**Occupational Therapy and Physical Therapy**

**Contractor Response Checklist for Technical Criteria**

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| **Section M Area** | **Item Description** | **Required Documentation** | **Contractor Submitted**  **(yes or no)** |
| Professional Qualifications | Provide documentation to support qualification of each proposed staff member and OT/PT clinical lead | 1. Completion of Staffing Roster Form (see sample form 2. Resume and/or Curriculum Vitae for each staff 3. DC DOH License (current) for each staff 4. Proof / Evidence of Supervisory experience for proposed OT / PT clinical lead |  |
| Staff Supervision and Trainings | Provide documentation to support qualification and experience completing bi-annual performance assessments and trainings for vendor staff and school district clients. | 1. Samples of Completed Staff Performance Assessments 2. Samples of Completed Performance Improvement Plans 3. Samples of completed trainings for vendor staff and schools 4. Samples of completed trainings for school district clients 5. Proof of ability to provide CEU from AOTA and APTA and/or DC DOH |  |
| Demonstrated Prior Experience | Provide previous clients and experiences similar to staff size and scope to your proposal to this solicitation. Provide minimum of two previous clients. | 1. Complete provided sample previous client form for two previous school-based setting clients similar to staff size and scope to your proposal to this solicitation. |  |
| Staffing and Recruitment Capacity | Provide documentation to support regarding offeror’s previous experience with staffing and recruiting staff for school districts. | 1. Company’s recruitment strategy and resources to hire and retain staff 2. Plans for coverage for potential provider shortages 3. Examples of how company recruits and hires for new contracts and keeps contracts staffed throughout contract term. |  |