.1 Any employees of said Vendor must complete the Background Information Disclosure, HFS-64. It will be the responsibility of the Vendor to assure that said disclosure is completed and that the background checks have been performed.

11.2 The information obtained from said background checks must indicate that the employee would not pose a risk when working with vulnerable adults.

11.3 All copies must be kept on file at facility’s personnel office.

12.0 SAFETY REQUIREMENTS:

12.1 All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

13.0 HOLD HARMLESS:

13.1 Vendor agrees to indemnify, hold harmless, and defend Sauk County, its officers, agents and employees from any and all liability including claims, demands, losses, costs, expenses, and damages of every kind arising out of or in connection with services provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the Vendor.

14.0 INSURANCE RESPONSIBILITY:

14.1 The Vendor performing services for Sauk County shall comply with the insurance requirements contained herein.

14.1.1 Provide own insurance, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of agreement/contract indicating that the Vendor is insured under professional liability insurance in an amount not less than minimum amounts reasonably necessary and sufficient within the profession.

14.1.2 Provide insurance certificates indicating required coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of presentation prior to the issuance of the purchase order or before commencement of the contract.

15.0 CANCELLATION:

15.1 Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the Vendor to comply with the terms, conditions, and specifications of this contract.

16.0 AUDIT:

16.1 During the terms of the contract, the Vendor shall, upon the request of the Sauk County Controller, make available at reasonable times and places, such information as may be required for the purpose of auditing submitted bills for the service provided under the contract.

17.0 INDEPENDENT VENDOR STATUS:

17.1 None of the officers, employees, or agents of the Vendor are employees of Sauk County for any purpose, including but not limited to compensation, fringe benefits, or insurance coverage.

18.0 PUBLIC RECORDS ACCESS: It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

18.1 Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

19.0 PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a request must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Sauk County procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Vendor's responsibility to defend the determination in the event of an appeal or litigation.

19.1 Data contained in a proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of Sauk County.

19.2 Any material submitted by the proposer in response to this request that the proposer considers confidential and proprietary information and which qualifies as a trade secret, as provided in § 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified. Proposal prices cannot be held confidential.

20.0 DISCLOSURE:

20.1 If a public official (§19.42, Wis. Stats.), a member of the public officials immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves the payment of more than three thousand dollars (\$3,000) within a twelve(12) month period, this contract is voidable by the county unless appropriate disclosure is made according to §19.45(6), Wis. Stats., before signing the contract.

21.0 MATERIAL SAFETY DATA SHEET:

21.1 If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

22.0 TERMINATION FOR CONVENIENCE:

22.1 Sauk County reserves the right to terminate this contract for convenience upon sixty (60) days' notice.

23.0 TERMINATION FOR DEFAULT:

23.1 Sauk County reserves the right to terminate the contract for default if, after twenty (20) days written notice to cure default, Vendor fails to satisfactorily cure the default.

PART FOUR
PROPOSAL SUBMISSION INFORMATION

1.0 SUBMISSION OF PROPOSALS

- 1.1 Proposals must be signed, sealed, and returned (with all the necessary attachments) to the address on the first page of this request, by the proposal receipt date and time so specified.
 - 1.1.1 In addition to the original proposal, the proposer should include one (1) original and six (6) copies of his/her proposal.
 - 1.1.2 The proposer shall not submit a proposal by fax machine because only sealed proposals are acceptable in response to this RFP.
- 1.2 The proposer must respond to the RFP by submitting all data required herein in order for his/her proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.
- 1.3 To facilitate the evaluation process, the vendor is encouraged to organize his/her proposal into distinctive sections that correspond with the individual evaluation categories described herein.
 - 1.3.1 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
 - 1.3.2 A letter constituting a signed acknowledgement of the original RFP and all signed attachments should be placed at the beginning of the vendor's proposal.

2.0 CLARIFICATION OF REQUIREMENTS

- 2.1 Proposers are strongly encouraged to read the "General Requirements" carefully prior to the submission of a proposal.
- 2.2 Any and all questions regarding specifications, requirements, competitive procurement processes, etc., must be directed to the contact person as indicated on the first page of this RFP.
- 2.3 Proposers are cautioned not to contact the officers or employees of the County concerning this procurement during the competitive procurement and evaluation processes other than stated contact person.
- 2.4 The proposer is advised that the only official position of Sauk County is that position which is stated in writing and issued by the contact person. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

