

**Request for Proposals (“RFP”)  
For  
Occupational Therapy Services**

This RFP is Being Issued by:

**Wallace Stegner Academy**  
980 S. Bending River Rd.  
Salt Lake City, Utah 84104  
Tel. 801.456.9570

Date of RFP Issue: April 10, 2026

Deadline to Submit Proposals: April 23, 2026 by 5:00 p.m.

## I – KEY DATES

- A. **Date of RFP Issue:** April 10, 2026.
- B. **Deadline to Submit Proposals:** April 23, 2026 by 5:00 p.m. MDT.
- C. **Opening of Proposals:** April 23, 2026 at 5:00 p.m. at the offices of Academica West, 290 N. Flint St., Kaysville, UT 84037. Offerors are not expected or required to attend the opening.
- D. **Review of Submitted Proposals:** April/May 2026.
- E. **Anticipated Contract Award Date:** May/June 2026.
- F. **Anticipated Contract Term:** Up to five years.
- G. **Commencement of Services:** August 2026.

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## II – GENERAL INFORMATION

A. **Introduction.** Wallace Stegner Academy (“WSA” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school with campuses located in Salt Lake City, West Valley City, Kearns, and Sunset, Utah. WSA began operations in 2008 and enrolls over 2,000 students in grades K-12.

*The services that are the subject of this RFP is for the Salt Lake City campus located at 980 S. Bending River Rd., Salt Lake City, Utah 84104; the Sunset campus located at 160 W. 2525 N., Sunset, UT 84015; the Kearns campus located at 4590 S. 5600 W., West Valley City, UT 84120; and the West Valley campus located at 2671 S. Stegner Way, West Valley City, 84120.*

B. **Purpose of RFP.** The purpose of this RFP is to solicit occupational therapy services from reputable, experienced, and skilled providers. Specifically, WSA is seeking proposals from providers that can serve our current and future students in a skilled, professional, and timely manner that complies with applicable legal requirements.

D. **Award of Contract.** The contract will be awarded to the offeror whose proposal is determined to provide the best value to WSA, taking into consideration all substantive evaluation criteria outlined in this RFP as well as cost. No other criteria will be used in the evaluation. Please note that the Utah Procurement Code requires that most cost information be evaluated independently from the substantive evaluation criteria. The final determination shall be in writing and shall be determined at the sole discretion of WSA’s Board of Directors. The contract file will contain the basis on which the award is made. However, to the extent permitted by law, WSA may reject any and all proposals and may waive any informality or technicality in any proposal received if WSA’s Board of Directors determines it would serve the best interests of the School.

E. **Term of Contract.** In the interest of maintaining continued services, reducing administrative burdens in procuring, negotiating, or administering contracts, and potentially obtaining a volume or term discount, WSA intends to award a contract for these services for a period up to, but not to exceed, five (5) years. However, the contract must contain termination and/or renewal provisions acceptable to WSA as well as include the provisions in Utah Code Ann. § 63G-6a-1204(3)-(5) applicable to the contract.

F. **Written Contract.** If selected by the WSA’s Board of Directors, the successful offeror must be prepared to enter into a written contract consistent with the acceptable services, terms, and conditions outlined in the successful proposal and the requirements set forth in this RFP. In addition, the written contract must incorporate the below-described “Disclaimer & Acknowledgment” and contain financial terms that require regular payments from WSA on a monthly basis.

G. **Disclaimer & Acknowledgement.** Authorization to continue operating WSA as a Utah public charter school is expressly contingent on WSA’s charter not being terminated by the Utah State Charter School Board. WSA reserves the right to cancel any and all contracts executed pursuant to this RFP in the event the School’s charter is terminated for any reason. All offerors must agree to cancellation of said contracts and to hold WSA, its directors, officers, employees, and agents harmless for any loss of potential profits and costs/expenses incurred in the event the

School's charter is terminated for any reason. Submission of a proposal in response to this RFP shall be deemed an acknowledgment and consent by the offeror to the cancellation provisions contained in this paragraph.

