

Early Intervention Professionals

1126 Twin Stacks Drive

Dallas, Pa 18612

570-674-7963 Fax 570-674-7934

Luzerne County Purchasing Department
c/o Ms. Pam Guarneri
20 North Pennsylvania Avenue
Wilkes Barre, PA 18711

March 20, 2014

Dear Ms. Pam Guarneri

I am writing to respond to the Request for Proposal for the period July 1, 2014-December 31, 2015. I am interested in continuing to provide Early Intervention services in Luzerne and Wyoming counties.

Enclosed please find the proposals.

Thank you for the invitation to submit a proposal. I am available to discuss this proposal at the number listed above. I look forward to working together in the future.

Sincerely,



Elizabeth Kuschke

Enclosure

6000.

Early Intervention Professionals

1126 Twin Stacks Drive

Dallas, Pa 18612

570-674-7963 Fax 570-674-7934

Proposal: Early Intervention Services July 1, 2014- December 31, 2014

Early Intervention Professionals has been providing Early Intervention services through a contract with Luzerne/ Wyoming County Mental Health and Developmental Services Program since July 2000. Early Intervention Professionals does not provide any other work in Luzerne or Wyoming County that would pose a conflict of interest.

Individual team members bring many years of experience with the early childhood population to a progressive team that is responsive to varying needs.

Early Intervention Professionals proposes to provide speech, physical, and occupational therapy, special instruction and vision services. All professionals available to provide service on behalf of Early Intervention Professionals possess current licenses and certificates. All staff possesses required criminal clearances and professional liability insurance. All professionals providing service for the agency meet annual training requirements.

As an Early Intervention provider the Individualized Family Service Plan defines program outcomes. Additional areas for improvement are identified through compliance monitoring by Luzerne/ Wyoming Counties Mental Health and Developmental Services Early Intervention Program Coordinator. Annual initiatives are similarly identified through the Luzerne/ Wyoming Counties Local Interagency Coordinating Council, the Early Intervention Technical Assistance training plan and review of family surveys collected by the Office of Child Development and Early Learning.

Early Intervention Professionals is prepared to provide services designed to support families of children with developmental delays.

Early Intervention Professionals serves as a support to families and caregivers in reaching outcomes defined in the Individualized Family Service Plan. Programs are tailored to match individual family and child strengths, needs, routines, and priorities. Our team implements a model in which parents and caregivers are the experts on each individual child's development. In this way, our team's role as interventionists is to foster the caregiver's independence in cultivating the child's development and achieving the family outcomes within their typical family activities and routines at home and in the community.

As is consistent with the Individualized Family Service Plan, Early Intervention Professionals provides services in the child's natural environment and embeds supports within the child and family daily activities and routines.

The Early Intervention Professionals team collaborates to ensure that service delivery is as comprehensive and effective as possible without becoming disruptive to typical routines. Consulting with team members and using an integrated and naturalistic approach leads to shared goals and knowledge that can be more naturally integrated within the child's routine.

This model has proven successful in achieving family identified outcomes and fostering a family's independence in promoting their child's development in a cost effective manner.

Early Intervention Professionals strives to collaborate with community resources for professional and family benefits. Our team is prepared to share information about community resources with families we serve. Examples of ways the Early Intervention Professionals team offers support to community partners include screenings for child care and preschool programs, speaking for parenting groups and visiting library programs. Early Intervention Professionals actively participates in the Local Interagency Coordinating Council and has actively served as the provider chair for this advisory board.

Standards to be Followed

1. Funds to be used in the manner identified by rates set by Pennsylvania State Office of Child Development and Early Learning in Announcement EI-10 # 09, titled: State Set Rates Fee Schedule and County Negotiated Fee Schedule.
2. Outcomes will be measured through the Individualized Family Service Plan and on-going progress monitoring of family identified outcomes and objectives. Progress data to be collected and shared with MH/DS on a quarterly basis. Data is also collected through the use of the Ounce Developmental Profiles and data is entered in PELICAN to meet federal early childhood outcome reporting requirements. Quality of agency's professional staff and service delivery is measured through the compliance monitoring process completed by the MH/DS Early Intervention Program Coordinator annually.
3. Early Intervention Professionals agrees to follow the auditing standards set forth by the Department of Public Welfare in response to the Single Audit Act of 1996, June 1997, and June 2003 revisions of the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
4. Early Intervention Professionals complies with all regulations set forth in the Mh/Mr Regulations (4300's) as applicable to Early Intervention.
5. All supports and services will be provided in accordance with all State and Federal rules and regulations including but not limited to: HIPPA, Equal Employment Opportunity, Affirmative Action Employment Plan, the clients' civil and legal rights, and licensing and other quality of service standards.
6. Competence in service delivery is ensured through on-going staff training and compliance monitoring of service delivery and supporting documentation.

