



Inaugural Meeting

August 3 & 4, 2022

Facilitated by The Council of State Governments



Table of Contents

Click item to view page. Items presented in agenda order.

Proposed Agenda.....	3
Draft Bylaws.....	6
Draft Rule on Rulemaking.....	16
Code of Conduct.....	21
Transition Plan.....	24
Funding Letter from AOTA.....	26
Funding Letter from NBCOT.....	27
Draft Request for Proposal for Executive Director.....	28
Draft Request for Proposal for Secretariat.....	30
Compact Legislative Update.....	38



**OT COMPACT INAUGURAL COMMISSION MEETING
AUGUST 3-4, 2022
Proposed Agenda**

Virtual Meeting (Zoom)

Registration Link: <https://csg-org.zoom.us/meeting/register/tZcsf-ggrjwuH9LiBK5GhD2q1icuS0JEleLO>

You must register to receive the meeting link.

WEDNESDAY, AUGUST 3, 2022

All times are listed in Eastern Time.

10:00-10:10 a.m.	Welcome and Introductions of Interim Staff
10:10-10:30 a.m.	Call to Order: Roll Call Commission Delegate and Ex-Officio Delegate Introductions Overview of Agenda Adoption of Agenda*
10:30-11:15 a.m.	Governance Structure Review: Statute, Bylaws, Rules, Entity Status Instruction to Delegates/ Review and Adoption of Code of Conduct Policy*
11:15-11:30 a.m.	BREAK
11:30 a.m.-12:30 p.m.	Discussion of Interim Legal Counsel and Interim Secretariat

* Indicates item requiring Commission vote.

	<p>Discussion of OT Compact By-Laws Adoption of OT Compact By-Laws*</p>
12:30-1:30 p.m.	LUNCH
1:30-3:30 p.m.	<p>Transition Issues: Discussion of Transition Plan Identification of Additional Transition Issues Vote on Transition Plan*</p> <p>Funding Letters* Discussion of Commission Finances</p> <p>Discussion of RFP for Executive Director Approval of RFP for Executive Director*</p> <p>Discussion of RFP for Secretariat Approval of RFP for Secretariat*</p>
3:30-3:45 p.m.	BREAK
3:45-4:00 p.m.	<p>Discussion of Rule on Rulemaking Adoption of Rule on Rulemaking*</p>
4:00-4:30 p.m.	<p>Discussion of Role of Executive Committee Nomination, Election and Removal Process for Executive Committee/Officers</p>
4:30-5:00 p.m.	<p>Questions from Delegates Public Comment from Non-Delegate Attendees</p>
5:00-5:15 p.m.	<p>Preview of Day 2 Reminder to Delegates to Review Candidate Bios</p> <p>RECESS</p>

* Indicates item requiring Commission vote.

THURSDAY, AUGUST 4, 2022

All times are listed in Eastern Time.

10:00-10:15 a.m.	Call to Order: Roll Call Review of Day One OT Compact Inaugural Meeting Overview of Agenda Adoption of Agenda*
10:15-11:00 a.m.	Elections and Election Results*
11:00-11:15 a.m.	Legislative Update
11:15-11:45 a.m.	Discussion of Future Rules for Consideration
11:45 a.m.-12:15 p.m.	LUNCH
12:15-1:00 p.m.	Discussion of Committee Structure and Function Overview of Committee Process and Requirements Introduction of Potential Committees
1:00-1:30 p.m.	Meeting Summary and Next Steps Next Meeting Date: TBD
1:30-2:00 p.m.	Questions from Delegates Public Comment from Non-Delegate Attendees
2:00 p.m.	ADJOURN

* Indicates item requiring Commission vote.



Occupational Therapy Interstate Compact Commission Draft Bylaws

(For Consideration August 3, 2022)

DRAFT

Table of Contents - Occupational Therapy Interstate Compact Commission Bylaws

Article I: Commission Purpose, Function and Bylaws

- Section 1. Purpose
- Section 2. Function
- Section 3. Bylaws

Article II: Membership

Article III: Executive Committee

- Section 1. Composition
- Section 2. Duties and Qualifications
- Section 3. Removal of Executive Committee Members
- Section 4. Vacancies and Elections

Article IV: Commission Personnel

- Section 1. Duties of the Executive Director

Article V: Meetings of the Full Commission

- Section 1. Meetings and Notice
- Section 2. Quorum
- Section 3. Voting
- Section 4. Procedure
- Section 5. Public Participation in Meetings

Article VI: Other Committees

Article VII: Finance

- Section 1. Fiscal Year
- Section 2. Budget
- Section 3. Accounting and Audit
- Section 4. Costs and Expense Reimbursement

Article VIII: Adoption and Amendment of Bylaws

Article IX: Qualified Immunity, Defense and Indemnification

- Section 1. Immunity
- Section 2. Defense
- Section 3. Indemnification

Article X: Withdrawal

Article XI: Dissolution of the Commission

Article I: Commission Purpose, Function, and Bylaws

Section 1. Purpose

Pursuant to the terms of the Occupational Therapy Interstate Compact, (the "Compact"), the Occupational Therapy Interstate Compact Commission (the "Commission") is established as a joint government agency of the member states to fulfill the Compact objectives through a means of joint cooperative action among the member states. This is accomplished by developing a comprehensive process that facilitates the exchange of information in the areas of licensure and investigative authority of member state Occupational Therapy Licensing Boards and providing for mutual recognition of Occupational Therapy and Occupational Therapy Assistant licenses by all member states, under the terms of the Compact and through the issuance of privileges to practice, thereby enhancing the portability and mobility of licenses and ensuring and promoting public protection.

Section 2. Functions

In pursuit of the fundamental objectives set forth in the Compact, the Commission shall, as necessary or required, exercise all of the powers and fulfill all of the duties delegated to it by the member states. The Commission's activities shall include, but are not limited to all powers and duties as outlined in Section 8.C. of the Compact and as otherwise provided by the Compact, or as determined by the Commission to be warranted by, and consistent with, the objectives and intent of the Compact. The provisions of the Compact shall be reasonably and liberally construed to accomplish the purposes of the Compact.

Section 3. Bylaws

As required by the Compact, these Bylaws shall govern the management and operations of the Commission. As adopted and subsequently amended, these Bylaws shall remain subject to the terms of the Compact.

Article II: Membership

The Commission membership shall be comprised as provided by the Compact. Each member state shall have and be limited to one delegate selected by that Member States' Licensing Board. The delegate shall be a current member of the Licensing Board, who is an Occupational Therapist or Occupational Therapy Assistant or Public Member of the Licensing Board or an Administrator of a Licensing Board. Each member state shall forward the names of its delegate to the Chair of the Commission or designee by executing the nomination form which affirms that they are the appropriate appointing authority.

