



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	25-116-DCC
COMPANY NAME:	Music Speaks, LLC
MAIN ADDRESS:	PO Box 986
CITY, STATE, ZIP CODE:	Marion, IA 52302
TELEPHONE NO.:	(563) 249-5781
CONTACT PERSON:	Stephanie Johnson
CONTACT EMAIL:	stephanie@musicspeakstherapy.com

Section III: Certification

The undersigned certifies that they are:

☒ The Owner or Sole
Proprietor

☐ A Member authorized to
sign on behalf of the
Partnership

☐ An Officer of the
Corporation

☐ A Member of the Joint
Venture

Herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Stephanie Johnson

(President or Partner)

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, Proposal rigging or Proposal-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this Proposal and have checked the same in detail before submitting this Proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Offeror certifies that they have provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Offeror agrees to provide the service described in this solicitation and in the contract specifications under the conditions outlined in attached documents for the amount stated.

By signing below, the Offeror agrees to the terms of this Proposal Form and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Offeror: Stephanie Johnson

Signature: 

Title: Owner, Chief Executive Officer

Date: 11/11/2025



Proposal: Music Therapy Services with DuPage Care Center
Music Speaks, LLC
Invitation #: 25-116-DCC

Pricing Proposal:

Service of direct care music therapist to DPCC:

The weekly rate for music therapy services includes: treatment sessions, data collection and documentation, session preparation, staff and family communication, staff music therapy education, and Music Speaks' administration. More detailed description of services below. Further services not listed here or in the proposal packet may be discussed at the time of need. Music Speaks requests ongoing conversations about how the music therapist(s) will use their time.

Compensation:

Pricing**	• 2026 - \$1,197.61/wk • 2027 - \$1,233.54/wk • 2028 - \$1,270.55/wk • 2029 - \$1,308.66/wk • 2030 - \$1,347.92/wk
Total resident contact time per week	8 hrs 30 min
Sessions/ week	7-10 sessions/ wk (1.5 days/ wk) (groups + 1:1) Services provided weekly
Group session duration	50-60 min
Individual session duration	30-60 min average, can vary more greatly for clinical need

*** Bidder chose to include multiple years per instructions in document "Notice to Bidders" - Section 6 - "Requirements" bullet 5 (page 22 of 31).*

Description of Services:

Unless otherwise noted, all below services are included in the fee.

1. Treatment Process

- a. After referrals are received, the therapist evaluates the clients for appropriateness of continued services.
- b. The therapist creates functional goals and implements music and rhythm based interventions on a weekly basis.



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c. Documentation

- i. The music therapist will document individual responses after each session. Music Speaks creates and provides documentation forms. Findings will be submitted on a timeline agreed upon by Music Speaks and the care team to demonstrate what changes were observed after clients received music therapy. The music therapist will also communicate observations with staff directly.
- ii. The music therapist submits client progress reports.
- iii. Access to their client's medical history provides the music therapist essential information for efficiently developing appropriate and effective interventions, building rapport, and analyzing responses to interventions.

2. Communication

- a. The music therapist communicates with staff on resident diagnoses, goals, changes, outcomes, and schedule. This can be provided both verbally and/or in writing.. Music Speaks also continuously communicates and collaborates with administrative staff on a regular basis and as needed, pertaining to changes, concerns, questions, or ideas related to the music therapy services.
- b. If requested, Music Speaks may communicate with additional staff or administration, including but not limited to board or foundation members, grant writers, nursing staff, certified nursing assistants, and social workers. Provider may also communicate with family members of residents or other community members about general music therapy services. At all times, communication about specific clients and outcomes will only be done so with permission from the facility, and in compliance with HIPAA guidelines.
- c. If requested, the music therapist may submit additional information or reports written specifically for the resident's regularly scheduled care plan meeting. The therapist may attend care plan meetings to report on the residents' therapy outcomes, if available to schedule. (If highly utilized, may require additional fee).

3. Education

- a. In-services, continuing education, or open houses may be provided to the staff and community about music therapy, at no additional fee (though high utilization may require additional fees). This knowledge supports those involved to understand the value music therapy provides, how to appropriately refer residents, and what information is best to communicate with the therapist.
- b. Additionally, Music Speaks can provide education to staff and family members about how to incorporate music into their own daily care.



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4. **Marketing/ Fundraising Assistance** - Music Speaks recognizes music therapy is a highly visible, yet currently unique service provided in long term care. Often facilities want to promote their collaboration with the qualified therapists to the public. This can be done through newsletters, website language, radio interviews, video interviews, or family presentations.
5. **Consultation** (If highly utilized, may require additional fee) - Additional collaboration can be provided related to recommendations for other use of music throughout the facility. This may relate to recorded music used in residents' rooms, during other activities or exercises, or related to those who may tolerate or not tolerate high level sensory activities, such as music entertainment. Consultation may also relate to educating staff on specific cases of music during cares, showers, meals, etc.
6. **Family Interaction** - The residents in the session may not be the only clients in the room. Family or caregivers visiting may join in on the session with the referred residents, and also experience positive benefits. The therapist will work to incorporate the visitor into the interventions so that the resident and related visitor are increasing their positive interaction. If the related visitor prefers to simply watch the resident's response, there is no concern with this level of participation either.

Cancellation of Sessions:

In the event the facility is inclined to cancel a week of services at any time, rescheduling or virtual service will be encouraged and agreed upon by both parties to maintain treatment consistency. If group sessions are canceled, 1:1 sessions may also take that time during the week. Sessions that are successfully rescheduled and completed prior to the next scheduled session will not incur any additional charges. Service that cannot be rescheduled or held virtually may be canceled with a minimum of 24 hours notice for a \$750/ week time slot reservation fee. Full rate will be charged for cancellations made with less than 24 hour notice. No charges will incur for sessions canceled by the Music Therapy Provider or if a scheduled session falls on a federal holiday.