



Request for Quote

Specification No. : 26-1420

Chief Procurement Officer Request Advertisement Date: September 24, 2026

Response Due Date: October 9, 2026 at 3:30 P.M CST

THROUGH THE FOLLOWING LINK

<https://www.cps.edu/procurement/contracting-opportunities>

Board of Education of the City of Chicago "CPS"
Department Name: Office for Students with Disabilities
CPS Contact Name: Dr. Jacqueline Estrada
42 W Madison St
Chicago, Illinois 60602
Phone:(773) 553-6536
Email: jeestrada6@cps.edu

To:

[Company Name]
[Street Address]
[City, State ZIP Code]
Phone: [000-000-0000]
Fax: [000-000-0000]
[Company Contact Name]
Email: [E-mail address]
Vendor Number: [_____]

Performance Period: July 1, 2027 to June 30, 2028 Option to Renew: 3

(*CPOR standard terms are 12 months original term, with no more than 3 options to renew for 1 year each).

Project Overview/Scope /Timeline

I. Background Information:

The Office for Students with Disabilities ("OSD") is seeking a vendor to provide in-person innovative methods of implementing School-Based Related Staffing Services in the following areas: school-related occupational therapy, physical therapy, speech-language, school social work, and school psychological services from one or more select Proposers and to establish long-term, strategic partnerships with them. Selected Proposers will need to clearly demonstrate a history of continuous improvement in their cost structure and the performance of the services that they provide to their current clients.

II. Scope of Services: (Specific requirements)

A. List of Categories.

1. Occupational Therapy ("OT")
2. Physical Therapy ("PT")
3. Speech-Language Pathology ("SLP")
4. School Psychologists ("SPSY")
5. School Social Worker ("SSW")

B. Details of Each Category for Agency RSPs.

1. Occupational Therapy. ("OT")

Occupational Therapists ("OT") provide related services to eligible CPS students aged 3-22 who require such services to benefit from an educational program. OTs offer services on a citywide basis and may be required to travel in order to perform screenings, evaluations, attend Individualized Education Program ("IEP") meetings, and provide services. The Board is requesting Proposer Related Service Providers provide the utmost quality of in person pediatric occupational therapy services to the students of Chicago Public Schools.

Certified Occupational Therapy Assistants ("COTA") will not be considered in this CPOR.



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License and Endorsement Requirements:

- Licensed by the State of Illinois

2. Physical Therapy. ("PT")

Physical Therapists ("PT") offer related services to eligible CPS students aged 3-22 who require such services to benefit from an educational program. PTs offer services on a citywide basis and may be required to travel in order to perform screenings, evaluations, attend Individualized Education Program ("IEP") meetings, and provide services. The Board is requesting Proposer Related Service Providers provide the utmost quality of in person pediatric physical therapy services to the students of Chicago Public Schools.

Physical Therapy Assistants ("PTA") will not be considered in this CPOR.

License and Endorsement Requirements:

- Licensed by the State of Illinois

3. Speech- Language Pathology. ("SLP")

Speech-Language Pathologists ("SLP") offer related services to eligible CPS students aged 3-22 who require such services needed to access an educational program. SLPs offer services on a citywide basis and may be required to travel in order to perform screenings, evaluations, attend Individualized Education Program ("IEP") meetings, and provide services. The Board is requesting Proposer Related Service Providers provide the utmost quality of in person pediatric speech therapy services to the students of Chicago Public Schools.

Speech-Language Pathologist Paraprofessionals ("SLPP") and Speech-Language Pathologist Assistants ("SLPA") will not be considered in this CPOR.

License and Endorsement Requirements:

- Licensed by the State of Illinois
- Obtain an ISBE Professional Educator License ("PEL")

4. School Psychologists. ("SPSY")

School Psychologists ("SPSY") offer related services to eligible CPS students aged 3-22 who require such services needed to access an educational program. SPSY offers services on a citywide basis and may be required to travel in order to perform evaluations, attend Individualized Education Program ("IEP") meetings, and provide services. The Board is requesting Proposer Related Service Providers provide the utmost quality of in person school psychological services to the students of Chicago Public Schools.

License and Endorsement Requirements:

- Obtain an ISBE Professional Educator License ("PEL")

4. School Social Worker ("SSW")

School Social Worker ("SSW") offer related services to eligible CPS students aged 3-22 who require such services needed to access an educational program. SSW offers services on a citywide basis and may be required to travel in order to



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perform evaluations, attend Individualized Education Program (“IEP”) meetings, and provide services. The Board is requesting Proposer Related Service Providers provide the utmost quality of in person school social work services to the students of Chicago Public Schools.

License and Endorsement Requirements:

- Obtain an ISBE Professional Educator License (“PEL”)

Minimum Requirements for Agency RSPs.