A delegate may designate a person to serve in place of the delegate as the delegate's temporary representative with respect to Commission business, including attending Commission meetings and voting. A delegate must notify the Chair of the Commission or designee of the identity of the temporary representative and the scope and duration of the representation, prior to the inaugural meeting and before each meeting wherein the temporary representative will be serving on behalf of the delegate. The temporary representative's service must be limited in scope and the Commission may determine the number of meetings at which the delegate may have an excused absence during their term.

The Chair of the Commission shall promptly advise the member state of the need to appoint a new delegate whenever a vacancy occurs. Any delegate may be removed or suspended from office as

provided by the law of the state from which the delegate is appointed. The member state board shall fill any vacancy occurring on the Commission with a successor delegate who is a current member or administrator of a Licensing Board, within no longer than 90 days.

Article III: Executive Committee

Section 1. Composition

The Commission shall establish an Executive Committee, which shall be empowered to act on behalf of the Commission between Commission meetings, except for rulemaking or amendment of the Compact. The Commission shall determine the procedures, duties and budget of the Executive Committee. The power of the Executive Committee to act on behalf of the Commission shall be subject to the Bylaws, Rules, and provisions of the Compact.

The Executive Committee shall consist of seven (7) voting members who are elected by the Commission from the current membership of the Commission and two (2) ex-officios, consisting of one nonvoting member from a recognized national Occupational Therapy professional association and one nonvoting member from a recognized national Occupational Therapy certification organization. The ex-officio members shall be selected by their respective organizations. Of the seven (7) voting members elected to the Executive Committee, four (4) members shall be designated as Chair, Vice-Chair, Secretary and Treasurer of the Commission. Members of the Executive Committee shall serve a term of two years or until a successor is elected. No person shall serve more than two (2) terms consecutively in the same office. Three (3) remaining voting members of the Executive Committee shall be members-at-large chosen from the current membership of the Commission and elected by the Commission.

The Executive Committee shall give seven (7) days' notice of its meetings, posted on its website and as otherwise determined by the Commission to provide notice to persons interested in the business of the Commission.

The Commission may determine whether the temporary representative may vote on behalf of a delegate elected by the Commission to serve on the Executive Committee and the number of meetings at which the delegate may have an excused absence during their term.

Section 2. Duties and Qualifications

The Commission's officers shall perform all duties of their respective offices as the Compact and these Bylaws provide. Their duties shall include, but are not limited to, the following:

- a. Chair: The Chair shall call and preside at Commission and Executive Committee meetings; prepare agendas for the meetings; act on Commission's behalf between Commission meetings.
- b. Vice Chair: The Vice Chair shall perform the duties of the Chair in their absence or at the Chair's direction. In the event of a vacancy in the Chair's office, the Vice Chair shall serve until the Commission elects a new Chair.
- c. Treasurer: The Treasurer, with the assistance of the Executive Director of the Compact, shall monitor the Commission's fiscal policies and procedures and serve as chair of the Finance Committee.

- d. Secretary: The Secretary, with the assistance of the Executive Director of the Compact, shall keep minutes of all Commission meetings and shall act as the custodian of all documents and records pertaining to the status of the Compact and business of the Commission. The Commission may allow for the Executive Director to serve as Secretary of the Commission provided that the Executive Director will not be a member of the Commission.

The Executive Committee shall:

- a. Recommend to the entire Commission changes to the rules or bylaws, changes to this Compact legislation, fees paid by Compact member states such as annual dues, and any commission Compact fee charged to licensees for the compact privilege;
- b. Ensure Compact administration services are appropriately provided, contractual or otherwise;
- c. Prepare and recommend the budget in consultation with the Treasurer;
- d. Maintain financial records on behalf of the Commission;
- e. Monitor Compact compliance of member states and provide compliance reports to the Commission;
- f. Establish additional committees as necessary; and
- g. Perform other duties as provided in rules or bylaws and administer the affairs of the Commission in a manner consistent with the Bylaws and purpose of the Commission.

Section 4. Removal of Executive Committee Members

Any Executive Committee member may be removed from office for good cause by a two-third (2/3rd) majority vote of the Commission.

Section 5. Vacancies and Elections

Upon the resignation, removal, or death of a member of the Executive Committee, such vacancy shall be announced to the Commission by the Chair or designee.

An Elections Committee shall send a call for nominations 30 days prior to the election, shall announce a slate of candidates to the Commission 20 days prior to the election, shall announce voting by electronic ballot 10 days prior to the election and shall verify and report the results of the election to the Commission.

Any election resulting in a tie vote will be decided by runoff election between the Delegates with the highest votes. No Commissioner shall be nominated or eligible to serve on the Executive Committee if from a member state in default of its obligations under the Compact.

Article IV: Commission Personnel

Section 1. Duties of the Executive Director

The Commission, through its Executive Committee, may contract for an Executive Director of the Compact. As the Commission's principal administrator, the Executive Director shall also perform such other duties as may be delegated by the Commission, the Executive Committee or required by the

Compact and the Bylaws, including, but not limited to, the following:

- a. Serve at its discretion and act as Secretary to the Commission, but shall not be a Member of the Commission;
- b. Hire and supervise such other staff as may be authorized by the Commission;
- c. Establish and manage the Commission's office or offices as determined by the Commission;
- d. Recommend general policies and program initiatives for the Commission's consideration;
- e. Recommend for the Commission's consideration administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff;
- f. Implement and monitor administration of all policies, programs, and initiatives adopted by the Commission;
- g. Prepare draft annual budgets, in consultation with the Treasurer, for the Commission's consideration;
- h. Monitor the Commission's financial performance for compliance with approved budgets and policies, and maintain accurate records of the Commission's financial account(s);
- i. Execute contracts on behalf of the Commission as directed;
- j. Receive service of process on behalf of the Commission;
- k. Prepare and disseminate all required reports and notices directed by the Commission;
- l. Assist the members of the Executive Committee in the performance of its duties;
- m. Speak on behalf and represent the Commission;
- n. In collaboration with legal counsel, ensure the legal integrity of the Commission; and
- o. Report about policy, regulatory, political, legal or other developments of relevance to the Commission's operation.

Article V: Meetings of the Full Commission

Section 1. Meetings and Notice

The Commission shall meet at least once a year at a time and place as determined by the Commission. Additional meetings shall be held as determined by the Executive Committee. Members may participate in meetings in person or by electronic means as is necessary. Special meetings of the full Commission may be scheduled at the discretion of the Chair or shall be called upon the request of a majority of Delegates.

All Delegates shall be given notice of Commission meetings at least thirty (30) days prior to the scheduled date. Agendas shall be provided to all Delegates no later than seven (7) days prior to any meeting of the full Commission. If an amendment to an agenda is made after an agenda has been noticed, but forty-eight (48) hours prior to a regular meeting, or twenty-four (24) hours prior to a special meeting, then the agenda is amended upon the posting of the amended agenda. The full Commission or any Committee of the Commission may vote to accept an agenda as amended.

