

DERUYTER CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSAL

SPEECH THERAPY SERVICES

RFP No. 2026-27-01

July 1, 2026 – June 30, 2027

I. REQUEST FOR PROPOSALS

The DeRuyter Central School District (the “District”) is requesting proposals from qualified providers for Speech Therapy Services for the fiscal year beginning July 1, 2026, through June 30, 2027, with the option, at the District’s discretion, to extend or dissolve the relationship for the one-year periods.

A. GENERAL

There is no expressed or implied obligation for the DeRuyter Central School District to reimburse responding vendors for any expenses incurred in preparing proposals in response to this Request for Proposal.

To be considered, proposals must be received by the District no later than August 15th at 2:30p.m.

Proposals shall be submitted to: Amanda Graham-Quirk, School Business Executive, DeRuyter Central School District, 711 Railroad Street, DeRuyter, New York 13052.

Proposals may also be submitted electronically to grahamquirk@deruytercentral.org.

The DeRuyter Central School District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right to request additional information and clarification from vendors and/or to allow corrections of errors or omissions.

At the discretion of the District, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the District.

Following notification of the selected vendor, a contract will be executed between the successful vendor and the District. The successful bidder will be required to enter into the District’s standard contract, subject to approval by the Board of Education.

B. TERM OF ENGAGEMENT

A one-year contract is contemplated for July 1, 2026 through June 30, 2027, subject to annual review and recommendation by the Director of Curriculum and Special Education and Superintendent of Schools and approval by the Board of Education. The District may, at its discretion, renew the agreement for additional one-year periods under mutually agreed terms and conditions.

II. INFORMATION TO BE SUBMITTED

Please attach the information described below and any additional information that may assist the District in evaluating your proposal.

A. DEMONSTRATION OF SPEECH THERAPY SERVICES

Provide statements, examples, and references demonstrating the vendor's experience providing Speech Therapy Services, particularly in a school setting and/or to students with disabilities.

B. VENDOR QUALIFICATIONS AND EXPERIENCE

- State the size of the vendor organization, the location of the office from which services will be provided, and the number of professional staff anticipated to be assigned to the District.
- If the vendor is a joint venture, consortium, or other collaborative arrangement, identify the qualifications of each participating entity and identify the principal vendor, if applicable.
- Describe the vendor's experience providing Speech Therapy Services to school-age students and students with disabilities.
- Describe the vendor's knowledge of and compliance with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable federal and New York State requirements.
- Provide evidence of sufficient professional and general liability insurance covering the activities of all providers assigned to the District.
- Provide any relevant references from school districts or other educational organizations.

C. PROVIDER, SUPERVISORY & STAFF QUALIFICATIONS AND EXPERIENCE

Identify the Speech Therapist(s) and other personnel who would be assigned to the District. Provide information regarding each person's:

- Previous professional experience;
- Experience working with children and students with disabilities;
- Special education training and/or experience;
- Current New York State professional licensure and/or certification, as applicable;
- Required background clearance and employment eligibility consistent with New York State Education Department requirements and District policy; and
- Any additional training, credentials, or experience relevant to providing school-based Speech Therapy Services.

III. NATURE OF SERVICES REQUIRED

A. SCOPE OF WORK TO BE PERFORMED

The contractor shall provide Speech Therapy Services during the contract period as identified by student needs, IEPs, applicable medical documentation, and District requirements. Services may include, but are not limited to:

- Provide Speech therapy services in accordance with applicable medical documentation and/or Individualized Education Programs (IEPs) for the rehabilitation, development, maintenance, or improvement of Speech and/or motor functioning that affects a student's ability to participate in and benefit from the educational environment.

- Perform Speech therapy evaluations, Speech motor assessments, and other appropriate assessments for students who are candidates for Speech therapy services or for whom services have been prescribed or identified as educationally necessary.
- Attend Committee on Special Education (CSE) meetings upon request and participate in the development, review, and implementation of IEP goals and services.
- Monitor student progress and response to therapy programs and reevaluate services when appropriate.
- Provide consultation and instruction to students, faculty/staff, and families regarding therapy goals, techniques, accommodations, and strategies that support student functioning.
- Provide consultation to parents/guardians regarding appropriate Speech therapy techniques and strategies that may be reinforced at home, when appropriate.
- Maintain accurate treatment and therapy records; complete appropriate IEP documentation; and prepare progress reports, evaluations, and other documentation required by the District.
- Coordinate, as appropriate, with the School Nurse and other District personnel and serve as a liaison with outside medical providers or medical follow-up facilities, consistent with applicable privacy requirements and parent/guardian permissions.
- Interpret and translate relevant medical and therapy reports into functional and educational terms in collaboration with the School Nurse and appropriate District personnel.
- Participate in curriculum and/or program planning when therapeutic considerations are necessary to support student access and participation.
- Perform other related activities reasonably required to provide effective school-based Speech Therapy Services.

B. MINIMUM QUALIFICATIONS

Providers assigned to the District shall possess all education, licensure, certification, and other qualifications required by New York State law and regulations to perform the services described in this RFP. At a minimum, each Speech Therapist shall hold current New York State licensure as a Speech Therapist and shall maintain all required professional credentials throughout the term of the contract.

The District reserves the right to approve or reject any proposed replacement of personnel assigned to provide services. Consultants identified in response to this Request for Proposal may not be changed without the District's prior written approval.

IV. PROPOSAL EVALUATION

Cost will not be the sole or necessarily primary factor in selection of a vendor. The District will consider the overall value of each proposal, including qualifications and experience, quality and scope of services, experience in school-based settings, qualifications of assigned personnel, references, responsiveness to District needs, compliance with applicable requirements, and proposed cost.

The DeRuyter Central School District reserves the right to retain all proposals submitted.

V. PROPOSAL SUBMISSION

Vendors should submit the completed proposal and all required attachments to:

Amanda Graham-Quirk

School Business Executive

DeRuyter Central School District

711 Railroad Street

DeRuyter, New York 13052

Email: grahamquirk@deruytercentral.org

DERUYTER CENTRAL SCHOOL DISTRICT

2026-2027 REQUEST FOR PROPOSAL: SPEECH THERAPY SERVICES

JULY 1, 2026 – JUNE 30, 2027

YEARLY RENEWABLE CONTRACT

PROPOSAL DUE DATE

August 15, 2026 at 2:30p.m.

PROPOSAL RESPONSE

We/I agree to provide Speech Therapy Services as outlined in the Request for Proposal in accordance with the following fee structure:

Name	Title / Credentials	Hourly Rate
		\$
		\$
		\$
		\$
		\$

Therapy sessions may range from approximately 30–45 minutes, as identified in student IEPs and/or service requirements. Vendors should clearly identify any minimum billable time, cancellation fees, travel charges, evaluation fees, documentation fees, or other costs that may apply.

Authorized Officer / Representative (Signature)	
Title	
Company Name	
Telephone / Email	
Address	

Date: _____

REQUIRED ATTACHMENTS CHECKLIST

- Vendor qualifications and experience
- References
- Qualifications and credentials of proposed Speech Therapy personnel
- Proof of current New York State licensure
- Evidence of required background clearance/eligibility
- Evidence of professional/general liability insurance
- Proposed fee schedule
- Any additional information the vendor believes is relevant to the District's evaluation