1. Hours above the normal workday (hours specified below) will be paid at the standard hourly rate. Any hours over the standard workday must be approved in advance by CPS Administrators.
2. The School Year is estimated at 180 days per fiscal year calendar.
3. Summer School Staffing is based on an as-needed basis.
4. Summer School Time is to be charged at the same rate as School Year.
5. For services for which Proposer will be reimbursed by the State or Federal government, if applicable, the Board will not pay above the Federal Medicaid rate.
6. RSP signed to a one-school-year-length contract
7. Per ISBE, 23 Illinois Administrative Code Section 226.735, Workload for Special Educators:

The number of children served by a speech-language pathologist shall be based on the speech-language needs of each child. The other provisions of this Section notwithstanding, at no time shall the caseload of a speech-language pathologist exceed 60 students.

Other Requirements for Agency RSPs.

1. Proposer RSPs should have experience working in pediatric settings. It is the Proposer’s responsibility to address any training needs of its staff.
2. Responsibility for providing its own evaluation and treatment materials. Examples include:
 - a. Assessment kits
 - b. Protocols
 - c. Intervention Materials
3. Proof of Tuberculosis (“TB”) test that establishes freedom from the disease
4. Background check (federal and state)
5. CPR certification (preferred)
6. Individual Educational Plan (IEP) and 504 compliance, accommodation of students with diverse learning needs, and developing specific goals for targeted students.
7. Proposer Related Service Providers shall provide any other related services specified and requested by any of the following persons: the CPS Administrator or a CPS Network Coordinator.
8. Invoice the Board and/or Scheduling Vendor (see item B.1) electronically, which will directly integrate with the Board and/or Scheduling Vendor’s purchasing system.
9. A typical school day for a Proposer RSP is 7.0 hours per day, but may vary based upon individual school operations. The Proposer RSPs will be required to take an unpaid 45-minute lunch break. Start and end times may also vary by school. Any hours over their regular working day based on the regular 7.0 will be paid at their same billable rate and require prior administrative approval.
10. Minimum Proposer Related Service Provider requirements:



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- a. Total contracted staff turnover <15%.
- b. Proposer must comply with the Board's invoicing, record-keeping, and reporting requirements, including the Board's Medicaid billing requirements. All invoices, record-keeping, timesheets, and other reporting must be accurate and must be provided within the time limits established by the Board (timekeeping accuracy should be 100%). Proposer must ensure that the Proposer Related Service Providers also comply with these requirements. These requirements include, but are not limited to:
 - i. Submitting copies of all applicable RSP timesheets with each invoice as specified in the Agreement.
 - ii. Accurately recording and submitting Health Services Management Program (HSMP) Fee-For-Service data in an electronic or manual format, as specified in the Agreement.
 - iii. Providing summary reports as directed by CPS.
- c. Proposer Related Service Providers must be prompt and must follow their assigned schedules, as such schedules may be revised from time to time by Scheduler, OSD Management, or a CPS Network Coordinator.
- d. Proposer Related Service Providers must carry their license at all times when they are providing services, and they must present such license and certification to CPS personnel upon demand.
- E. Proposer Related Service Providers must utilize the Board's timekeeping system to track time.
- F. Proposer Related Service Providers must maintain current records of all provided services and must (using the CPS student information system) document all provided services within one (1) business day of providing such services.

Operational Functions

1. RSP Time and Invoicing Management:

- a. Process invoicing electronically,
- b. The Board will review and approve payment for submitted invoices based on accuracy and compliance with contractual terms.
- c. Minimum requirements:
 - a. RSP/case consistency >75%
 - b. RSP has proper training for assignment =100%
 - c. Qualified RSP assignment =100%

2. Hiring/Recruiting

- a. Identify speech-language, occupational therapy, physical therapy, and school psychologists based on Board needs that are highly qualified RSPs.
- b. The final hiring decision will be approved by the Board.
- c. The onboarding process will comply with Board requirements (including, but not limited to background checks, drug testing, fingerprinting, TB screening).
- d. Covid-19 vaccination and/or approved accommodation.
- e. Minimum requirements
 - 1) Time to fill Board vacancies <30 days
 - 2) If RSP does not fulfill 60-day probationary period, retention fee will not be paid

3. Training



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- a. Proposer will work with the OSD Management/ Administrative Team to ensure that Speech-Language Pathologists, School Social Work, School Psychologists, Occupational Therapists, and Physical Therapists are adequately trained to protect the Board's students.
- b. Proposer will ensure that their staff is trained, compliant with requirements, and participate in any Board-related training and/or professional development as requested by the Board.

IV. GENERAL REQUIREMENTS.

A. Services Evaluation.

Service Level Agreements ("SLAs") will be discussed as part of the contracting process. As part of the response, Proposers should submit proposed SLAs for each category in which a response is submitted. These will be taken into consideration along with the Board's SLAs to develop a mutual approach to monitoring and resolving performance matters. If quality measures or SLAs are not fulfilled, the Board may request at-Risk compensation.

The Board will continually evaluate the Services of the selected Proposer as to effectiveness and safety and will require such changes as are necessary. The selected Proposer shall take prompt action to correct all identified deficiencies according to defined SLAs.