All Commission meetings shall be open to the public, except as set forth in Commission Rules or as otherwise provided by the Compact. Prior public notice of full Commission meetings shall be as follows: publication of notice of each meeting of the full Commission will be posted at least thirty (30) days prior to the meeting on the Commission website or another website designated by the Commission and distribution by e-mail to interested parties who have requested in writing to receive such meeting notices. A meeting may be closed to the public if the Commission determines by a majority vote of the

Delegates that there exists at least one of the conditions for closing a meeting, as provided by the Compact or authorized Rules or as certified by legal counsel to the Commission.

Section 2. Quorum

A majority of Delegates shall constitute a quorum for the transaction of business, except as otherwise required in these Bylaws. The presence of a quorum must be established before any vote of the Commission can be taken.

Section 3. Voting

Each Delegate is entitled to one vote. A Delegate shall vote on their own behalf and shall not delegate the vote to another Delegate, except as permitted by a designation allowed under Article II. Any question submitted for a vote of the Commission shall be determined by a simple majority, except as otherwise required by the Compact or the Bylaws.

Section 4. Procedure

The rules contained in the then current edition of Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the commission and its committees in all cases not provided for in these Bylaws or in any policies and procedures or any special rules of order which are duly adopted by the Commission.

Section 5. Public Participation in Meetings

Upon prior written request to the Commission, any person who desires to present a statement on a matter on the agenda shall be afforded an opportunity to present an oral statement at an open meeting. The Chair may, depending on the circumstances, allow any person who desires an opportunity to present a statement on a matter that is on the agenda even in the absence of a prior written request to the Commission. The Chair may limit the time and manner of public statements at any open meeting.

Article VI: Other Committees

The Commission shall establish committees, as it deems necessary, to carry out its objectives which shall include, but not be limited, to:

Rules Committee: A Rules Committee shall be established as a standing committee to develop uniform Compact rules and bylaw amendments and policies for consideration by the Commission and concurrent implementation by the states and to review existing rules and recommend necessary changes to the Commission for consideration.

Compliance Committee: A Compliance Committee shall be established as a standing committee to monitor a member state's compliance with the terms of the Compact and its authorized rules.

Finance Committee: A Finance Committee shall be established as a standing committee to provide financial oversight and ensure the Commission is operating within its budget and is developing financial resources to achieve its purposes.

Nominations/Elections Committee: An Election Committee shall be established as a standing committee to:

- a. Inform the Commissioners on the responsibilities of the office;
- b. Encourage participation by the Commissioners in the elections process;
- c. Announce nominations deadline and anticipated vacancies of the Executive Committee of the Commission;
- d. Communicate with incumbents to determine if they wish to run for re- election.
- e. Accept qualified nominees and prepare a slate of candidates for the election of the officers or members at large of the Executive Committee;
- f. Present a list of candidates to the Commission including the terms of office expiration dates; and
- g. Tally/verify the election results and report to the Commission.

Training/ Public Relations and Communications Committee: A Training/ Public Relations and Communications Committee shall be a standing committee to, in consultation with the Chair of the Commission and the Executive Director:

- a. Collaborate with the Executive Director to create an onboarding process and materials for new member state delegates and administrative staff.
- b. Create press releases; Develop a marketing plan to promote the benefits and utilization of the Compact
- c. Suggest updates to the website and informational items to media sources;
- d. Create additional public relations documents and provide presentations regarding the work of the Commission, as requested by the Executive Director.

Other standing and ad hoc committees may be created by the Commission as they are determined to be necessary by the Commission by 2/3 vote. The composition, procedures, duties, budget and tenure of all committees (if not outlined in bylaws) shall be determined through policies approved by the Commission. The Commission may dissolve any committee it determines is no longer needed.

After review of the bios of the eligible, interested candidates, the Executive Committee shall appoint the chair of each committee and establish the composition of each committee, except that the Treasurer shall serve as the chair of the Finance Committee and the Chair of the Commission shall chair the Executive Committee. The chairperson, vice-chairperson, and executive director of the commission shall be considered ex-officio members of each established committee. Members of any committee shall serve a two-year term as long as they remain eligible to serve. The Executive Committee may establish or appoint Committees and determine duties of Committees on behalf of the Commission and in accordance with the Compact and Bylaws. The Commission may dissolve any committee it determines is no longer needed.

All Committees shall give seven (7) days' notice of its meetings, posted on its website and as otherwise determined by the Commission to provide notice to persons interested in the business of the Commission.

These committees are not subject to the requirements of Section 8. E. 1. of the OT Compact and Article V of these Bylaws.

Article VII: Finance

Section 1. Fiscal Year

The Commission's fiscal year shall begin on October 1 and end on September 30. Membership fees in an amount to be determined by the Commission, are payable by October 1 of each year.

Section 2. Budget

The Commission shall operate on an annual budget cycle and shall, in any given year, adopt budgets for the following fiscal year or years as provided by the Compact.

Section 3. Accounting and Audit

The Commission, with the assistance of the Executive Director, shall keep accurate and timely accounts of its internal receipts and disbursements of the Commission funds. The receipts and disbursements of Commission funds are to be audited annually by an independent certified or licensed accountant. The independent audit report shall be made available to the public.

Section 4. Costs and Expense Reimbursement

Subject to the availability of budgeted funds and unless otherwise provided by the Commission, Delegates shall be reimbursed for any actual and necessary expenses incurred pursuant to their attendance at all duly convened meetings of the Commission or its committees as provided by the Compact.

Article VIII: Adoption and Amendment of Bylaws

Any Bylaw may be adopted, amended or repealed by a majority vote of the Delegates, provided that written notice and the full text of the proposed action is provided to all Delegates at least thirty (30) days prior to the meeting at which the action is to be considered. Failing the required notice, a two-third (2/3rd) majority vote of the Delegates shall be required for such action.

Article IX: Qualified Immunity, Defense, and Indemnification

Section 1. Immunity

The Commission, its Delegates, officers, Executive Director, and employees shall be immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that any such person shall not be protected from suit or liability, or both, for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

Section 2. Defense

Subject to the provisions of the Compact and Rules promulgated thereunder, the Commission shall defend the Delegate of a Member State, his or her representatives or employees, or the Commission, and its representatives or employees in any civil action seeking to impose liability against such person arising out of or relating to any actual or alleged act, error or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

Section 3. Indemnification

The Commission shall indemnify and hold the Delegate of a Member State, his or her representatives or employees, or the Commission, and its representatives or employees, harmless in the amount of any settlement or judgement obtained against such person arising out of or relating to any actual or alleged act, error, or omission that occurred within the scope of Commission employment, duties, or responsibilities that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part if such person.

