

Proposal Blanks

COPY  
Jan 2015  
to  
Dec 2015  
file

To the County Manager:

I, the undersigned being a duly authorized representative of

WYOMING VALLEY CHILDREN'S ASSOCIATION

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 21, 20 14

Kathleen WILLIAMS  
Signature-typewritten

Signature-signed in ink

Kathleen Williams

1133 WYOMING AVE  
Street

FORTY FORT PA 18704  
City & State

570-714-1246  
Company telephone number

570-714-1246  
Salesman's telephone number

570-714-1249  
Company fax number

## EARLY INTERVENTION SERVICES

### Response to Request for Proposal by Luzerne-Wyoming Counties Mental Health/Mental Retardation Program Contract Period January 1, 2015 through December 31, 2015 Submitted April 21, 2014

#### PROGRAM DESCRIPTION:

Wyoming Valley Children's Association would like to provide Early Intervention Services to Luzerne and Wyoming Counties' children from birth to age 3, who demonstrate developmental disabilities, are at risk for developmental delays, and their families. The Early Intervention services and supports deal in the areas of physical development (Physical Therapy), cognitive development (Special Instruction), communication development (Speech Therapy) and adaptive development (Occupational Therapy). Children at risk or with developmental disabilities require aggressive, consistent and well planned programs to eliminate or minimize the impact of the disability. An Individual Family Service Plan (IFSP) defines the Early Intervention services provided to a child and the child's family based upon family identified priorities. WVCA's Early Intervention Team would concentrate on the outcomes as written in the IFSP.

The project outcome is to enhance the child's ability and potential to become as independent as possible within the context of the family's daily routines and their natural environments. Instruction to the family members is key in addressing and implementing the child's outcomes. The families' active hands-on participation with the interventionist combines for Early Intervention outcomes' success. The child and family becomes more reciprocating as they learn together. Progress monitoring of the intended outcomes is an on-going component of the services. Modifications are developed if progress is not achievable.



#### PROGRAM OUTCOMES:

- Wyoming Valley Children's Association will provide Early Intervention services to eligible children, birth to age 3, who demonstrate developmental delays and disabilities. The procedure is a collaborative approach to service delivery.
- Wyoming Valley Children's Association's team of interventionists, including occupational, physical and speech therapists and special education teacher, will follow the authorized services as written in the child's IFSP.

Member Agency



United Way  
of Wyoming Valley

PANO



- Services provided by WVCA will be delivered in the child's natural environment, incorporating natural routines which include the home and community settings.
- WVCA interventionists will implement the outcomes and methodologies as presented in the Individual Family Service Plan and make changes as needed, based on the child and family's needs and abilities. Changes are approved by the Service Coordination Unit Staff and subsequently reflected in the IFSP.
- Progress of child and family will be documented and data collected in a format that can be incorporated into the computerized recording system of the Office of Child Development/Early Learning. (Early Childhood Outcome Summary & Quarterly Progress Monitor Report)
- Developmental evaluations and consultations will be completed by WVCA interventionists only as approved by County Service Coordinators. Subsequent changes or addendums to the IFSP will be made following approval.
- The caregiver will be actively engaged in the activities and methods to teach their child the developmental outcomes as determined in the IFSP.
- WVCA will be active participants in the Local Interagency Coordinating Council meetings and sub-committee assignments.
- WVCA interventionists will participate in the annual 24-hours for staff development and training requirements. Pre-service trainings will also be included for new employees.

**PROGRAM BUDGET:**

Wyoming Valley Children's Association agrees to accept the State set rate for Early Intervention Services for the period January 1, 2015 to December 31, 2015.

**WYOMING VALLEY CHILDREN'S ASSOCIATION AGENCY QUALIFICATIONS:**

Wyoming Valley Children's Association Early Intervention Team is comprised of occupational, physical and speech therapists and a special education teacher.

