

TOWN OF LINCOLN
LINCOLN PUBLIC SCHOOLS
LINCOLN, RHODE ISLAND

**GENERAL TERMS AND REQUIREMENTS FOR REQUEST FOR PROPOSAL SPECIAL
EDUCATION INSTRUCTIONAL AND RELATED SERVICES**

Item Description: **PROVISION OF SPECIAL EDUCATION RELATED SERVICES AS DESCRIBED
IN THE ATTACHED SCHEDULE A FOR THE LINCOLN PUBLIC SCHOOL DEPARTMENT**

Date and Time to be **OPENED Tuesday, January 31, 2023 at 10 AM.**

Proposals may be submitted up to **10:00 AM** on the above date at the **Office of the School Business Administrator, 135 Old River Road, Lincoln, RI 02865**, during normal business hours, 8:30 AM through 4:00 PM. All proposals will be publicly opened and read at the above noted address.

INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **School Business Administrator**, 135 Old River Road, Lincoln, RI 02865. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have "**NOT A PROPOSAL**" written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
4. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of **total** proposal or by **individual items**.
5. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
6. One original proposal and **two copies** shall be submitted.

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NOTICE TO VENDORS

7. The Lincoln Public School Department (LPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.
8. No proposal will be accepted if made in collusion with any other responder.
9. A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99; 7-1.1-105; 7-1.1-106.
10. The Lincoln School Committee reserves the right to reject any and all proposals or cancel this RFP, if, in its sole discretion, the responses do not meet the needs of the District.
11. In determining the lowest qualified evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
12. Where prices are the same, the Lincoln Public School Department reserves the right to award to one responder, or to split the award.
13. Competitive bids may be obtained by all responders attending the formal proposal opening.
14. As the Lincoln Public School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
15. In case of error in the extension of prices quoted, the unit price will be given.
16. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.
17. A certificate of insurance shall be required of a successful vendor in which the Lincoln Public School Department is named an *additional named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.
18. Proposals may be submitted on an "equal" in quality basis. The LPSD reserves the right to decide equality.
19. No goods should be delivered or work started without Notice from the LPSD.

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VENDOR PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the School Business Administrator or designee.
2. Awards will be made within thirty (30) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the LPSD by which the successful responder will indemnify and hold harmless the LPSD during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.
5. The successful bidder must agree to mutual acceptable contractual terms including minimum insurance requirements and compliance with relevant District policies and procedures. Such contract shall be in writing and subject to final approval of the Lincoln School Committee.

**ADDITIONAL TERMS RELATION TO PROVISION OF SPECIAL EDUCATION
INSTRUCTIONAL AND RELATED SERVICES**

Attached hereto and marked Schedule A are additional terms and conditions for compliance with this RFP. Each bidder shall fill in appropriate areas of the cost matrix with information for specified services the bidder wishes to provide. Each bidder may respond by providing a bid on any or all services and the District reserves the right to accept a bid on any or all services requested.

Introduction:

The Lincoln Public School Department is soliciting for proposals for Special Education Instructional and Related Services.

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Requests for Clarification:

Inquiries concerning clarification on any portion of this RFP should be made to:

John J. McNamee, CPA School Business Administrator
135 Old River Road
Lincoln, RI 02865
MCNAMEEJ@LINCOLNPS.ORG

Cost Proposal:

The cost proposal should include the following information:

- 1.) The responder shall submit Schedule "B" filled out completely.
- 2.) The cost proposal should contain all pricing information relative to delivery of services as described in this RFP.
- 3.) No proposals will be accepted after **January 31, 2023 at 10 am**. Lincoln Public School Department will evaluate all proposals. Be prepared to answer any calls in regards to the proposal.

Evaluation Criteria:

- 1.) The LPSD will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the Lincoln School Committee.

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2.) Proposal will be evaluated on the following:

		Score
1.	Company Information and Years in Business	20
2.	Required documents stated in RFP	20
3.	Experience and References	20
4.	Business located in Lincoln	5
5.	Pricing	35
	Grand Total	100

Final Selection:

The Lincoln School Committee will select a firm based upon the review, evaluation and recommendation of the Evaluation Committee in regards to the proposal submitted for consideration. The Lincoln Public School Committee will take final action as to whether to go forward with the proposal. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

A firm's submission of a proposal indicates acceptance of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the LPSD and the firm selected.

Timeline:

Request for Proposals Issued	Wednesday, January 18, 2023
Proposal Due Date and Opening	Tuesday, January 31, 2023
School Committee Meeting contract award	Monday, February 13, 2023

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The Lincoln School Committee and/or its authorized representatives shall have the right to cancel these services in this contract when it is determined that school operations have been delayed by failure of these contractors to render proper services for any reason whatsoever under the terms of the contract, or when any contract conditions and specifications are not met.

The bidder as indicated below, has carefully examined the proposals, specifications, and proposes and agrees, if this proposal is accepted, to contract with the LPSD to provide the referred to Special Education Related Services contained within the specifications stated for these total amounts.