The Commission shall not bear any costs related to a State that is found to be in default or that has been terminated from the Compact, unless agreed upon in writing between the Commission and the defaulting State.

Article X: Withdrawal

Member states may withdraw from the Compact only as provided by the Compact.

Article XI: Dissolution of the Commission

The Compact shall dissolve effective upon the date of the withdrawal or the termination by default of a member state, which reduces membership in the Compact to one member state as provided by the Compact.

Upon dissolution, the Compact becomes null and void and shall be of no further force or effect, and the business and affairs of the Commission shall be concluded in an orderly manner and according to applicable laws.

1 **Occupational Therapy Interstate Compact (OT Compact)**
2 **Occupational Therapy Interstate Compact Commission**

3
4 **Title of Rule:** Rule on Rulemaking
5 **History of Rule:** Drafted June 9, 2022
6 Adopted at public meeting on August 3, 2022
7 **Reason for Rule:** To further outline and clarify the rule promulgation process of the OT
8 Compact Commission.
9 **Effective Date:** September 2, 2022

10
11
12 **Chapter 1:** Rulemaking

13 **Authority:** Section 12: Date of Implementation of the Interstate Commission for
14 Occupational Therapy Practice and Associated Rules, Withdrawal, and
15 Amendment

16 Section 8: Establishment of the Occupational Therapy Interstate Compact
17 Commission

18 Section 10: Rulemaking

19 **1.0 Purpose:** Pursuant to Section 10, the Occupational Therapy Interstate Compact
20 Commission shall promulgate reasonable and lawful uniform rules to
21 facilitate and coordinate implementation and administration of the
22 Occupational Therapy Interstate Compact. This rule will become effective
23 upon passage by the Occupational Interstate Compact Commission as
24 provided in Section 10 of the Occupational Therapy Interstate Compact.

25 **1.1 Definition(s):** (a) “**Commission**” means: the Occupational Therapy Interstate Compact
26 Commission, which is the national administrative body whose
27 membership consists of all states that have enacted the Compact.

28 (b) “**Compact**” means: Occupational Therapy Interstate Compact (OT
29 Compact).

30
31 (c) “**Delegate**” means: the appointed delegate from each state as described
32 in Section 8 of the Compact and further rules promulgated by the
33 Commission pursuant to the criteria set forth in Section 10.

34 (d) “**Member state**” means a state, the District of Columbia, or United
35 States territory that has enacted this Compact legislation and which has
36 not withdrawn pursuant to Section 12 or has not been discharged pursuant
37 to Section 11 due to non-compliance with the provisions of Section 3.

38 (d) “**Rule**” means: a regulation, principle or directive promulgated by the
39 Commission pursuant to the criteria set forth in Section 10 that has the
40 force and effect of statutory law in a Member State and includes the
41 amendment, repeal, or suspension of an existing rule.

42 (e) “**Rules Committee**” means: a committee that is established as a
43 standing committee to develop reasonable and lawful uniform rules for
44 consideration by the Commission and subsequent implementation by the
45 states and to review existing rules and recommend necessary changes to
46 the Commission for consideration.

47 (f) “**Scope of Practice**” Scope of Practice” means: the procedures,
48 actions, and processes an Occupational Therapist or Occupational Therapy
49 Assistant licensed in a state is permitted to undertake in that state and the
50 circumstances under which the Occupational Therapist or Occupational
51 Therapy Assistant is permitted to undertake those procedures, actions and
52 processes. Such procedures, actions and processes and the circumstances
53 under which they may be undertaken may be established through official
54 means, including, but not limited to, statute, rules and regulations, case
55 law, and other processes available to the State Regulatory Authority or
56 other government agency.

57
58 (g) “**State**” means: any state, commonwealth, territory, or possession of
59 the United States, the District of Columbia.

60 **1.2 Proposed rules or amendments:** rules shall be adopted by majority vote of the Member
61 States of the Commission pursuant to the criteria set forth in Section 10 and in the following
62 manner:

63 (a) New rules and amendments to existing rules proposed pursuant to Section 8 and
64 Section 10 and the Commission Bylaws shall be submitted to the Commission office for
65 referral to the Rules Committee as follows:

66 (1) Any Delegate may submit a proposed rule or rule amendment for referral to
67 the Rules Committee during the next scheduled Commission meeting. or

68 (2) Standing Committees of the Commission may propose rules or rule
69 amendments by majority vote of that Committee.

70 (3) The Commission or an authorized committee of the Commission may direct
71 revisions to a previously adopted rule or amendment for purposes of correcting
72 typographical errors, errors in format, errors in consistency, or grammatical
73 errors. Public notice of any revisions shall be posted on the website of the
74 Commission. The revision shall be subject to challenge by any person for a period

75 of thirty (30) days after posting. The revision may be challenged only on grounds
76 that the revision results in a material change to a rule. A challenge shall be made
77 in writing and delivered to the Chair of the Commission prior to the end of the
78 notice period. If no challenge is made, the revision will take effect without further
79 action. If the revision is challenged, the revision may not take effect without the
80 approval of the Commission.
81

82 **1.3 The Rules Committee:** shall prepare a draft of all proposed rules and provide the draft to the
83 Executive Committee to provide to all Delegates for review and comments. Based on the
84 comments made by the Delegates the Rules Committee shall prepare a final draft of the proposed
85 rule(s) or amendments for consideration by the Commission not later than thirty (30) days prior
86 to the next Commission meeting.

87 **1.4 Prior to promulgation and adoption of a final rule:** In accordance with Section 10 of the
88 Compact, the Commission shall publish the text of the proposed rule or amendment prepared by
89 the Rules Committee not later than thirty (30) days prior to the meeting at which the vote is
90 scheduled, on the official web site of the Commission and on the website of each member state
91 licensing board or other publicly accessible platform or the publication in which each state would
92 otherwise publish proposed rules. All written comments received by the Rules Committee on
93 proposed rules shall be made available to the public upon request. In addition to the text of the
94 proposed rule or amendment, the reason for the proposed rule shall be provided.

95 **1.5 The Notice of Proposed Rulemaking shall include:**

- 96 (a) The proposed time, date and location of the meeting in which the rule shall be
97 considered and voted upon,
98 (b) The text of the proposed rule or amendment and the reason for the proposed rule.
99 (c) A request for comments on the proposed rule from any interested person; and
100 (d) The manner in which interested persons may submit notice to the Commission of their
101 intention to attend the public meeting and any written comments.
102

103 **1.6 Public Hearings:** The Commission shall grant an opportunity for a public hearing before it
104 adopts a rule or amendment if a hearing is requested by:

- 105 1. At least twenty-five (25) persons;
106 2. A state or federal governmental subdivision or agency; or
107 3. An association having at least twenty-five (25) members.

