



Kathleen B. Pohlman
Special Instruction Teacher
148 Schoolhouse Hill Road
Mehoopany, PA 18629
(570) 833-5137 telephone/fax
kbp106@aol.com

April 19, 2014

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

To Ms. Guarneri and the Luzerne County Purchasing Department:

In response to the Request for Proposal for Early Intervention Services posted on the MH/DS website, I have enclosed my proposals for the provision of Early Intervention Special Instruction services for your consideration.

Enclosed you will find two proposals, one for July 1, 2014 to December 31, 2014 and one for January 1, 2015 to December 31, 2015, to address the request for a 6 month and 18 month scenario.

If there are any questions regarding my proposal, you can reach me at (570) 833-5137 (office), (570) 690-0055 (cell), or email kbp106@aol.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Pohlman".

Kathleen B. Pohlman
Special Instruction Teacher

Non Collusion Affidavit

July 2014 to Dec 2014
[Signature]

State of Pennsylvania

County of Luzerne

Kathleen Pohlman, being first duly sworn, deposes and says that:

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

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

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

) 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 luded, 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 ntract 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, ught 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 er 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 nnuivance or unlawful agreement any advantage against the any person interested in the proposed contract; and

) 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 rt of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

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

) 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 y other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.

) 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 gher than its bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.

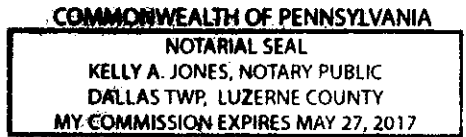
) The bid/proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a mplementary or other noncompetitive bid/proposal.

) 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 mitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of e true facts relating to the submission of bids/proposals for this contract.

(Signed) Kathleen Pohlman
Kathleen B. Pohlman
(Name)
Special Instruction Teacher
(Title)

described and sworn to before me this 21 day of April, 2014

Kelly A Jones
Name
Notary Public
Title



y commission expires 05/27/2017

Bidder Signature Form

Bidder Kathleen B. Pohlman, Special Instruction Teacher
Bid must be signed here Kathleen Pohlman
Address 148 Schoolhouse Hill Rd, Mehospany, PA 18629
Telephone number 570-833-5137

Individual Partnership or Corporation

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

Please insert names:

- A. Individual owner Kathleen B. Pohlman
- 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

Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Kathleen B. Pohlman, Special Instruction Teacher

Submit for your consideration a proposal to supply

Early Intervention Special Instruction 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 19, 2014 2014

Kathleen B. Pohlman
Signature-typewritten

Signature-signed in ink

Kathleen Pohlman

148 Schoolhouse Hill Rd.
Street

Mehopany, PA 18629
City & State

570-833-5137
Company telephone number

570-833-5137
Salesman's telephone number

570-833-5137
Company fax number



Kathleen B. Pohlman
Special Instruction Teacher
148 Schoolhouse Hill Road
Mehoopany, PA 18629
(570) 833-5137 telephone/fax
kbp106@aol.com

Item

Early Intervention Special Instruction Services

Price

\$27.99/unit or equivalent
State mandated rate

1. PROGRAM OUTCOMES

Early Intervention Special Instruction Services will be provided to eligible children and families referred by Mental Health and Developmental Services Service Coordinators in a reliable, consistent, family-friendly manner during the time period July 1, 2014 through December 31, 2014.

Narrative:

Project Description

Early Intervention Special Instruction would be provided for children birth to three years of age deemed eligible by the Independent Assessment Team and referred and authorized by MH/DS Service Coordinators through the I.F.S.P. (Individualized Family Service Plan) process. The Special Instruction service is designed to educate families with children with developmental delays and is provided in such a way as to enhance the child's developmental and educational growth to interact more independently throughout their daily routine and to empower families to embed skill-building within the child's daily routines and within their family and community activities. Special Instruction uses evidence-based approaches and positive interventions to improve developmental and/or behavioral outcomes for infants and toddlers with challenges.