Reports to be Issued

1. Schedules of Revenue and Expenditures will be provided as requested.
2. Claims for service rendered will be submitted through PROMISE.
3. Invoices are submitted through PROMISE and forwarded to MH/DS.
4. Families identify program outcomes. The Early Intervention Professionals team will share progress summaries and supporting data quarterly.

Record Retention and Access

Records will be retained in accordance with Medical Assistance guidelines, a minimum of 7 years. Access to records will be granted to: Luzerne/ Wyoming Counties MH/DS, Pennsylvania DPW and OCDEL, Inspectors General, parties designated for fiscal review purposes. Records are to be retained in a manner compliant with HIPPA Regulations.

Budget

Funds to be used in the manner identified by rates set by Pennsylvania State Office of Child Development and Early Learning in Announcement EI-10 # 09, titled: State Set Rates Fee Schedule and County Negotiated Fee Schedule. Services rendered will be billed through PROMISE and service rendered reports to be shared with County MH/DS office by PROMISE.

Projected number of individuals served

Based on history of the number of clients served over the last thirteen years the projected number of clients to be served between 7/1/2014-12/31/2014 is 110. Projected number of units of service (15 minute unit) is 7790. Total units are expected to be utilized as follows; special instruction 1150 units, vision service 240 units, physical therapy 1200 units, occupational therapy 1200 units, speech therapy 4000 units.

1200.

Early Intervention Professionals

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Proposal: Early Intervention Services January 1, 2015- December 31, 2015

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As an Early Intervention provider the Individualized Family Service Plan defines program outcomes. Additional areas for improvement are identified through compliance monitoring by Luzerne/ Wyoming Counties Mental Health and Developmental Services Early Intervention Program Coordinator. Annual initiatives are similarly identified through the Luzerne/ Wyoming Counties Local Interagency Coordinating Council, the Early Intervention Technical Assistance training plan and review of family surveys collected by the Office of Child Development and Early Learning.

Early Intervention Professionals is prepared to provide services designed to support families of children with developmental delays.

Early Intervention Professionals serves as a support to families and caregivers in reaching outcomes defined in the Individualized Family Service Plan. Programs are tailored to match individual family and child strengths, needs, routines, and priorities. Our team implements a model in which parents and caregivers are the experts on each individual child's development. In this way, our team's role as interventionists is to foster the caregiver's independence in cultivating the child's development and achieving the family outcomes within their typical family activities and routines at home and in the community.

As is consistent with the Individualized Family Service Plan, Early Intervention Professionals provides services in the child's natural environment and embeds supports within the child and family daily activities and routines.

The Early Intervention Professionals team collaborates to ensure that service delivery is as comprehensive and effective as possible without becoming disruptive to typical routines. Consulting with team members and using an integrated and naturalistic approach leads to shared goals and knowledge that can be more naturally integrated within the child's routine.

This model has proven successful in achieving family identified outcomes and fostering a family's independence in promoting their child's development in a cost effective manner.

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4. Early Intervention Professionals complies with all regulations set forth in the Mh/Mr Regulations (4300's) as applicable to Early Intervention.
5. All supports and services will be provided in accordance with all State and Federal rules and regulations including but not limited to: HIPPA, Equal Employment Opportunity, Affirmative Action Employment Plan, the clients' civil and legal rights, and licensing and other quality of service standards.
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Projected number of individuals served

Based on history of the number of clients served over the last thirteen years the projected number of clients to be served between 1/1/2015-12/31/2015 is 140. Projected number of units of service (15 minute unit) is 15,580. Total units are expected to be utilized as follows; special instruction 2300 units, vision service 480 units, physical therapy 2400 units, occupational therapy 2400 units, speech therapy 8000 units.

Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Early Intervention Professionals

Submit for your consideration a proposal to supply

Early Intervention Services

The price for which (I/we) will supply each item specified on the following pages is shown immediately after the description of the particular article.

(I/we) agree, if awarded the contract for any items shown on the attached specifications, to enter into a written agreement and to furnish the said items at the price shown, and to furnish a performance bond (if applicable) within sixty (60) days.

