

**Speech-Language Pathology Services
Contractor Response Checklist for Technical Criteria**

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	<ul style="list-style-type: none"> - Completion of Staffing Roster Form (see sample form - Resume and/or Curriculum Vitae for each staff - ASHA Certification Status - DC DOH License Status - OSSE Status - Proof / Evidence of Supervisory experience for proposed SLP 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.	<ul style="list-style-type: none"> - Samples of Completed SLP Staff Performance Assessments - Samples of Completed Performance Improvement Plans for SLP Staff - Samples of completed SLP trainings for school district clients - Proof of ability to provide ASHA CEs 	
Demonstrated Prior Experience	Describe company history and background. Include detailed description of the company's experience providing speech-language pathology services in a school district and school-based settings.	- Narrative	
	Identify and describe offeror's previous experience providing SLP services to a	- 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.	

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	<p>school-based setting (K-12) as a vendor. Provide previous clients and experiences similar to staff size and scope to your proposal to this solicitation. Provide minimum of two previous clients.</p>		
<p>Staffing and Recruitment Capacity</p>	<p>Provide documentation to support regarding offeror's previous experience with staffing and recruiting staff for school districts.</p>	<ul style="list-style-type: none"> - Company's recruitment strategy and resources to hire and retain SLP staff - Plans for coverage for potential SLP provider shortages - Describe how company recruits and hires for new contracts and keeps contracts staffed with SLPs throughout contract term. 	