

Luzerne-Wyoming
RFP
Fiscal Year 2014-2015
18 Month Proposal

file
MH/MR
Western Pa
Sch for Deaf

A. General Requirements

1. Program Goals:

The mission of Choices for Children is to provide services to families of infants/toddlers who are deaf or hard of hearing that will:

- Facilitate parental acceptance of hearing loss,
- Help parents to make informed decisions regarding communication and preschool options for their deaf child/children,
- Increase family involvement with their infants/toddlers,
- Promote greater understanding and knowledge of hearing loss; specifically what their own child can and cannot hear,
- Assist children in maximizing usage of their own residual hearing through auditory training,
- Help children develop a solid language base (spoken and/or signed) for successful communication and learning,
- Provide support and resources in hearing aid and cochlear implant management,
- Lay the foundation for good speech and speech-reading skills,
- Target and help children attain appropriate developmental milestones.

2. Program Budget

a. Attached - Exhibit 'A'

3. Expanded Itemization for Salaries and Equipment (MH/MR 19)- N/A

4. Projected number of individuals served/percentage of individuals in each program:

Hearing Loss is a low-incidence disability. In the past 3 years, the *Choices for Children* program has served 5 families in the Luzerne and Wyoming counties area. We expect our numbers to remain low, anticipating adding a total of 5 families within the next 18 months.

The percentage of individuals in each program is 2%

B. Body of Proposal

a. Project Description

The Choices for Children (CFC) program has provided early intervention services to families of deaf and hard of hearing infants and toddlers in Western Pennsylvania for over 30 years. Our experienced, certified Teachers of the Deaf (ToD) are the cornerstones of this primarily home-based program, where visits to the home or daycare are conducted on a regular basis.

The CFC teacher provides comprehensive and objective information, advocacy, and training in language, audition and speech for all infants and toddlers who have a hearing loss. The ToD provides one-on-one instruction to families utilizing the curriculums of the Ski Hi Institute and the Oregon Institute in order to educate the families about their child's hearing loss. The ToD provides support and resources on hearing aid/cochlear implant management. Our aim is to teach each family how to maximize the use of their child's residual hearing and develop a solid language base for successful communication (spoken English or signed communication). ToDs strive to meet the agreed upon outcomes in the family's IFSP in the areas of language, hearing and speech development.

Audiology Services provided by the CFC program are center-based, occurring at the Scranton School for Deaf and Hard of Hearing Children. A Pennsylvania-licensed audiologist can perform hearing screenings on undiagnosed children whose parents are questioning their hearing abilities. The audiologist can also perform an Otoacoustic Emissions Test or a tympanogram as part of a multi-disciplinary evaluation, if necessary. The CFC audiologist provides follow-up audiologic care for children already diagnosed with a loss. The CFC audiologist will perform age-appropriate behavioral testing to show families how well their child is using their own hearing aids or cochlear implants.

b. Description of Target Population

Any child, aged birth to three, who has been diagnosed with a hearing loss, is eligible for in-home services offered by the CFC program. A board-certified audiologist often linked to a pediatric audiology program at local hospitals, diagnoses children. Children will not be discriminated against based on race, gender, nor geographic area in the County.

c. Statement of Need

Hearing Loss is a low incidence disability. One of every 1,000 infant is born with some level of hearing loss (CDC, 2009). Parents who have a child diagnosed with a hearing loss need access to unbiased information in order to make the appropriate communication and educational choices for their child. Early Intervention Teachers of the Deaf are needed to be able to provide families with the training and information necessary to reach expressive and receptive language developmental milestones.

d. Project Outcomes

The CFC Program accommodates the needs of each individual family and tailors an IFSP plan to help each child reach his or her greatest potential. We provide support and balanced information to help families choose the educational approach best matching the strengths and needs of their child.

e. Potential for Success

Annual report data from the Early Hearing Detection and Intervention (EHDI) shows that families who received appropriate Early Intervention services were more likely to be successful in school, later in their life. Parents were comfortable advocating for

their child/children in school-age settings. Our goals align with the EDHI vision of making parents and education professionals more aware of the special needs of children and adults with hearing loss.