Date: April 15 2014

Elizabeth Kuschie
Signature-typewritten

Signature-signed in ink

Elizabeth Kuschie

1126 Twin Stacks Drive
Street

Dallas TX 75212
City & State

570-674-7963
Company telephone number

570-674-7963
Salesman's telephone number

570-674-7934
Company fax number

Bidder Signature Form

Bidder Elizabeth Kusenke - Early Intervention Professionals
Bid must be signed here Elizabeth Kusenke
Address 11216 Twin Stacks Drive, Dallas TX 75242
Telephone number 570-674-7963

Individual Partnership or Corporation

The bidder certifies that they come under the class checked below:

Please insert names:

A. Individual owner Elizabeth Kusenke

B. Partnership partners _____

C. Corporation _____

Exact name of corporation

State incorporated

Note:

All county proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the bidders records.

Bids should be as net prices and shall prevail in the awarding of contracts.

Failure of the bidders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the bid. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.

It is understood by both the county and bidders that all trade names, catalogue numbers or bids "as per sample" offered on this bid shall meet the specifications, unless the bidder states that such trade names, catalogue numbers or samples are not equal to the specified item.

Return to Purchasing Department

Non Collusion Affidavit

State of Pennsylvania

County of Luzerne

Elizabeth Kuschke being first duly sworn, deposes and says that:

1) She/He is the Elizabeth Kuschke Owner
(Owner, partner, officer, representative or agent)
of the Bidder that had submitted the attached bid.

2) She/He is fully informed with respect to the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3) Such bid is genuine and is not part of any conspiracy, collusion or deception.

4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element for the bid prices or the bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the any person interested in the proposed contract; and

5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

6) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.

7) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.

8) No attempt has been made or will be made to induce any firm or person to refrain from submitting a bid/proposal on this contract, or to submit a bid/proposal higher than its bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.

9) The bid/proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.

10) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this bid/proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of bids/proposals for this contract.

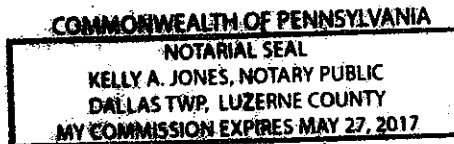
(Signed) Elizabeth Kuschke
Elizabeth Kuschke
Owner

(Title)

Subscribed and sworn to before me this 15th day of April, 2014

Kelly A Jones
Name
Notary
Title

My commission expires 05/27/2017



Non Collusion Affidavit

State of PA

County of Luzerne

Elizabeth Kuschke, being first duly sworn, deposes and says that:

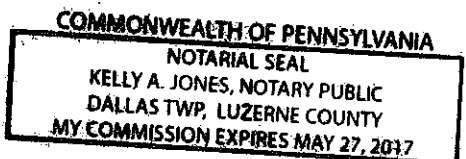
- 1) She/He is the Owner
(Owner, partner, officer, representative or agent)
of the Bidder that had submitted the attached bid.
- 2) She/He is fully informed with respect to the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.
- 3) Such bid is genuine and is not part of any conspiracy, collusion or deception.
- 4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element for the bid prices or the bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the any person interested in the proposed contract; and
- 5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- 6) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
- 7) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.
- 8) No attempt has been made or will be made to induce any firm or person to refrain from submitting a bid/proposal on this contract, or to submit a bid/proposal higher than its bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.
- 9) The bid/proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.
- 10) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this bid/proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of bids/proposals for this contract.

(Signed) Elizabeth Kuschke
Elizabeth Kuschke
 (Name)
Owner
 (Title)

Subscribed and sworn to before me this 25 day of Mar, 2014

Kelly Jones
 Name
Notary
 Title

My commission expires 05/27/2017



Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Early Intervention Professionals

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Early Intervention Services

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(I/we) agree, if awarded the contract for any items shown on the attached specifications, to enter into a written agreement and to furnish the said items at the price shown, and to furnish a performance bond (if applicable) within sixty (60) days.

Date: March 20 2014

Elizabeth Kuschke

Signature-typewritten

Signature-signed in ink

Elizabeth Kuschke

1126 Twin Stacks Drive
Street

Dallas, TX 75212
City & State

570-674-7963
Company telephone number

Salesman's telephone number

570-674-7934
Company fax number

Bidder Signature Form

Bidder Elizabeth Kuschke - Early Intervention Professionals

Bid must be signed here Elizabeth Kuschke

Address 1126 Twin Stacks Drive Dallas, TX 75212

Telephone number 570-674-7963

Individual Partnership or Corporation

The bidder certifies that they come under the class checked below:

Please insert names:

A. Individual owner Elizabeth Kuschke

B. Partnership partners _____

C. Corporation _____
Exact name of corporation

State incorporated

Note:

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