### III – PROPOSAL INFORMATION

A. Proposals must be submitted in compliance with **Section IV** of this RFP. Proposals not submitted in compliance with **Section IV** of this RFP may not be considered.

B. The content of a proposal must address the specifications described in **Section V** below. Only one proposal from each offeror may be submitted and considered. Offerors may include in their proposals any special or unique services they plan to provide.

C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein and that the offeror anticipates being able to supply the described services for the pricing proposal contained in their submitted proposal.

D. Proposals will be opened publicly as stated above. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Only the names of offerors who submitted proposals will be identified at the opening of proposals. However, a register of proposals will be prepared and shall be open for public inspection after the contract for this project is awarded. WSA will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. **OFFERORS ARE NOT REQUIRED OR EXPECTED TO ATTEND THE OPENING.**

E. WSA's Evaluation Committee may, for the purpose of assuring full understanding of and responsiveness to the RFP's requirements, enter into discussions or conduct interviews with, or attend presentations by, offerors who submit proposals. Offerors may be required to sign a non-disclosure agreement in connection with such activities.

F. **It is understood that WSA's issuance of this RFP does not obligate WSA to accept any of the proposals submitted in response to this RFP, nor does it guarantee that WSA will in fact accept any of the said proposals. To the extent permitted by law, WSA's Board of Directors reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of WSA. No agreement exists on the part of WSA and any offeror until a written contract is approved and executed by WSA's Board of Directors and the offeror.**

G. **This RFP does not obligate WSA to pay for any costs of any kind whatsoever that may be incurred by an offeror/respondent or any third parties in connection with a proposal. All submitted proposals, responses, and supporting documentation shall become property of WSA. Further, WSA shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.**

H. At any time during the evaluation process, WSA's Evaluation Committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

#### IV – PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for occupational therapy services for WSA.

A. **Cover Letter.** It is mandatory that each proposal contain a cover letter which includes the following:

1. The legal company name of the offeror;
2. The complete company address;
3. The company contact person's name, phone number, and email address;
4. The company's website address;
5. The signature of the company's authorized representative, including position/title; and
6. The date of submission.

B. **Specifications.** Proposals must address the Proposal Specifications set forth below in **Section V**.

C. **Proposals must be delivered by email to Gabe Clark at [gabe@academicawest.com](mailto:gabe@academicawest.com).** Proposals must be in PDF format and separated by cost and non-cost related information. All non-cost related information of a proposal (the information provided by an offeror in response to **Section V(A)(1)-(4)**) must be contained in a PDF file(s) and clearly identified as "Non-Cost Related Information for Occupational Therapy Services Proposal." All cost-related information of a proposal (the information provided by an offeror in response to **Section V(A)(5)(a)**) must be contained in a different PDF file(s) and clearly identified as "Cost-Related Information for Occupational Therapy Services Proposal." No cost information may be submitted in the same PDF file identified as the "Non-Cost Related Information for Occupational Therapy Services Proposal." The subject line of the email should indicate that the email contains a proposal for Occupational Therapy Services to WSA.

D. **Submission of Protected Information.** Protection of disclosure of information submitted by an offeror in response to this RFP is governed by Utah's Government Records Access and Management Act in Utah Code § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. An offeror that desires to request protected status of any information it submits to the School in response to this RFP must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the offeror shall comply with the requirements in Utah Code § 63G-2-305, Utah Code § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, the School will comply with Utah Code § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this RFP shall be deemed an acknowledgment and consent by the offeror that the offeror agrees

with this paragraph and will indemnify, defend, and hold harmless the School, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the offeror in response to this RFP, even if the offeror requested protected or other confidential status for the information.

**F. Submission of Proposals with Protected Business Confidential Information.** In accordance with Utah Administrative Code Rule R33-7-107, if an offeror submits a proposal that contains information claimed to be business confidential or protected information, the offeror must submit two separate proposals as follows:

1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as “Redacted Version;” and
2. One non-redacted version for evaluation purposes clearly marked as “Protected Business Confidential.”