WVCA would use the following professionals in the birth to 3 year old program:

- Occupational Therapists – Two (2) licensed, pediatric-trained therapists with over 25 years of experience each
- Physical Therapist – One (1) licensed pediatric-trained therapists with over 25 years of experience

- Speech Therapists – Four (4) licensed, pediatric-trained therapists, one with over 30 years' experience, two with 3 years' experience and one with over 5 years' experience, all with certifications of clinical competency and Master's Degrees
- Special Instruction Teacher – One (1) Special Education Elementary Teacher, with a Master's Degree and over 9 years of experience.
- Social Service Coordinator – liaison to Luzerne-Wyoming Service Coordination Unit to provide seamless service delivery and has over 32 years of experience with WVCA. She also assists the families in the identification of community resources and provides assistance in the acquisition of those resources.

Wyoming Valley Children's Association has provided quality service to children in our community for over eighty-nine (89) years. Our association with the Office of Child Development/Early Learning and the United Way of Wyoming Valley solidifies our commitment to the family/child programming and services. Annually the Luzerne-Wyoming Counties Procedural Safeguards for Early Intervention Compliance Monitoring has been successfully completed.

Wyoming Valley Children's Association agrees to comply with all the Standards specified in this request for proposal. These include the utilization of funds as intended, data and program measures, the adherence to any audit standards and to perform all obligations in accordance with regulatory standards. An invoice of monthly service will be submitted in the time period requested. Record Retention and Access protocol will be adhered to as directed. All program compliance by the use of a verification process will be reviewed on an annual basis as determined by the County. WVCA will comply with regulations specific to HIPAA, personnel clearances and insurance verifications.

Wyoming Valley Children's Association does not discriminate on the grounds of race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

**NUMBER SERVED:**

The projection for January 1 to December 31, 2015 of children who can be served is 100.

We will be happy to provide any additional information you request.

Respectfully submitted,

Kathleen Williams  
Executive Director

Non Collusion Affidavit

State of Pennsylvania

County of Luzerne

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

1) She/He is the officer  
(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 or 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.

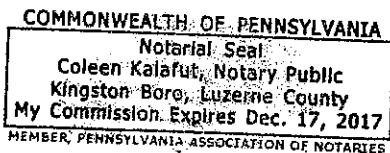
(Signed) Kathleen Williams  
KATHLEEN WILLIAMS  
(Name)  
EXECUTIVE DIRECTOR  
(Title)

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

Coleen Kalafut  
Name

Notary Public  
Title

My commission expires 12-17-2017



Non Collusion Affidavit

State of PA

County of Luzerne

KATHLEEN WILLIAMS being first duly sworn, deposes and says that:

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(Owner, partner, officer, representative or agent)  
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) 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.

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) 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.

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(Signed) Kathleen Williams  
KATHLEEN WILLIAMS  
(Name)  
EXECUTIVE DIRECTOR

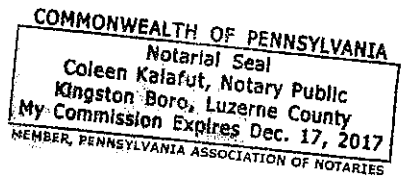
(Title)