108 If no written notice of intent to attend the public hearing by interested parties is received, the
109 Commission may proceed with promulgation of the proposed rule without a public hearing.

110 If a hearing is held on the proposed rule or amendment, the Commission shall publish the place,
111 time, and date of the scheduled public hearing. If the hearing is held via electronic means, the
112 Commission shall publish the mechanism for access to the electronic hearing.

- 113 1. All persons wishing to be heard at the hearing shall notify the executive director of the
114 Commission or other designated member in writing of their desire to appear and testify at
115 the hearing not less than five (5) business days before the scheduled date of the hearing.
116 2. Hearings shall be conducted in a manner providing each person who wishes to comment
117 a fair and reasonable opportunity to comment orally or in writing.
118 3. All hearings shall be recorded. A copy of the recording shall be made available on
119 request.
120 4. Nothing in this section shall be construed as requiring a separate hearing on each rule.
121 Rules may be grouped for the convenience of the Commission at hearings required by
122 this section.

123 Following the scheduled hearing date, or by the close of business on the scheduled hearing date
124 if the hearing was not held, the Commission shall consider all written and oral comments
125 received.

126 **1.7 Final adoption of rule:** The Commission shall, by majority vote of all Member States, take
127 final action on the proposed rule and shall determine the effective date of the rule, if any, based
128 on the rulemaking record and the full text of the rule.

- 129 1. If a majority of the legislatures of the Member States rejects a rule, by enactment of a
130 statute or resolution in the same manner used to adopt the Compact within 4 years of the
131 date of adoption of the rule, the rule shall have no further force and effect in any member
132 state.
133 2. Rules or amendments to the rules shall be adopted at a regular or special meeting of the
134 Commission.

135 **1.8 Status of Rules upon adoption of Compact additional member states and applicability:**

136 Any state that joins the Compact subsequent to the Commission's initial adoption of the rules
137 shall be subject to the rules as they exist on the date on which the Compact becomes law in that
138 state. Any rule that has been previously adopted by the Commission shall have the full force and
139 effect of law on the day the Compact becomes law in that state.

140 No Member State's rulemaking requirements shall apply under this compact.

141 The Rules of the Commission shall have the force of law in each Member State, provided
142 however that where the Rules of the Commission conflict with the laws of the Member State that
143 establish the Member State's Scope of Practice as held by a court of competent jurisdiction, the
144 Rules of the Commission shall be ineffective in that State to the extent of the conflict.

145

146 **1.9 Emergency Rulemaking:** Upon determination that an emergency exists, the Commission
147 may consider and adopt an emergency rule without prior notice, opportunity for comment, or
148 hearing, provided that the usual rulemaking procedures provided in the Compact and in this
149 section shall be retroactively applied to the rule as soon as reasonably possible, in no event later

150 than ninety (90) days after the effective date of the rule. For the purposes of this provision, an
151 emergency rule is one that must be adopted immediately in order to:

- 152 1. Meet an imminent threat to public health, safety, or welfare,
- 153 2. Prevent a loss of Commission or member state funds; or
- 154 3. Meet a deadline for the promulgation of an administrative rule that is established by
155 federal law or rule.

156 **2.0 Non-substantive Rule Revisions:** The Commission or an authorized committee of the
157 Commission may direct revisions to a previously adopted Rule or amendment for purposes of
158 correcting typographical errors, errors in format, errors in consistency, or grammatical errors.
159 Public notice of any revisions shall be posted on the website of the Commission. The revision
160 shall be subject to challenge by any person for a period of thirty (30) days after posting. The
161 revision may be challenged only on grounds that the revision results in a material change to a
162 Rule. A challenge shall be made in writing and delivered to the Commission prior to the end
163 of the notice period. If no challenge is made, the revision will take effect without further
164 action. If the revision is challenged, the revision may not take effect without the approval of
165 the Commission.

166

167 The Commission shall exercise its rulemaking powers pursuant to the criteria set forth in Section
168 10 of the Compact and the rules adopted thereunder. Rules and amendments shall become
169 binding as of the date specified in each rule or amendment.

Occupational Therapy Compact Commission Administrative Policy

Code of Conduct

Date: _____, 20__

I. Introduction

As a joint government entity created by the enactment of the Occupational Therapy Compact (OT Compact/Compact) by the member states, the Occupational Therapy Compact Commission (Commission) affords great deference to its member states in selecting OT Compact Commission Delegates (Delegates) to represent them. The diverse personal, educational, and professional backgrounds of Delegates are one of the Commission's greatest assets. However, this diversity means that some Delegates may have personal pecuniary interests which are affected by the outcomes of management and other decisions which must be made concerning the administration of the Compact Commission at times. This policy was implemented to ensure transparency, accountability, and integrity in the Commission's decision-making process.

II. Code of Conduct

Delegates and their Temporary Representatives appointed by the states are responsible for upholding the integrity of the Commission and its member states. No Delegate or Temporary Representative shall engage in criminal or unethical conduct prejudicial to the Commission, any other Delegate, or any other state.

No Delegate or Temporary Representative shall vote or participate in debate upon a matter in which they have a direct or indirect financial or other personal interest resulting in a personal benefit that conflicts with the fair and impartial conduct of official duties. The Executive Committee shall have the sole authority to consider allegations of breaches of this code, including appeals from Delegates alleged to be in violation herewith. In the case of a breach, the Executive Committee may direct the Chair to notify the appropriate appointing authority in the Delegate's home state.

III. Definition

A Conflict of Interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary personal interest economic or otherwise.

IV. Disclosure of Conflicts of Interest

1. All Delegates and Temporary Representatives are required to complete a Code of Conduct form. The form constitutes an agreement by each Delegate and Temporary Representative to disclose personal interests that may impact the ability of a Delegate or Temporary Representative to conduct business in a "fair and impartial" manner

and that the Delegate or Temporary Representative will recuse from debating or voting on such a matter in fulfilling the duties of an OT Compact Delegate or Temporary Representative.

2. Completed Code of Conduct forms must be submitted to the Executive Director by January 31 of each year, regardless of whether there have been any changes in status from the previous year. If a Delegate or Temporary Representative is appointed after January 31, a completed Code of Conduct form must be submitted prior to participation in a Commission meeting. For the first year of implementation of this policy, all Delegates and Temporary Representatives must complete the form prior to the August 3, 2022 Inaugural Meeting.
3. Completed Code of Conduct forms are public documents which may be disclosed by the Commission upon request.

V. Delegate and Temporary Representative Recusal

Prior to the discussion of an issue in which a Delegate or Temporary Representative believes a conflict of interest may exist, the Delegate or Temporary Representative must announce to the Committee or Commission meeting that they are recusing themselves from participating in the caucus and voting. Once recused, the Delegate or Temporary Representative will not be able to participate in the debate or the vote concerning the matter which led to the recusal.

