



Interoffice Memorandum

March 7, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Milagros Font, Senior Program Manager, Head Start Division
407-836-8914

SUBJECT: Award of Invitation for Bids, Y17-160-MG
Speech, Language, Occupation and Physical Therapy Services for Head Start

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-160-MG, Speech, Language, Occupation and Physical Therapy Services for Head Start, to the sole responsive and responsible bidder, United Cerebral Palsy of Central Florida, Inc., for a 1-year term contract in the estimated contract award amount of \$114,375. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

This contract will provide speech/language and occupational/physical therapy, evaluation, and assessment services for Head Start children.

FUNDING

Funding is available in account 7006-062-7522-3197. Funds for this program are reimbursed by the State of Florida. This is an estimated contract amount and the annual usage is uncertain. The Head Start Division anticipates the entire estimated contract amount will be ordered during the initial contract term.

APPROVALS:

The Head Start Division and Business Development Division concur with this recommendation.

REMARKS:

Orange County Head Start (OCHS) is required by federal regulations to provide services to children with a diagnosed disability to include speech/language and occupational/physical therapy. OCHS has offered this service to children through a contracted provider for more than 30 years. The Head Start Program Performance Standards Federal Regulations 1302.60 states "A program must ensure enrolled children with disabilities, including but not limited to those who are eligible for services under Individual w/Disabilities Education Act (IDEA), and their families receive all applicable program services delivered in the least restrictive possible

environment and that they fully participate in all program activities.” While Orange County Public Schools determines a child’s eligibility, Orange County Head Start must provide individualized services and support to the maximum extent possible to meet the child’s needs. Such additional support may be available through a child’s health insurance or it may be appropriate or required to provide the needed services under section of 504 of Rehabilitation Act (American with Disabilities Act) and it’s implementing regulations. Providing the specialized services required could be very complex and presents a hardship on small companies due to the large size of Orange County Head Start, the number of children requiring services and Federal requirements when providing services. Orange County Head Start on an average will provide services to 150 children that will require speech therapy, 50 children needing occupational therapy, and 10 children for physical therapy through the contracted services. Service providers must be able to comply with the following:

- Ability to serve on an average of 200 students throughout the 22 Head Start Centers. Head Start Centers are located throughout Orange County including far outlying boundaries of the County. The services must also be provided by a licensed therapist in the specialized area.
- Ability to bill various insurances/Medicaid to include, but not limited to, the following: straight Medicaid, Staywell, Healthease, United Health Care, Molina, Prestige, and Amerigroup. If the company has the capacity to work with a variety of Medicaid providers, the company will bill the child’s provider and reduce the cost to Orange County Head Start.
- Assign a liaison or dedicated coordinator to work exclusively with Head Start to review referrals, verify Medicaid eligibility on a monthly basis, follow up with the doctors to secure signatures for the plan of care, obtain continuous authorization for services either through Medicaid or Head Start payments, schedule the evaluations for therapists, and ensure timely delivery of evaluations to Head Start. In most cases, children are initially authorized for 6 weeks of therapy and require constant re-authorization. Recent changes in Medicaid creates challenges in getting authorizations.

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. Queries from staff to firms who declined to compete for this term contract resulted in the following findings:

1. Speech Builder stated they did not have sufficient resources to perform the scope of services.
2. Invo Healthcare stated they were not interested in performing the scope of services.
3. Jackson Therapy Partners did not respond.
4. Therapy Source did not respond.

Research indicates that pricing for individual speech/language therapy and individual occupational /physical therapy is consistent with the contracted pricing in the following County School Districts: Osceola, Miami-Dade, Lake, Lee, Orange, and Broward. School Districts did not contract for the remaining services. Overall bid pricing is consistent with the current rates; the bid reflects an 11% decrease. The sole bidder, United Cerebral Palsy of Central Florida, Inc. has a history of satisfactory performance providing similar services for the Orange County Head Start program. Therefore, United Cerebral Palsy of Central Florida, Inc. is recommended for award.

Bid tabulation follows:


United Cerebral Palsy of Central Florida, Inc.	\$114,375
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BUSINESS DEVELOPMENT DIVISION

January 4, 2017

TO: Maria Guevara-Hall, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y17-160-MG, Speech Language, Occupational and Physical Therapy Services for Head Start**

The Business Development Division evaluated the **1 bid** submitted for this project and found that the **1 bidder is not an** Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