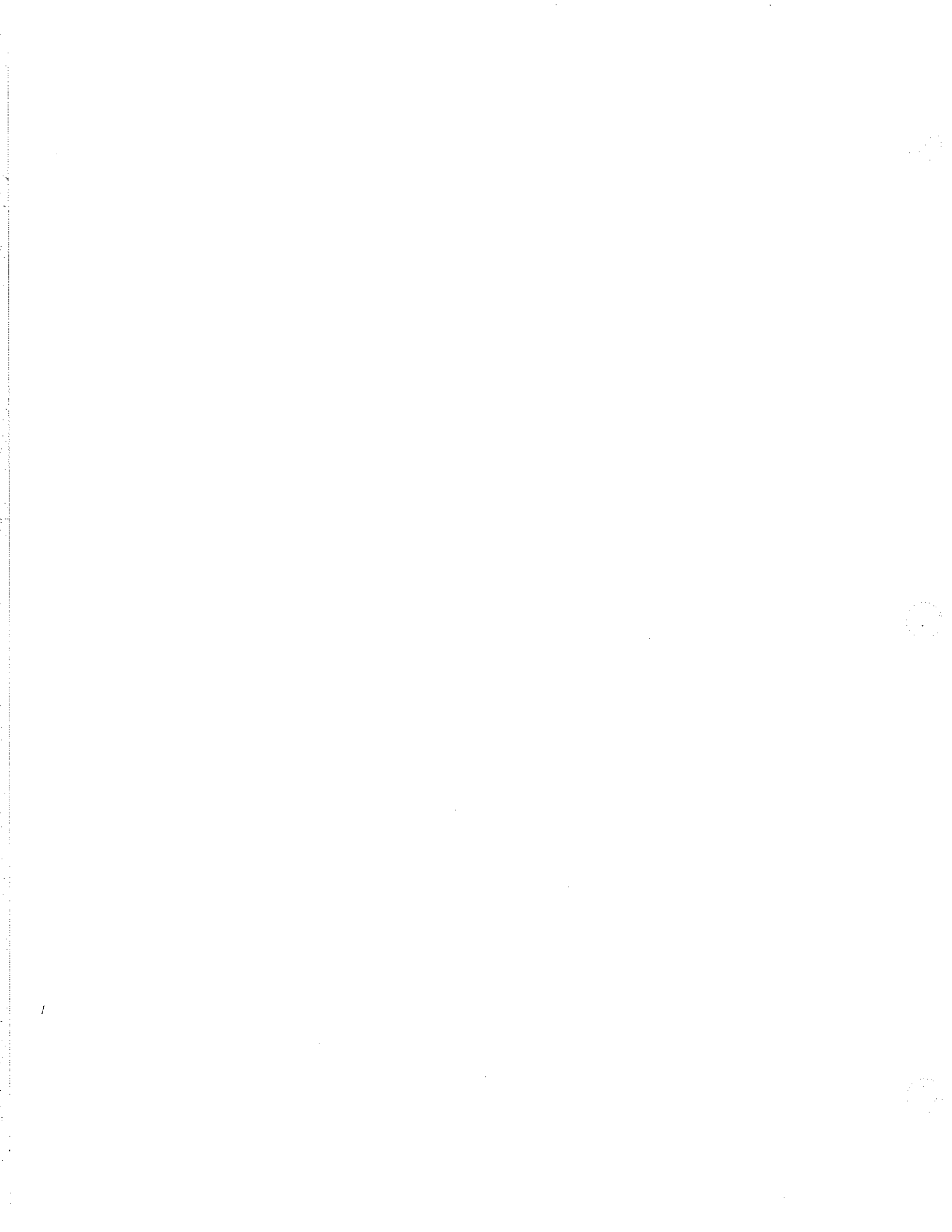
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Coleen Kalafut  
Name

Notary Public  
Title

My commission expires 12-17-2017





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Date: APRIL 21, 20 14

Kathleen Williams  
Signature-typewritten

Signature-signed in ink  
Kathleen Williams

1133 WYOMING AVE  
Street

FORTY FORT PA 18704  
City & State

570-714-1246  
Company telephone number

570-714-1246  
Salesman's telephone number

570-714-1249  
Company fax number



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Member Agency



United Way  
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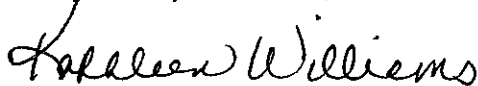
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Respectfully submitted,



Kathleen Williams  
Executive Director

**Bidder Signature Form**

Bidder WYOMING VALLEY CHILDREN'S ASSOCIATION

Bid must be signed here Karelea Williams

Address 1133 WYOMING AVE, FORTY FORT, PA 18704

Telephone number 570-714-1246

**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 WYOMING VALLEY CHILDREN'S ASSOCIATION  
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**