Budget Presentation 2014-2015
Choices For Children Program

Exhibit A

	2014/15
	Proposed Budget
<u>Income</u>	<u>210</u>
<u>Expenses:</u>	
Salaries	309
Fringe Benefits	122
Food Service	0
Other Expenses	53
Depreciation	4
Overhead-Oprns	24
Overhead-Admin	67
Total Expense	579

Choices for Children
2014-2015 Staff Roster

NAME	TITLE	EXPERIENCE	DEGREE	CERTIFICATION	HOME OFFICE
Jessica Marks	Outreach Director	Administrator Certified ASL Interpreter	B.S. M.A.		Harrisburg
Michelle Campbell	Special Instruction: Hearing	Teacher of the Deaf, Elementary Education	B.S.	Deaf Education Elementary Education	Harrisburg
Tina Marshall	Special Instruction- Hearing	Teacher of the Deaf, Early Intervention	B.S.	Communication Disorders with hearing impaired focus	Pittsburgh
Gail McCall	Special Instruction- Hearing	Teacher of the Deaf, Early Intervention	M.S. B.S.	Elementary Education Deaf Education	Pittsburgh
Tara Nikou	Coordinator	Teacher of the Deaf, Elementary Educator	M.Ed B.S. B.S.	Early Intervention Elementary Education Deaf Education	Pittsburgh
Rana Oweis	Special Instruction: Hearing	Teacher of the Deaf, Early Intervention	B.S.	Deaf Education And Elementary Education	Harrisburg
Denise Prislupski	Audiologist	Audiologist	Ph.D	Audiology	Scranton
Mary Jo Redfern	Special Instruction- Hearing	Teacher of the Deaf, Early Intervention	B.S.	Deaf Education	Pittsburgh
Mary Ann Stefko	Special Instruction- Hearing	Teacher of the Deaf, Early Intervention, Certified ASL interpreter	B.S. M.Ed	Communication Disorders Education	Scranton
Erika Fine	Special Instruction- Hearing	Teacher of the Deaf	B.S.	Deaf Education	Pittsburgh

Non Collusion Affidavit

State of Pennsylvania

County of Allegheny

Gregg Bowers, being first duly sworn, deposes and says that:

1) She/He is the Representative
(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 by 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 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 the true facts relating to the submission of bids/proposals for this contract.

(Signed) Gregg Bowers

Gregg Bowers

(Name)

Chief Operating Officer

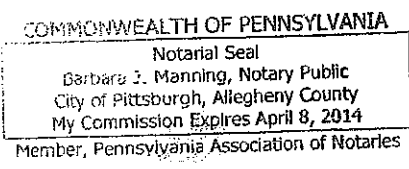
(Title)

Subscribed and sworn to before me this 7 day of April, 2014

Barbara J. Manning
Name

Barbara J. Manning
Title

My commission expires 4-8-2014



Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

The Western Pennsylvania School for the Deaf

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.

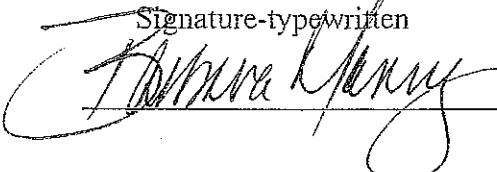
N/A (I/we) agree, if awarded the contract for any items shown on the attached specifications, to enter into a written agreement and to furnish the said items at the price shown, and to furnish a performance bond (if applicable) within sixty (60) days.

Date: APRIL 10 2014

Barbara Manning, Chief Financial Officer

Signature-typewritten

Signature-signed in ink


300E Swissvale Avenue

Street

Pittsburgh, Pennsylvania

City & State

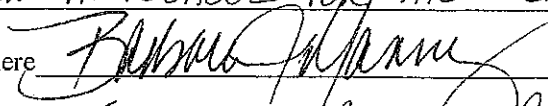
(412) 371-7000

Company telephone number

Salesman's telephone number

Company fax number

Bidder Signature Form

Bidder WESTERN PA SCHOOL FOR THE DEAF
Bid must be signed here 
Address 300 EAST SWISSVALE AVENUE PITTSBURGH PA 15218
Telephone number (412) 371-7000

Individual Partnership or Corporation

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

Please insert names:

A. Individual owner _____

B. Partnership partners _____

C. Corporation THE WESTERN PENNSYLVANIA SCHOOL FOR THE DEAF
Exact name of corporation

PA
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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/3/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Simpson & McCrady LLC 310-330 Grant Street Suite 1320 Pittsburgh PA 15219		CONTACT NAME: Cathy Weaver PHONE (A/C No. Ext.): (412) 261-2222 FAX (A/C No.): (412) 261-3437 E-MAIL ADDRESS: cathy@simpson-mccrady.com	
INSURED Western Pennsylvania School for the Deaf 300 Swissvale Avenue Pittsburgh PA 15218		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Co. NAIC # 23850 INSURER B: Philadelphia Insurance Cos. INSURER C: Highmark Life & Casualty Group INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1342507385 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		PHPK884369	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		PHPK884369	7/1/2013	7/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB387016	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	EMPA001140	7/1/2013	7/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability		PHPK884369	7/1/2013	7/1/2014	Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Luzerne-Wyoming Counties Mental Health/Developmental Services; OCDEL; and PA Department of Public Welfare are named additional insureds with respects to general liability as their interests may appear.
Revised 5/28/13