3.0 SUBMISSION REQUIREMENTS

- 3.1 A title page, showing the name of the individual/firm submitting this information and proposing to perform the work on this project.
 - 3.1.1 List the name, title, telephone number, and email addresses of the principal who will serve as the point of contact. Such an individual must be empowered to speak for the individual/firm on policy and contractual matters and should be familiar with the programs and procedures of the individual/firm.
- 3.2 Provide a comprehensive resume of the individual who will be assigned primary responsibility to serve as project manager on this project. Changes in the person listed here will not be allowed without permission from Sauk County, which shall not be unreasonably denied.
- 3.3 Resumes of other key personnel who will be assigned to this engagement.
- 3.4 A table of contents, including a clear and complete identification of the materials submitted by section and page number, if applicable.
- 3.5 A letter of transmittal including the following:
 - 3.5.1 A brief statement of understanding of the services to be provided.
 - 3.5.2 A commitment to perform the work if awarded the contract.
 - 3.5.3 A statement indicating the period for which the proposal is a firm and irrevocable offer.
 - 3.5.4 A statement detailing how the tasks described in Part Two will be accomplished.
- 3.6 A profile of the individual/firm, detailing the experience of the individual/firm and the experience of the persons who will primarily be responsible for the work.
- 3.7 Lists projects of similar scope and size which demonstrate the individual/firm's competence to perform the work required on this project. Provide the name and telephone number of a contact person from at least three of these previous projects, if available.
- 3.8 A list of additional references. Of particular interest are nonprofit long-term care and/or rehabilitation facilities.
- 3.9 Any additional information not specifically requested that the proposer considers essential to this proposal.

4.0 EVALUATION PROCESS

- 4.1 After determining that a proposal satisfies the mandatory requirements stated in the RFP, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this RFP shall

be based on the lowest and best proposal received in accordance with the submission requirements.

- 4.2 After an initial screening process, an interview may be conducted with selected individuals/firms, to clarify or verify the vendor's proposal and to develop a comprehensive assessment of the proposal. Only individuals/firms who Sauk County determines to meet its criteria will be invited to the interview.
- 4.3 Sauk County reserves the right to consider historic information, whether gained from the vendor's proposal, question and answer conferences, references, or any other source, in the evaluation process.
- 4.4 The Vendor is cautioned that it is the Vendor's sole responsibility to submit information and that Sauk County is under no obligation to solicit such information if it is not included with the Vendor's proposal. Failure of the Vendor to submit such information may cause an adverse impact on the evaluation of the Vendor's proposal.
- 4.5 Sauk County reserves the right to negotiate the terms and conditions, including the price, as proposed in a Vendor's proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the Vendor in order to determine the reasonableness and acceptability of the proposal.
- 4.6 Submission of a proposal constitutes acceptance by the individual/firm of the conditions in this RFP.
- 4.7 There is no expressed or implied obligation for Sauk County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

5.0 CONTRACT AWARD

- 5.1 Any award of a contract resulting from this RFP will be made only by written authorization from the Sauk County Health Care Center Administrator.

6.0 COST

- 6.1 The Vendor must provide individual/firm cost proposal data for the services required from this contract. (Cost Proposal / Signature Form).
- 6.2 In the evaluation of the Vendor's proposal, Sauk County reserves the right to consider the value of money and any other economic impact factors as deemed appropriate and in the best interests of Sauk County.
- 6.3 Contract shall run for a two (2) year term with three (3) one (1) year extensions to follow.

7.0 REPUTATION AND RELIABILITY

- 7.1 Reputation and reliability of the proposer's organization are considered in the evaluation process. Therefore, the proposer is advised to submit any information which documents successful and reliable experience in past performance related to the requirements of this RFP.
- 7.2 The qualifications of the personnel proposed by the Vendor to perform the requirements of this RFP shall be considered in the evaluation. Therefore, the Vendor should submit information related to the experience and qualifications of the staff proposed.

8.0 PROPOSED METHOD OF PERFORMANCE

- 8.1 The Vendor will be expected to be extremely responsive to the programmatic needs of Sauk County Health Care Center. The Vendor should detail specifically how they intend to carry out the responsibilities of the contract including the Vendor's ability to work with governmental clients.

PART FIVE

COST PROPOSAL / SIGNATURE FORM

The submission of a proposal shall be considered as a representation that the proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required.

The proposer submission of this form by the proposer will be considered as the proposer's offer to enter into a contract in accordance with the provisions herein set forth.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Vendor's price proposals and any other written offers/clarifications made by the Vendor and accepted by the County, will be incorporated into the entire contract between the County and the Vendor, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award by the County, execution of this document by the proper County officials, and delivery of the fully-extended contract to the successful proposer. The contract may only be amended by written agreement by the Vendor and Sauk County.

Any terms or conditions that the vendor wishes to propose in a final contract must be included in the proposal, or they shall not be considered upon final award. Any final contract must be acceptable to the County and is subject to review by the County Corporation Counsel for legal sufficiency and compliance with the terms and conditions of this RFP.

ATTACH YOUR COST PROPOSAL TO THIS FORM AND RETURN THE ORIGINAL AND SIX (6) COPIES IN ACCORDANCE WITH THE INSTRUCTIONS AS NOTED IN THE REQUEST FOR PROPOSAL.

VENDOR (To be signed by the person authorized to legally bind your firm to this contract)

All proposal conditions and prices submitted shall remain firm for 90 calendar days following opening.

THERAPY COSTS: Physical_____ **Occupational**_____ **Speech**_____

Proposer's Firm _____ Telephone No. _____

Address _____ Fax No. _____

City, State, Zip _____ E-mail: _____

FEIN: _____ Web Site: _____

BY: _____ Name: _____

(Manual Signature Required)

(Typed or Printed)

Title: _____ Date: _____