Special Instruction services would be provided in settings that are natural or normal for a child's age peers who have no disabilities, including the child's home and community settings in Luzerne and Wyoming counties. Services will be provided in a culturally sensitive manner in response to the beliefs, attitudes, language, and context of the family and community setting. Frequency and duration of Special Instruction services are determined through the I.F.S.P. process and vary based on each child's needs and family's priorities.

Description of target population

The Early Intervention Special Instruction service is provided to children who 1) demonstrate a delay of 25% of the child's chronological age in one or more developmental areas, 2) a diagnosed physical or mental condition which has a high probability of resulting in a developmental delay, and/or 3) informed clinical opinion that the child is at risk for a developmental delay.

All children served under this contract would be within the ages of birth to the day before their third birthday, and would reside in either Luzerne or Wyoming counties.

Statement of need

Early Intervention Special Instruction service is needed as part of a Transdisciplinary approach to support families and infants and toddlers with disabilities to maximize the child's developmental potential. Service delivery relies on developing a partnership between families and the Special Instruction Teacher, as well as other early intervention personnel, in order to meet the unique needs of each child, address the concerns and priorities of each family, and collaborate with community resources to allow the child to become an independently functioning member of their community.

Project Outcomes

- A. Early Intervention Special Instruction Services will be provided consistently to all referred eligible children and families within Luzerne and Wyoming counties in accordance with their I.F.S.P. service authorizations until the child turns 3 years of age, or the family feels the child is now able to develop along a more normalized continuum, or the family voluntarily withdraws the child for family reasons (ie – moves out of state, etc.).
- B. Early Intervention Special Instruction Services will be provided in such a manner as to improve the developmental and/or behavior outcomes of all referred children.
- C. Early Intervention Special Instruction Services will be provided to families of challenged children to empower parents and caregivers to embed skill-building within the child's daily routines in their home and in community settings which could enhance their child's development.
- D. Data collection occurs specific to each child's outcomes as determined by the I.F.S.P. team.

Potential for success

Early Intervention Special Instruction Services have a high potential for success using the collaborative, transdisciplinary approach. Instruction which involves the parents and caregivers in the decision-making, weekly instruction and educational sessions, and provides specific follow-up activities, as well as introducing new community resources, has a proven track record of success for both family and child development.

Agency's Qualifications & Experience

This service provider has over thirty years experience in the early childhood education field and is familiar with Early Intervention on a number of levels. With experience as both a homebased and classroom teacher, as well as Early Intervention program administrator, the field of Early Intervention has allowed this service provider to work successfully with a broad spectrum of children with special challenges, their families, and support personnel.

Previous experience in Early Intervention includes assessment and curriculum implementation, staff training and development, and Individualized Family Service Plan development and implementation. Familiarity with the Birth to Five year old Early Intervention system has provided a basis to support the children's transitions at the age of three from MH/DS- supported Early Intervention to Department of Education-supported Early Intervention.

Because Early Intervention requires a commitment to the children's community, this service provider actively participates on a number of community councils and partnerships, including the

Local Interagency Coordinating Council, H.A.N.D.S., and the Family Resource Center of Wyoming County. This service provider currently serves as chairperson for the Local Interagency Coordinating Council.

In addition to this background and experience, this service provider currently holds an Instructional I Teaching Certificate with dual certification in Early Childhood and Elementary Education. Staff development to meet OCDEL Infant-Toddler Credit Hours, Act 48 requirements, and Early Intervention mandated training topics is a priority each year to enhance provider skills and retain the appropriate teaching credentials. Twenty-four (24) hours of training on mandatory topics is completed annually, including Infant-Toddler CPR and First Aid Certification. One hundred eighty (180) hours of Act 48 training on discipline-specific topics are completed every 5 years to maintain the service provider's Teaching Certificate through the Department of Education.

State Police and Act 33 Child Abuse Clearances are current and on file with both the county and provider. Confidentiality is maintained in accordance with HIPAA regulations. Records and reports are maintained in accordance with MH/DS regulations, DPW and OCDEL regulations, Medical Assistance regulations, and Internal Revenue Service regulations.