CERTIFICATE HOLDER

Luzerne-Wyoming Counties Mental Health/
Developmental Services
Ms. Enza Palmiter, Fiscal Dept.
Mr. Peter Rubel, Administrator
111 N Pennsylvania Ave Ste 200
Wilkes-Barre, PA 18701-3511

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cathy Weaver/SUE *Cathy Weaver*

The Western Pennsylvania School for the Deaf

Board of Trustees Listing

2014 / 2015

<u>Member:</u>	<u>Class Represented:</u>
Ms. Barbara Ann Boylan	2016
Mr. Wesley G. Dickson - Vice President	2016
Ms. Laurel Echavarria	2016
Ms. Wendy Feinstein	2014
Dr. Mark Friedman, Ph.D.	2014
Mr. Fred P. Griffin	2014
Dr. Barry E. Hirsch	2015
Mr. Dean Kartsonas - Treasurer	2015
Ms. Kelly Lazzara	2016
Ms. Denise Brown	2016
Mr. Angelo Martini, Sr.	2014
Ms. Marge Matisko	2016
Mr. Chris McCrady - President	2015
Ms. Grace-Shirk Emmons	2015
Mr. Timothy Harris	2014
Ms. Melissa Scheffler - Secretary	2014
The Honorable William L. Standish	2014
Mr. Donald E. Rhoten	2015
Dr. Harold Mowl Jr., Ph.D.	2014
Mr. Leo McDonough	2015
Mr. Andrew Fisher	2016
Mr. Leo McGowan	2015
Mr. Daniel McLane	2015
Mr. George Stark	2016



Programs of the Western Pennsylvania School for the Deaf

Donald E. Rhoten, *Chief Executive Officer*

WESTERN PENNSYLVANIA
SCHOOL FOR THE DEAF

300 East Swissvale Avenue
Pittsburgh, PA 15218-1469
www.wpsd.org

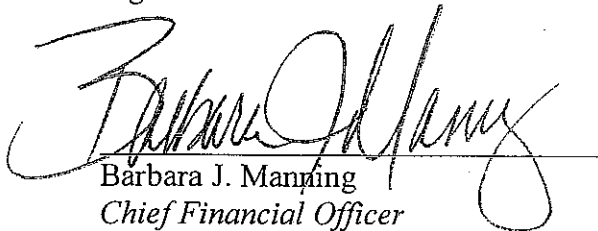
Statement of Disclosure *Choices for Children* 2014-2015 Fiscal Year

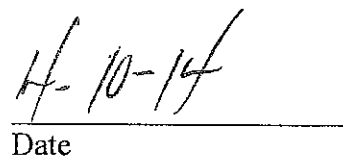
I hereby certify that, the Choices for Children Program is a fundamental program of the Western Pennsylvania School for the Deaf (WPSD), which provides hearing, speech, and audiology services through its Early Intervention program. The legal entity for contractual purposes is WPSD. WPSD is a Pennsylvania non-profit corporation, which was incorporated on April 12, 1871 and is tax exempt under 501 (c) (3) of the Internal Revenue Code. Other than our various programs, there are no other subsidiaries, related companies or sister companies with common ownership.

WPSD's Federal Tax ID number is: **25-1095386**

I also certify, to the best of my knowledge, that no director, officer, agent, or managing employee has ever been convicted of a criminal offense related to their involvement in this or any other program. In addition, WPSD is not suspended nor debarred from practicing/performing services in the state of Pennsylvania

A conflict of interest policy is currently in effect at the Western PA School for the Deaf organization.

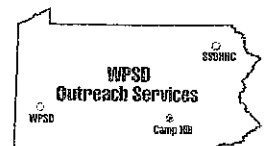
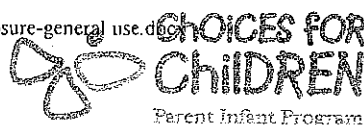

Barbara J. Manning
Chief Financial Officer


Date



THE SCRANTON SCHOOL
for Deaf & Hard of Hearing Children

choices for Children\Statement of Disclosure-general use.doc



Western Pennsylvania School for the Deaf
Choices for Children
Early Intervention Program
Service Descriptions

Eligibility Requirements:

Any child, aged birth to three, who has been diagnosed with a hearing loss, is eligible for in-home services offered by the CFC program. Children will not be discriminated against based on race, gender, nor geographic area in the County.