B. Operational Requirements.

1. Reporting. Selected Proposer shall provide data and reports, in a form approved by the Board, concerning general operations for each service type as required by the Board. The reports listed below are examples of the types of reporting that should be delivered. A final report listing will be agreed upon by the selected Proposer and the Office of Diverse Learner Supports and Services.
This list is not all inclusive.

a. Report Type Frequency

- i. RSP Service Minutes Weekly
- ii. RSPs Allocated to Schools Weekly
- iii. Scheduling of RSPs Daily
- iv. Invoicing Reports for RSP Services Daily
- v. Training Quarterly

Selected Proposer shall designate one person to receive and respond to such requests, whether or not that person actually compiles the reports. The Board will notify selected Proposer of the information needed and the deadline for which the data is due.

2. Recordkeeping Requirements for Drug and Alcohol Testing Program. Written documentation must be maintained by the selected Proposer that documents all employees selected for random drug and/or alcohol testing. The process used to select individuals for random testing shall be documented by the selected Proposer, and the results of all tests must also be maintained by the selected Proposer.



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3. Account Management. Selected Proposer must provide a single point-of-contact (Account Manager) who is assigned to oversee and manage the day-to-day activities of this relationship with the Board, as well as overall management of the customer service issues and reporting. The selected Proposer shall also be required to have periodic meetings with the Department of Procurement personnel for regular contract review as well as an annual business review at a time determined by the Department of Procurement. Selected Proposer must also provide management reporting related to the Board's spending with the selected Proposer including, but not limited to, summary reports on spending trends and on expenditures of the Proposer by category on a quarterly basis. Selected Proposer must support the Board with an appropriate number of personnel to meet the Board's needs.

Timeline: (When are services needed?)

For the 2027-2028 school year (SY28), CPS anticipates needing in-person school-related occupational therapy, physical therapy, speech-language, school social work, and school psychological services.

Deliverables	Delivery Date / Milestone	Expected Outcome
Related Service Provider for Coverage Absences to Fill Assignments	By Designated Start Times once assigned.	100 %
Submit Completed Notes	Submit accurate notes within three (3) business days after services are delivered. Best Practice is 24 hours once assigned.	100% within 3 business days. Best Practice is 24 hours.
Provided High-Quality Services	Throughout service experience once assigned.	100% Rated Satisfactory or higher

MBE/WBE Goals (to be completed by Bus. Enterprise Development)

MBE: 30% WBE: 7% N/A

- E-mail page 1 to: [Mysty Harris](#)



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Key Performance Indicators to assess supplier performance	Definition	Target
Performance /Quality of Services: Supplier rating, other key metrics determined by User Group (add more rows if necessary).	(e.g. supplier rating is a 1 – 5 rating; 1 is poor and 5 is excellent)	(e.g., supplier rating above 4)
Financial: Proactive Cost Monitoring, Cost Control and timely invoicing.	(e.g. timely invoices – invoices must be submitted within 30 days after rendered services)	(e.g., invoices submitted within 30 days after services rendered)
Compliance with Diversity Goals: Does the vendor meet the required business diversity goals (if applicable)?	(e.g., diversity goals are 30% MBE and 7% WBE)	(e.g., 30% MBE and 7% WBE)
Continuous Improvement: Value add ideas, waste elimination, cost savings initiatives.	(e.g., provide value add ideas to keep improving district services)	(e.g., 3 ideas annually)



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This page must be completed and signed by Vendor - attach additional sheets if necessary, including cost breakdown.

Describe the Qualifications and Experience of Vendor as related to this project:

M/WBE SOLICITATION FORMS: If the total compensation exceeds \$75,000, please complete a set of the M/WBE Solicitation Forms and submit them along with this Request for Quote. The forms can be found at:

http://cps.edu/SiteCollectionDocuments/OBD_MBE_WBE_Forms.pdf

COST BREAKDOWN: Please provide a cost breakdown in a separate attachment that lists the component parts of the price on a cost per unit basis (e.g., per service provided, per school, or per student, with hourly rates of services broken down by level of experience of consultant, etc.). If a range of services is requested, provide the costs and totals per unit per range.

Finally, provide a total compensation (not-to-exceed price) below.

Total Compensation (not-to-exceed price):

\$

Name / Title of Project Manager, Key Personnel, and Person to Receive Contract Notices	Address, Telephone #, Fax #, Email address, and Qualifications (attach resume if necessary)	Hourly Rate (or other basis of compensation)

Submittal Documents Checklist (submit the following documents with your Quote):

- MBE/ WBE Compliance Affidavit (required if total compensation exceeds \$75,000)
- Contractor's Disclosure Form
- Tax Form W-9
- Insurance Certificate (evidence of current insurance)
- Interrogatories (if applicable)

Response Prepared By: _____ Name Date: _____

_____ Title

_____ Signature

_____ Vendor Name



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