2 and 3. BUDGET and BUDGET NARRATIVE

As per amended instruction at the April 20, 2012 Pre-Bidder's conference, no budget is required to be submitted with an Early Intervention Request for Proposal due to the state-set rate for services.

4. PROJECTED NUMBER OF INDIVIDUALS SERVED

To date, 37 children have been served during the 2013-2014 fiscal year.

This contract is projected to serve up to 30 children during the time period July 1, 2014 to December 31, 2014.



Non Collusion Affidavit

Jan 2015 to
Dec 2015

State of Pennsylvania

County of Luzerne

Kathleen Pohlman, being first duly sworn, deposes and says that:

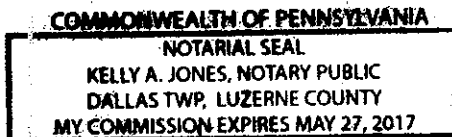
- 1) She/He is the Owner
(Owner, partner, officer, representative or agent)
of the Bidder that had submitted the attached bid.
- 2) She/He is fully informed with respect to the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.
- 3) Such bid is genuine 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) Kathleen Pohlman
Kathleen B. Pohlman
 (Name)
Special Instruction Teacher
 (Title)

Subscribed and sworn to before me this 21 day of April, 2014

Kelly A Jones
 Name
Notary Public
 Title

My commission expires 05/27/2017



Bidder Signature Form

Bidder Kathleen B. Pohlman, Special Instruction Teacher
Bid must be signed here Kathleen Pohlman
Address 148 Schoolhouse Hill Rd, Mehospary, PA 18629
Telephone number 570-833-5137

Individual Partnership or Corporation

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

Please insert names:

- A. Individual owner Kathleen B. Pohlman
- 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

Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Kathleen B. Pohlman, Special Instruction Teacher

Submit for your consideration a proposal to supply

Early Intervention Special Instruction 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 19 20 14

Kathleen B. Pohlman
Signature-typewritten

Signature-signed in ink Kathleen Pohlman

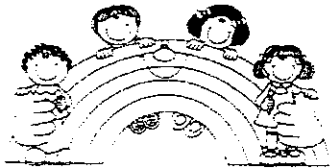
148 Schoolhouse Hill Rd.
Street

Mehoopany, PA 18629
City & State

570-833-5137
Company telephone number

570-833-5137
Salesman's telephone number

570-833-5137
Company fax number



Kathleen B. Pohlman
Special Instruction Teacher
148 Schoolhouse Hill Road
Mehoopany, PA 18629
(570) 833-5137 telephone/fax
kbp106@aol.com

Item

Early Intervention Special Instruction Services

Price

\$27.99/unit or equivalent
State mandated rate

1. PROGRAM OUTCOMES

Early Intervention Special Instruction Services will be provided to eligible children and families referred by Mental Health and Developmental Services Service Coordinators in a reliable, consistent, family-friendly manner during the time period January 1, 2015 through December 31, 2015.

Narrative:

Project Description

Early Intervention Special Instruction would be provided for children birth to three years of age deemed eligible by the Independent Assessment Team and referred and authorized by MH/DS Service Coordinators through the I.F.S.P. (Individualized Family Service Plan) process. The Special Instruction service is designed to educate families with children with developmental delays and is provided in such a way as to enhance the child's developmental and educational growth to interact more independently throughout their daily routine and to empower families to embed skill-building within the child's daily routines and within their family and community activities. Special Instruction uses evidence-based approaches and positive interventions to improve developmental and/or behavioral outcomes for infants and toddlers with challenges.

Special Instruction services would be provided in settings that are natural or normal for a child's age peers who have no disabilities, including the child's home and community settings in Luzerne and Wyoming counties. Services will be provided in a culturally sensitive manner in response to the beliefs, attitudes, language, and context of the family and community setting. Frequency and duration of Special Instruction services are determined through the I.F.S.P. process and vary based on each child's needs and family's priorities.