Please note that pricing may not be classified as business confidential and will be considered public information. In addition, an entire proposal may not be designated as “protected,” “confidential,” or “proprietary” and shall be considered non-responsive unless the offeror removes the designation.

## **V – PROPOSAL SPECIFICATIONS**

**A. Content of Proposals.** Offerors must address the following in their proposals:

**1. Description and Past Experience of Organization.**

- a. Provide description of the nature of your organization’s services and activities. Specifically address your organization’s experience providing occupational therapy, particularly within the education arena, specifically regarding charter schools and charter school students, if any.
- b. List all schools, districts, and education-related clients (if allowed) for whom your organization has performed work during the past 12 months and certify that there is no conflict of interest between any existing contract or client relationship and the ability of your organization to provide the requested services to WSA. Client relationships that could potentially be a conflict of interest must be listed together with a discussion of how your organization will resolve the potential conflict of interest.
- c. Disclose whether your organization, its providers, or its clients have received any warning, sanction, criticism, fine, or similar reprimand from any regulatory agency for the work performed by your organization. Also disclose whether any of your organization’s owners, officers, employees, or agents have ever been subject to the same type of reprimand or scrutiny. If not, provide a clear statement to that effect.
- d. List out which services your organization does in-house and which ones it out-sources to other organizations or individuals. If your organization works with other

organizations to provide some services, please include them in your personnel and management overview described below, as well as their experience in the relevant categories.

2. **Personnel/Management.**

- a. Identify all individuals on your organization's team who will manage the contracted services for Utah students and who will provide the contracted services.
- b. Describe each individual's overall experience and skill in occupational therapy. Provide each individual's current resume/biography.
- c. Provide each individual's education, experience, and expertise with pertinent information demonstrating qualifications for successfully carrying out a proposal submitted in response to this RFP.
- d. Provide the length of time that each individual has been employed by your organization.

3. **References.** Each offeror must provide a list of references that WSA may contact to discuss the offeror's past performance and evaluate offeror's ability to perform the requested services.

4. **Pricing.**

- a. Provide the total hourly rate to be charged by your organization for providing occupational therapy services to WSA at all WSA campuses.
- b. Provide any other fees or costs to be charged by your organization in connection with providing occupational therapy services to WSA at all WSA campuses.

B. **Selection and Scoring.** Selection of a provider for the requested services will be based on offerors' responses to these proposal specifications in relation to the Evaluation Criteria set forth in **Section VI**. The successful proposal will address each of the required specifications and clearly demonstrate how the offeror will meet or exceed WSA's needs. The Evaluation Criteria set forth in **Section VI** contains a numerical score for each of the proposal specifications and proposals will be ranked based on their score. The Evaluation Committee will first subjectively score the non-cost portion of each proposal (the Evaluation Criteria Unrelated to Cost) based on offerors' responses to the specifications contained in **Section V(A)(1)-(4)**. The Evaluation Committee will then objectively score the cost portion of each proposal (the Evaluation Criteria Related to Cost) by using the following formula: *Total Cost Points Possible x (Lowest Proposed Price ÷ Proposal Price Being Evaluated)*. The offeror with the lowest proposed price (which proposed price is provided by offerors in response to the specification in **Section V(A)(5)(a)**) meeting the requirements of the RFP will receive 100% of the cost points (25) and all other offerors will receive a portion of the cost points based on the formula above. **Note:** Proposals that are not compliant with **Section V** may not be considered.

## VI – EVALUTION CRITERIA

### Evaluation Criteria Unrelated to Cost

- A. **Offeror’s Description and Past Experience (30 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(1)**.
- B. **Offeror’s Personnel and Management (25 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(2)**.
- C. **Quality of Offeror’s Service Based on References (15 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(3)**.

### Evaluation Criteria Related to Cost

- D. **Pricing (30 points):** This criterion is based on the pricing proposal provided in response to the specifications in **Section V(A)(4)**.

Total points possible based on Evaluation Criteria: 100 points

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