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REQUEST FOR PROPOSALS CONTINUED

**SPECIAL EDUCATION INSTRUCTIONAL & RELATED SERVICES
SCHEDULE A**

The purpose of this RFP is to solicit proposals from interested proposers with sufficient information to enable them to prepare and submit proposals for consideration by the organization to satisfy a need for multiple Special Education Instructional & Related Service Providers. This RFP aims to solicit high-quality, professional special education evaluation and support services that are compliant with IDEA and FERPA to realize students' IEPs at a fixed per service price (or service hour). The RFP describes the general framework and should be considered a minimum standard of service.

Scope of Work

1. General

- a. Provide requested services within the timeline determined by the Lincoln Public School Department;
- b. Maintain student and staff confidentiality as defined within IDEA, FERPA, and Lincoln Public School Department Policies;
- c. Provide services in compliance with IDEA and students' IEP;
- d. Maintain records of service in compliance with IDEA, FERPA, and guidance from the Lincoln Public School Department;
- e. Demonstrated ability to comply with applicable federal, state laws and regulations and District policy and directives.

Special Education Evaluations

1. Implements best practices with regards to providing services, IDEA compliance, and FERPA compliance;
2. Attend and Participate in IEP Sessions for Students as defined by Building based Administration
3. Provide the following evaluations upon request per stakeholder role:
 - a. Assistive Technology Evaluations
 - b. Auditory Processing Evaluations
 - c. Behavior Analysis (Functional Behavior Assessments & Behavior Intervention Plans)
 - d. Comprehensive Psychological Evaluations
 - e. Language Evaluations
 - f. Occupational Therapy (OT) Evaluations
 - g. Physical Therapy (PT) Evaluations
 - h. Psychoeducational Evaluations
 - i. Speech Evaluations
 - j. Other Assessments not mentioned above by name

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Special Education Services

1. Provide qualified a Certified Occupational Therapy Assistant (COTA), Speech & Language Pathologists, Physical Therapists, Social Workers, School Psychologists, School Nurse Teachers, Registered Nurses, Certified Nursing Assistants, Behavior Specialists, Board Certified Behavior Analysts, Paraprofessionals, Audiologists, Interpreters, and/or Assistive Technology Professionals as requested to meet students' IEPs and 504 needs;
2. Implement best practices with regards to providing services, IDEA compliance, and FERPA compliance;
3. Provide individual interventions in accordance to a student's IEP and or 504 Plan;
4. Provide group and individual treatment in accordance to a student's IEP and or 504 Plan;
5. For all services rendered, maintain and share progress notes with the Lincoln Public School Department in accordance with timelines established;
6. Attend, participate in, and provide required documentation for student IEP and/or team meetings;
7. Direct consulting services for IEP development.

Quality Assurance (QA) and Communication Plan

1. Vendor will implement and execute a quality assurance plan that at minimum addresses the following:
 - a. Maintain a log of weekly hours, assessments, and interventions provided, including service notes for each session
 - b. Monitor, measure, and ensure quality, safety, timeliness, and reliability of performing scope of work outlined in this RFP
 - c. Address urgent needs in a timely manner
 - d. Detail a framework to ensure safety of students
 - e. Supervise contracted staff to ensure performance and professional standards are maintained
 - f. Execute a clear communication plan with the Lincoln Public School Department Director of Students Services and/or his/her designee to disseminate information about performance progress, staff changes (short term and permanent), issues or deficiencies, and general performance toward meeting tasks as outlined in this RFP.

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Letter of Interest

Please include a letter expressing the provider's interest in supplying the organization with Special Education Instructional & Related Services in any/or all the anticipated following areas:

1. Certified Occupational Therapy Assistant
2. Nursing (CNAs, Registered Nurses, School Nurse Teachers, etc...)
3. Behavioral Supports (Behavior Specialists & Board-Certified Behavior Analysts)
4. School Psychologist
5. School Social Worker
6. Physical Therapist
7. Speech & Language Pathologist
8. Vision/Orientation and Mobility Services
9. Audiology Services
10. Interpreters

In this letter, please include the following:

1. A statement regarding the provider's availability to dedicate time, personnel, and resources to this effort for the term of the agreement commencing March 1, 2023 through June 30, 2024, with an option for two additional one-year terms at the sole discretion of the Lincoln School Committee.
2. A commitment to the availability of the service provider and all key project staff during the contract period.
3. A description of your approach to successfully fulfill the requirements within your proposed budget and schedule.

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**SPECIAL EDUCATION INSTRUCTIONAL & RELATED SERVICES
SCHEDULE B**

Pricing and Rates

The provider should agree to provide the specified Special Education Services to the Lincoln Public School Department at the rates indicated below and agree to hold the rates firm for the term of the Agreement.

Please check the appropriate service that your company is proposing to provide and enter the rates you re proposing:

		Per Hour Rate	Full Daily Rate
•	Paraprofessional(s)	\$	\$
•	Certified Nursing Assistant(s)	\$	\$
•	Behavior Specialist(s)	\$	\$
•	Board Certified Behavior Analyst(s)	\$	\$
•	Certified Occupational Therapist Assistant	\$	\$
•	Physical Therapist	\$	\$
•	Speech & Language Pathologist(s)	\$	\$
•	Orientation & Mobility Services	\$	\$
•	Interpreters	\$	\$
•	Nurse - RN	\$	\$
•	School Nurse Teacher	\$	\$
•	Nurse- LPN	\$	\$
•	Instructor for Visual Impairments	\$	\$
•	School Psychologist	\$	\$
•	School Social Worker	\$	\$