VI. Concerns over Financial Disclosure and Conflict of Interest

Concerns over conflicts of interest should be brought to the attention of the Chair of the Commission for consideration by the Executive Committee. The Executive Committee will determine if any of the provisions of the Commission's Policy on Conflicts of Interest have been violated and decide the appropriate action, if any.

VII. Notification of Home State Appointing Authority

If any of the following conditions are met, the Commission may notify the appropriate appointing authority in the home state of the Delegate or Temporary Representative regarding its concern about the ability of the Delegate or Temporary Representative to perform his/her duties in a fair and impartial manner.

1. The Delegate or Temporary Representative has a substantial financial conflict of interest in the outcome of the matter, such as the awarding of a contract for services or employment;
2. The Delegate or Temporary Representative has a substantial positional conflict of interest in the outcome of the matter, such as a leadership position for another organization whose purpose is contrary to that of the Commission;

3. The Delegate or Temporary Representative has been found in violation of criminal or civil state or federal statute or regulation;
4. The Executive Committee determines that a Delegate or Temporary Representative is not performing their duties consistent with this policy.

Code of Conduct Form

Delegates or Temporary Representatives appointed by the states are responsible for upholding the integrity of the Commission and its member states. No Delegate or Temporary Representatives shall engage in criminal or unethical conduct prejudicial to the Commission, any other Delegate, or any other state. No Delegate or Temporary Representative shall have a direct or indirect financial interest that conflicts with the fair and impartial conduct of official duties. The Executive Committee, in consultation with Legal Counsel to the Commission, shall have the sole authority to consider allegations of breaches of this code, including appeals from Delegates alleged to be in violation herewith. In the case of a breach, the Executive Committee may direct the Chair to notify the appropriate appointing authority in the Delegate or Temporary Representative’s home state.

I, _____,
(print name)

_____ for the State of _____
(title—delegate or temporary representative)

hereby swear or affirm that I have read and understand the OT Compact Commission Code of Conduct and will comply with said policy in all matters pertaining to my duties and obligations as a Delegate, Temporary Representative, or Officer of the Commission, including my obligation to recuse myself from consideration, debate or voting on any matter that conflicts with the fair and impartial conduct of my official duties.

(Signature)

Dated this ____ day of _____, 20__.



Proposed Transition Plan: OT Compact Operations

The following will be completed during the inaugural OT Compact Commission Meeting:

Internal procedures and policies

- Review and adopt code of conduct forms
- Discuss and adopt by-laws
- Adopt Rule on Rulemaking
- Discuss future rules for consideration
- Discussion of committees' structure and function
- Election of OT Compact Executive Committee
- Discuss dates of first Executive Committee and Rules Committee meetings
- Request for committee participants

Introductions and Commission Personnel

- Introduce State Commissioners and Ex-Officio Commissioners
- Governance and legislative review
- Discuss OT Compact Commission finances
 - Receipt of Funding Letters
- Discuss and vote on transition plan
- Discuss interim legal counsel
- Discuss RFP for secretariat services and timeline
- Role of CSG for OT Compact Commission
- Role of CSG under the current contract in support of the joint initiative of the American Occupational Therapy Association (AOTA) and the National Board of Certification in Occupational Therapy (NBCOT)
 - State level technical assistance
 - State legislative technical assistance
 - Legal services
 - Continued outreach on status of state enactments of the OT Compact
 - Continued maintenance of OT Compact website
 - Temporary secretariat services



Subsequent meetings of the OT Compact Commission and Executive Committee will consider the following items for action:

- Discuss additional rules and policies
- Develop MOU for financial support
- Develop and approve budget
- Select secretariat for OT Compact Commission
- Discuss OT Compact Commission data system

June 30, 2022

Dan Logsdon
Director
The National Center for Interstate Compacts
The Council of State Governments
1776 Avenue of the States
Lexington, KY 40511

Re: AOTA Support for the Occupational Therapy Compact Commission

Dear Dan:

We are pleased that the Occupational Therapy Compact Commission (OTCC) will be holding its inaugural meeting August 3-4, 2022.

I am writing to you today to confirm that American Occupational Therapy Association's (AOTA) FY 2023 budget includes \$112,500 to support the startup and operations of the OTCC. The AOTA Board of Directors approved AOTA's FY 2023 budget at their meeting on June 10, 2022. AOTA's fiscal year will run from July 1, 2022 to June 30, 2023.

AOTA's direct support to the OTCC will begin October 1, 2022 (which would be the beginning of the 2nd quarter of our fiscal year). We intend to send our contribution to the OTCC on a quarterly basis (\$37,500 per quarter).

AOTA's Board approved the budget for FY 2023 as described above but did not approve any spending for FY 2024 or FY 2025 for any budget items across the association. However looking forward it is our intention to budget \$150,000 per year for FY 2024 and FY 2025 to support the OT Compact Commission, subject to the availability of funding.

Sincerely,



Chuck Willmarth, CAE
Vice President, Health Policy and State Affairs
American Occupational Therapy Association



June 28, 2022

Dan Logsdon
Director
The National Center for Interstate Compacts
The Council of State Governments
1776 Avenue of the States
Lexington, KY 40511

Dear Dan:

As requested, I am writing to confirm the National Board for Certification in Occupational Therapy, NBCOT financial support for the Occupational Therapy Licensure Compact Commission as follows:

- For year one, NBCOT will provide the Compact Commission with \$112,500 matching the American Occupational Therapy Association, AOTA contribution. NBCOT's direct support to the Compact Commission will begin October 1, 2022. This money will be distributed on a quarterly bases in the amount of \$37,500 over the course of three quarters. Please note, first quarter expenses will be covered under existing funding.
- For years two and three, NBCOT will provide matching funds to what the AOTA contributes subject to funding being available.

I hope this confirmation is helpful.

Sincerely,

A handwritten signature in cursive script that reads "Paul Grace".