Description of target population

The Early Intervention Special Instruction service is provided to children who 1) demonstrate a delay of 25% of the child's chronological age in one or more developmental areas, 2) a diagnosed physical or mental condition which has a high probability of resulting in a developmental delay, and/or 3) informed clinical opinion that the child is at risk for a developmental delay.

All children served under this contract would be within the ages of birth to the day before their third birthday, and would reside in either Luzerne or Wyoming counties.

Statement of need

Early Intervention Special Instruction service is needed as part of a Transdisciplinary approach to support families and infants and toddlers with disabilities to maximize the child's developmental potential. Service delivery relies on developing a partnership between families and the Special Instruction Teacher, as well as other early intervention personnel, in order to meet the unique needs of each child, address the concerns and priorities of each family, and collaborate with community resources to allow the child to become an independently functioning member of their community.

Project Outcomes

- A. Early Intervention Special Instruction Services will be provided consistently to all referred eligible children and families within Luzerne and Wyoming counties in accordance with their I.F.S.P. service authorizations until the child turns 3 years of age, or the family feels the child is now able to develop along a more normalized continuum, or the family voluntarily withdraws the child for family reasons (ie – moves out of state, etc.).
- B. Early Intervention Special Instruction Services will be provided in such a manner as to improve the developmental and/or behavior outcomes of all referred children.
- C. Early Intervention Special Instruction Services will be provided to families of challenged children to empower parents and caregivers to embed skill-building within the child's daily routines in their home and in community settings which could enhance their child's development.
- D. Data collection occurs specific to each child's outcomes as determined by the I.F.S.P. team.

Potential for success

Early Intervention Special Instruction Services have a high potential for success using the collaborative, transdisciplinary approach. Instruction which involves the parents and caregivers in the decision-making, weekly instruction and educational sessions, and provides specific follow-up activities, as well as introducing new community resources, has a proven track record of success for both family and child development.

Agency's Qualifications & Experience

This service provider has over thirty years experience in the early childhood education field and is familiar with Early Intervention on a number of levels. With experience as both a homebased and classroom teacher, as well as Early Intervention program administrator, the field of Early Intervention has allowed this service provider to work successfully with a broad spectrum of children with special challenges, their families, and support personnel.

Previous experience in Early Intervention includes assessment and curriculum implementation, staff training and development, and Individualized Family Service Plan development and implementation. Familiarity with the Birth to Five year old Early Intervention system has provided a basis to support the children's transitions at the age of three from MH/DS- supported Early Intervention to Department of Education-supported Early Intervention.

Because Early Intervention requires a commitment to the children's community, this service provider actively participates on a number of community councils and partnerships, including the

Local Interagency Coordinating Council, H.A.N.D.S., and the Family Resource Center of Wyoming County. This service provider currently serves as chairperson for the Local Interagency Coordinating Council.

In addition to this background and experience, this service provider currently holds an Instructional I Teaching Certificate with dual certification in Early Childhood and Elementary Education. Staff development to meet OCDEL Infant-Toddler Credit Hours, Act 48 requirements, and Early Intervention mandated training topics is a priority each year to enhance provider skills and retain the appropriate teaching credentials. Twenty-four (24) hours of training on mandatory topics is completed annually, including Infant-Toddler CPR and First Aid Certification. One hundred eighty (180) hours of Act 48 training on discipline-specific topics are completed every 5 years to maintain the service provider's Teaching Certificate through the Department of Education.

State Police and Act 33 Child Abuse Clearances are current and on file with both the county and provider. Confidentiality is maintained in accordance with HIPAA regulations. Records and reports are maintained in accordance with MH/DS regulations, DPW and OCDEL regulations, Medical Assistance regulations, and Internal Revenue Service regulations.

2 and 3. BUDGET and BUDGET NARRATIVE

As per amended instruction at the April 20, 2012 Pre-Bidder's conference, no budget is required to be submitted with an Early Intervention Request for Proposal due to the state-set rate for services.

4. PROJECTED NUMBER OF INDIVIDUALS SERVED

To date, 37 children have been served during the 2013-2014 fiscal year.

This contract is projected to serve up to 60 children during the time period January 1, 2015 to December 31, 2015.