Service Availability:

The amount of hearing or audiology services a family receives will be based off of the child's Individualized Family Service Plan (IFSP). CFC teachers and the rest of the IFSP team will determine the frequency of services needed on a case-by-case basis.

The CFC teachers are generally available to work with families Monday - Friday from 8:00 AM to 4:00 PM. Specific appointment days and times will vary with individual therapists. Evening and weekend visits are also limited to the individual teacher's availability. Families requesting evening or weekend visits need to speak with the CFC Coordinator so that an appropriate teacher can be assigned to the case.

Special-Instruction-Hearing:

A Teacher of the Deaf (ToD) provides one-on-one instruction to families utilizing the curriculums of the Ski Hi Institute and the Oregon Institute in order to educate the families about their child's hearing loss. The ToD provides support and resources on hearing aide/cochlear implant management. Our aim is to teach each family how to maximize the use of the child's residual hearing and develop a solid language base for successful communication (spoken English or signed communication). ToDs strive to meet the agreed upon outcomes in the family's IFSP in the areas of language, hearing and speech development.

Audiology Consults:

A licensed audiologist meets with the family to evaluate the need for Hearing Services, assist families in choosing assistive technology devices, or to provide follow-up care for families unable to travel into hospital-based audiology programs. The audiologist can perform an Otoacoustic Emissions Test or a tympanogram if necessary.

Choices for Children
Early Intervention Program
Performance Standards

1. CFC therapists will visit a new family within 14 days of the IFSP date.
 - a) Documentation will occur on the start date tracking form.
 - b) Original start date tracking forms will be turned into the Coordinator a minimum of 1 week after the visit occurs.
 - c) Main files will be reviewed annually to ensure visit rate achievement.

2. CFC therapists will strive for consistency with families by completing the number of visits authorized on a family's IFSP.
 - a) Missed visits will be documented on yellow log sheets.
 - b) Therapists will document attempts to contact families to reschedule on the Parent-Teacher Contact Form.
 - c) Service Authorization Records (available on HCSIS) will be checked quarterly to ensure the units authorized on an IFSP are being utilized appropriately.

3. CFC therapists will inform parents about the various instructional methodologies available in Deaf Education (Auditory-Oral, Auditory-Verbal, Total Communication, American Sign Language)
 - a) Therapist will document in visit notes when the Ski-HI instructional information was shared with the family.
 - b) Therapist will demonstrate "sample lessons" using the instructional methodologies for the family.
 - c) Therapists will encourage families to visit schools or parent support groups that utilize the various instructional methodologies.

4. CFC therapists will meet the Early Intervention Training Requirements as listed in Chapter 4226 of the Early Intervention regulations and the WPSD teacher observation standards, as outlined in the WPSD Handbook.
 - a) Therapists will attend 24 hours of training annually (July to June)
 - b) The CFC Coordinator will observe the Teachers annually.

Program Description

Mission Statement

Choices for Children

For over 30 years, the Choices for Children Early Intervention Program (CFC) of WPSD has been proudly serving families of infants and toddlers (Birth to 3 years of age) who are deaf or hard-of-hearing.

With its beginning in 1979 with having only 1 part-time person providing services to the local area, the CFC Program has grown to be able to serve families throughout all of Western Pennsylvania, Central Pennsylvania and Northeastern Pennsylvania. It is the dedication and commitment of the CFC staff and the Western Pennsylvania School for the Deaf that so many lives have been touched.

Choices for Children Early Intervention Program is under the governance of the Western Pennsylvania School for the Deaf – which is a non-profit, tax-exempt organization governed by a volunteer Board of Trustees

Mission Statement

The mission of the Choices for Children Program is to provide services to infants / toddlers who are deaf or hard-of-hearing and their families that would:

- ❖ *Facilitate parental acceptance of hearing loss*
- ❖ *Increase family involvements with their infants / toddlers*
- ❖ *Promote greater understanding and knowledge of deafness / hearing loss*
- ❖ *Assist children in maximizing usage of residual hearing*
- ❖ *Assist children in developing a solid base of language so as to enhance communication skills; (i.e., speech and sign language)*
- ❖ *Help parents to make informed decisions regarding pre-school options for their deaf child/children*

Program Description

The Choices for Children Program provides early intervention services to families in the western, central and north-east areas of Pennsylvania, who have infants and toddlers that are deaf or hard-of-hearing. Services are provided to families *free of charge*, in their home or daycare setting. Depending on the needs of the child and family, services from a hearing therapist and an audiologist are available to families.