Paul Grace, MS
President and CEO
NBCOT

OT Compact Executive Director Draft RFP

Job Description

<u>Job Title</u>	<u>Group</u>	<u>Date Posted</u>
Director, OT Compact Commission	OT COMPACT COMMISSION	
<u>Accountable to:</u> OT COMPACT COMMISSION/Chair/Executive Committee		<u>Authority</u> OT COMPACT Section 8.C (10) Bylaws Article IV, Section 1
<u>Job Summary:</u>		
Serves as the lead staff executive for the OT COMPACT COMMISSION, a joint government agency of member states. Directs the day-to-day operations of the organization, including but not limited to projects, relationships and staff. Works in concert with the Commission leadership, and its Executive Committee to fulfil the intent and purpose of the OT Compact.		
<u>Tasks</u>	<u>Principle Responsibilities</u>	<u>Frequency</u>
1	Manages the day-to day operations of the OT COMPACT. Provides support to the Commission Chair, Delegates, Committee Chairs and Executive Committee in the execution of its responsibilities, under the Compact Bylaws. Works in consultation with Commission Chair to develop meeting agendas, materials, minutes, and reports. Provides executive level staff support and ensures effective planning, promotion, and execution of commission meetings.	20%
2	Conducts outreach and public relations related to the OT COMPACT. Effectively manages external stakeholder relationships while representing the Commission. Serves as the OT COMPACT training officer; provides training to member state boards of occupational therapy. Facilitates the orientation of new Commissioners. Develops and maintains a repository of informational, educational, and training materials regarding the OT COMPACT. Provides external presentations and education and technical assistance for legislative enactments, as needed.	20%
3	Participates in the development and implementation of the OT Commission strategic plan and objectives. Collaborates with the Executive Committee in setting the overall strategic direction.	10%
4	In conjunction with the Commission and its committees, oversees and monitors regulatory compliance of member states with statute, bylaws, and rules.	15%
5	Responsible for supervising the staff and independent contractors of the Commission. Develops and submits to the Commission for consideration the administrative personnel policies governing the recruitment, hiring, management, compensation, and dismissal of Commission staff.	15%
6	In conjunction with the Treasurer and Executive Committee, responsible for managing the annual operating budget and reserves, and monitoring the Commissions financial performance. Maintains records of the Commission. May serve as Secretary to the Commission; coordinates Executive Committee elections.	20%
<u>Job Specifications</u> (Education, Certification, Special Knowledge and Skills)		
Bachelor’s degree required, Master’s or JD preferred. Background in business, management, healthcare administration or related field. Five or more years of member-based association management/governance and committee management experience preferred.		
Knowledge of occupational licensure, administrative law and operations management preferred.		
Excellent oral and written communication, presentation, technical, organizational, customer service, problem solving, analytical and critical thinking, and problem-solving skills are required.		

Ability to work independently to resolve member issues and collectively to establish a positive working rapport with members and stakeholders. Facilitates effective meetings with stakeholders. Domestic travel will be required.

Ability to build, maintain, communicate, and manage professional relationships with members, stakeholders, and public and governmental agencies, with an emphasis on political awareness, public perceptions, and OT COMPACT initiatives and details.

DRAFT

Occupational Therapy Licensure Compact Commission Support

Draft Request for Proposal for Secretariat

Proposal Title and Purpose:

Occupational Therapy Licensure Compact Commission Support

The purpose of this Request for Proposal (RFP) is to solicit a secretariat who will help commence, implement, and sustain the work of the Occupational Therapy Licensure Compact Commission (Commission).

Background/Entity Descriptions:

The American Occupational Therapy Association (AOTA) and the National Board for Certification in Occupational Therapy (NBCOT) are collaborating to create the [Occupational Therapy Licensure Compact](#). Work on this endeavor began in the summer of 2019, as The Council of State Governments (CSG) was contracted by AOTA to assist with the development of the compact. Since that time, AOTA, NBCOT, and CSG have worked closely with occupational therapy state regulatory boards and state associations to introduce compact legislation. As of June 2022, 21 states have approved the compact legislation, with a possibility of more states passing legislation before the end of 2022. The Occupational Therapy Compact Commission, a joint governmental agency composed of an elected representative from each state that passed compact legislation, will hold its inaugural meeting August 3 – 4, 2022.

Proposal Request Schedule:

The Occupational Therapy Licensure Compact Commission seeks proposals from a secretariat to provide administrative and management services to help implement the Commission's responsibilities and strategic initiatives and handle day-to-day operations. Below is information pertaining to AOTA, NBCOT, and CSG which may be useful for secretariats in assessing their ability to supply the desired services, infrastructure, resources, and preparing a proposal for consideration.

Deadline for proposal submission is xx/xx/2022.

Project Overview:

The AOTA NBCOT Joint Occupational Therapy Licensure Compact Initiative initially began in 2019. A national task force was created to bring representatives from the communities of professional practice, state regulation, state associations, employment, the United States Department of Defense, AOTA and NBCOT together. The purpose of this task force was to exchange experiences, ideas, concerns, expectations, and solutions from these various constituency perspectives. A sub-group of the national task force was then assembled to write and refine the draft Occupational Therapy Licensure Compact legislation which was then made available for public review and comment.

In addition to public stakeholders, significant input was obtained, once again, from occupational therapy state associations and state regulatory communities. All input solicited throughout the review process was carefully considered. Ultimately, approximately 15% of the draft bill was revised to incorporate the collective input received. The revised draft bill received final review and approval from the national task force. And from there, the bill was brought to the Boards of Directors for the AOTA and NBCOT for their review and approval in the fall of 2020. Upon approval from the leadership of both organizations, the bill was made available for introduction in state legislatures across the country beginning with 2021 state legislative sessions.

The bill stipulates a minimum of 10 states must approve the legislation before the Occupational Therapy Licensure Compact Commission can be assembled and begin its operations. Nine states approved the bill in 2021 and in the 2022 state legislative session, an additional 11 states approved the legislation.

Now that the minimum state requirement has been met, the Occupational Therapy Licensure Compact Commission is being formed with one state regulatory representative being appointed from each jurisdiction who has passed the legislation. In addition, AOTA and NBCOT will each have one ex-officio representative on the Commission.

The secretariat awarded this contract will be responsible for working with the Occupational Therapy Licensure Compact Commission, the commission's executive committee, and its executive director to develop all necessary commission infrastructure, secure a national licensure data system which includes licensure information and disciplinary actions, and implement management of all activities.

Terms of Contract:

The Occupational Therapy Licensure Compact Commission desires to enter into an agreement with the successful awardee for a period of three (3) years, with the option to renew in one-year increments for an additional three (3) years. **The anticipated commencement date is to be determined.**

Project Goals:

Work with the Occupational Therapy Licensure Compact Commission, its Executive Committee and other Committees, and its Executive Director to:

- Provide all necessary management infrastructure including appropriate staffing, technology, and resources as needed
- Convene meetings with Occupational Therapy Licensure Compact Commission as needed
- Prepare an annual budget
- Apply for grants
- Establish national policies and procedures
- Secure a national licensure data system (including disciplinary actions)
- Work with each occupational therapy state licensure board or state agency on the interface and implementation of the database
- Develop all initial reporting templates
- Develop all initial routine communication templates
- Prepare all initial public facing communications
- Process all occupational therapy practitioner requests for a compact to practice privilege
- Respond to all occupational therapy state licensure board administrators requests to confirm disciplinary action information
- Prepare data and reports, as needed

Nothing herein shall inappropriately delegate Commission responsibilities to the secretariat. The Commission shall approve all actions taken by the secretariat as determined by the Commission.

Scope of Work:

The scope of all expectations for assistance with the work outlined in this RFP must be completed as follows:

Convene meetings with Occupational Therapy Licensure Compact Commission as needed	Beginning 10/01/2022
Provide all necessary management infrastructure including appropriate staffing, technology, and resources as needed	Beginning 10/01/2022
Secure a national licensure data system	xx/xx/2022
Work with each OT state licensure board or state agency on interface and implementation of the database	xx/xx/2022
Prepare annual budget	xx/xx/2023
Apply for grants	xx/xx/2023
Establish national policies and procedures	xx/xx/2023
Develop all initial reporting templates	xx/xx/2023
Develop all initial routine communication templates	xx/xx/2023
Prepare all initial public facing communications	xx/xx/2023
Prepare and implement a marketing strategy and messaging to occupational therapy state regulatory boards who may be interested in the compact legislation	Beginning 01/02/2023 - Ongoing
Process all occupational therapy practitioner requests for a compact to practice privilege	Beginning 01/02/2024 - Ongoing
Respond to all occupational therapy state licensure board administrators requests to confirm disciplinary action information	Beginning 01/02/2024 - Ongoing
Prepare data and reports, as needed for the Occupational Therapy Licensure Compact Commission	Beginning 01/02/2024 - Ongoing

Dates are subject to change at the Compact Commission's discretion

Budget:

The Occupational Therapy Licensure Compact Commission's budget for calendar year 2023 will be approximately \$300,000 (\$150,000 each provided by AOTA and NBCOT). These monies will cover development and operational expenses with the understanding funding for the disciplinary action database is yet to be determined and will be provided separately. Calendar year budgets for 2024 and 2025 are anticipated to be appropriated by both the AOTA and NBCOT in the amount similar to 2023

How Can Current Roadblocks and Barriers be Removed:

Risks

- Insufficient management resources
- Database inefficiency
- Database security
- Insufficient start-up funding

Support of the Occupational Therapy Licensure Compact Commission and the necessary database is essential to ensure the success of the Occupational Therapy Licensure Compact. Secretariats can mediate these risks by thoroughly indicating methods to address these issues. An established system and process with past successes will be considered.

Proposal Requirements

A. Company Information

1. Provide the company name, address, telephone number, website, and any social media handles.
2. Provide the name, title, and email address of the individual who will serve as the company's primary contact.
3. Describe the company's history, ownership and affiliations.
4. Describe the mission and philosophy that distinguishes the company from competitors.

5. List the company's complete scope of services.
6. Describe the size of your company in employees and revenue.

B. Clients & References

7. Provide a list of the company's current clients in order of annual billings, length of time with the company, and the services provided.
8. Identify clients the company gained and lost during the last 12 months, describing why the company was selected or the relationship was severed.
9. List any current or past clients that are affiliated with AOTA, NBCOT and the occupational therapy profession.
10. Provide a minimum of three client references, ideally with prior experience of similar scope and magnitude to the services requested within this RFP. Include name, organization, phone number, email address, a brief description of the work completed on behalf of each client, and samples.

C. Relevant Experience & Strategic Approach

11. Provide a summary of the company's qualifications, experience, and competitive advantages in providing the services outlined in this RFP.

D. Project Management

12. Describe the company's approach to client relationships.
13. Provide detailed implementation plan for a contract awarded as a result of this RFP.

E. Staff & Partners

14. Provide a breakdown of the company's employees by function and location.
15. Provide a list of individuals who would service the OT Compact Commission's project if awarded, including staff responsibilities, locations, and brief bios.

F. Financial Proposal

16. Please bid your services for the *administration and management services* in one comprehensive amount with detailed costs for major components (such as the national licensure data system).
17. Describe the company's policy with regard to methods of compensation

Submission Requirements of the Proposal:

All proposals must be sent to the Occupational Therapy Licensure Compact Commission Chair by email no later than 11:59 PM Eastern on xx/xx/2022. Failure to adhere to the dates indicated below may result in bidder disqualification.

Request for Proposal released to vendors by Commission	xx/xx/2022
Intent to participate in RFP indicated by vendors	xx/xx/2022
Deadline for written questions or requests for clarification	xx/xx/2022
Response to questions and requests by Commission	xx/xx/2022
Deadline for proposal submission	xx/xx/2022
Evaluation of proposals by Commission	xx/xx/2022
*Commission vote to accept RFP and execution of contract by Commission	xx/xx/2022
*Awardee commencement of project	xx/xx/2022

*Subject to change at the Compact Commission's discretion

Evaluation Metrics and Criteria:

Once the secretariat has been selected, the following evaluation criteria will be used to assess the secretariat's performance:

Is the secretariat responding to requests/needs of the Occupational Therapy Licensure Compact Commission and its Executive Director in a timely manner?
Has the secretariat provided appropriate assistance to the Occupational Therapy Licensure Compact Commission and its Executive Director to complete national policy and procedural documents?
Has the Occupational Therapy Licensure Compact disciplinary action database been secured by the secretariat?
Have the implementation timelines established in the contract been adhered to by the secretariat?
Is the secretariat proactive in working with the Occupational Therapy Licensure Compact Commission and its Executive Director in addition to problem solving solutions to challenges?
In conjunction with the Occupational Therapy Licensure Compact Commission and its Executive Director, what kind of marketing initiatives has the secretariat implemented to further educate and work with other occupational therapy state licensure boards who may be interested in the compact legislative initiative?

Contact Information:

All questions and requests for clarification should be directed to the Chair of the Occupational Therapy Licensure Compact Commission, (Name of Chair)

Email: xxxx@xxxx

Phone: xxx-xxx-xxxx

OT Compact Legislative Update

2021 OT Compact Legislative Enactments

1. Colorado
2. Georgia
3. Maine
4. Maryland
5. Missouri
6. New Hampshire
7. North Carolina
8. Ohio
9. Virginia

2022 OT Compact Legislative Activity

1. Alabama – Enacted
2. Arizona – Enacted
3. Delaware (Pending)
4. District of Columbia (Pending)
5. Illinois (Legislation filed)
6. Iowa – Enacted
7. Kentucky – Enacted
8. Nebraska – Enacted
9. New York (Legislation filed)
10. Pennsylvania (Legislation filed)
11. South Carolina – Enacted
12. Tennessee – Enacted
13. Utah – Enacted
14. Washington – Enacted
15. West Virginia – Enacted
16. Wisconsin – Enacted
17. Wyoming – Enacted

As of June 29, 2022, 12 states enacted the OT Compact in 2022. This brings the membership total to 21 states.

As part of the contract with CSG for work on the OT Compact, funded by the Joint Initiative between AOTA and NBCOT, the organizations are developing a list of states for the 2023 legislative sessions. The goal is to secure at least ten new states in 2023. A comprehensive update for the 2023 legislative sessions will be provided later this year.