



REQUEST FOR PROPOSAL FOR SPECIAL EDUCATION SUPPORT SERVICES

PROPOSAL DUE DATE: 5:00 pm, Pacific Standard Time (PST) on Friday, July 26, 2019

EMAIL PROPOSAL TO: Fa'izah Bradford, Director of Operations
fbradford@asheprep.org

Ashé Preparatory Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Notice Requesting Proposal

Special Education Student Support Services

Notice is hereby given that Ashé Preparatory Academy (hereinafter referred to as APA) is requesting proposals from qualified entities (hereinafter referred to as Proposer[s]) to provide special education services to students with disabilities as designated via their respective Individualized Education Programs (“IEPs), during the 2019-20 school year. APA may select one or more entities to provide these services.

The Request for Proposal (RFP) documents may be downloaded from APA’s website at <http://www.asheprep.org/rfp/>. APA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period. All answers will be posted on APA’s website at <http://www.asheprep.org/rfp/>.

Proposers may submit their proposal by e-mail to fbradford@asheprep.org and labeled: APA - FY19-OPS-003(SPED). APA will accept all proposals received on or before July 26, 2019 at 3:00PM PST. APA will not accept proposals that are received after the deadline.

APA reserves the right to reject any or all proposals and to waive any errors or corrections in a proposal or in the proposal process. APA will award the Contract based on a review and analysis of the proposals by an Operations Committee to determine which proposal best meets the needs of the program.

The process will include a review and evaluation of Proposer’s methodology and the procedures that they will employ to provide the services identified in this RFP. To the extent that a Proposer has past experience providing similar services to this or other educational entities, this information should be indicated in the proposal.

I. Overview

School Information: Ashé Preparatory Academy (“APA”) is a nonprofit organization based in Kent, Washington that is authorized by the Washington State Charter School Commission to open and operate charter public schools.

School Requiring Services in FY2019-20

School	Address	Estimated IEPs
Ashé Preparatory Academy	19300 108th Ave. SE; Kent, WA 98031	24

II. Purpose

The purpose of this RFP is to identify a proven Proposer able to offer the professional services listed below. It is expected that these services will lead to significant gains in student achievement and progress in IEP goals.

APA will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, and insurance necessary to deliver the proposed service.

Contract Period: This proposal addresses the contract period August 26, 2019 through August 31, 2020. The contract may be renewed and extended upon mutual written agreement by both parties.

III. Scope of Services

The scope of services shall include the ancillary support of APA students with disabilities as designated via their IEPs. Ancillary and Related Services shall include, but may not be limited to, the following:

- Speech and language providers;
- School psychologists;
- School nurses;
- School social workers;
- Audiologists;
- Orientation and mobility specialists; and
- Paraprofessional support to facilitate the inclusion of students in the general education setting, as required by OSPI.

Proposer Responsibilities:

1. The Proposer agrees not to discriminate against any employee or applicant for employment because of on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.
2. Proposer shall provide to APA a copy of each current license and/or certificate for persons conducting student assessment interventions; consultations and/or evaluations prior to rendering services. Proposer shall ensure that all licenses and certificates remain current throughout the life of any subsequent contract APA and a Proposer may enter into.
3. Proposer shall comply with all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, APA policies, as well as any other applicable state and federal laws related to the performance of both initial and re-evaluation of suspected student disability.

4. Proposer shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check in accordance with any applicable state, federal, or local laws, prior to their commencement of services to APA.
5. Proposer shall ensure the availability of any evaluators and/or report writers they may provide to APA are at pre-hearing conferences, administrative hearings, and court proceedings. Proposer shall also ensure that the aforementioned personnel is available to respond to any and all requests APA may have for student records and/or consultations.
6. Proposer shall provide professionally qualified personnel to perform the services contemplated by this RFP, which includes but is not limited to, attending and participating in eligibility conferences, consultations with parents, school personnel, and APA staff.
7. Proposer shall ensure that staff is available to attend IEP meetings and staff development meetings, and parent/teacher meetings.
8. Proposer shall ensure that their staff maintains thorough records and provide required documentation in accordance with APA policies, the Proposer's documentation requirements, as well as local and federal mandates (i.e., Encounter Tracking Forms, assessment protocols, reports, IEPs, progress and attendance notes, etc.).
9. Proposer shall provide professional development as designated by APA for all employees of Proposer.
10. The Proposer will not make any assignments or subcontract for the work without prior written permission from APA.
11. The Proposer must promptly notify APA concerning any litigation or claims filed with any federal or Washington State agency involving the Proposer or its parent or subsidiary companies.
12. Proposer must indemnify and provide insurance coverage that will minimize and APA's exposure:
 - a. Workers' Compensation/Employers' Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
 - b. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
 - c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
 - d. Proposer must name APA as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing APA as "additional insured" must be provided to APA prior to commencement of services and kept up-to-date.

APA Responsibilities

1. Referral of students for services.
2. Access to space within the school building during regular school hours when/if necessary and when and if available, and only as scheduled and coordinated with school building personnel.
3. Designated point of contact at each school to help facilitate and coordinate service delivery.

IV. Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must address each of the required sections indicated below. Please label and separate each section, and number all pages to allow for ease of review. The content and sequence of the proposal will be as follows:

Sections

1. Executive Summary

APA may reject the proposal if the Proposer fails to include the following required information:

- a. Name of responding company
- b. Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- c. A statement detailing the Proposer's qualifications and special expertise to provide the services requested, including availability of staff and other required resources to meet all deliverables as described in this RFP (2 page Maximum)
- d. The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. Company Overview/Fiscal Responsibility Summary

- a. Experience in the education industry in Tukwila, Seattle, and the surrounding areas
- b. Organization chart
- c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state of Washington)
- d. Proposer's Federal Employee Identification Number and complete W-9
- e. Liability Insurance Certificate
- f. Copy of Department of Health Endorsement Document

3. General Organization Policies and Procedures

- a. Employee sourcing, screening, and hiring procedures
- b. Staff training/professional development program

4. Performance History & Preparedness for APA

- a. Proposer's references (3 minimum from other schools or districts where possible)
 - i. Provide organization name, client representative name, address, email address, and telephone number.

5. Customer Service Proposal

- a. Management/supervision structure
 - b. How Proposer plans to monitor, measure, and communicate service quality
 - c. Contingency/coverage plan for expected and unexpected absences or staff turnover
 - d. Other methods for ensuring high-quality service
- 6. Implementation Plan for APA**
- a. Employee recruiting and/or existing staff transition plan
 - b. Training/on-boarding plan
 - c. Proposed implementation timeline

7. Cost/Pricing Proposal – Complete Attachment A

8. Signed Contact Information—Complete Attachment B

Only the individual(s) authorized to bind the Proposer contractually may sign the contact information, which shall be a part of the proposal package.

V. Evaluation Criteria

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

1. **Service Capability Plan (25%):** Proposer has the staffing, resources, and documented approach to school-based special education supports necessary to complete the service required.
2. **Performance History and Reputation (25%):** A proven track record in providing school based special education services as evidenced by references.
3. **Personnel and Management (20%):** Qualifications, background, and experience of provider/providers personnel, including experience in dealing effectively with students in middle and high schools.
4. **Customer Service and Management Methodology (20%):** Proposer's management and supervision structure will ensure high quality customer service.
5. **Price (10%):** Proposer offers the requested services at a competitive price.

VI. Schedule

- Wednesday, July 10, 2019 - Release RFP
- Wednesday, July 17, 2019 - Proposer question submission deadline
- Tuesday, July 23, 2019 - APA provides answers to questions
- Friday, July 26, 2019 - Deadline for submission of proposal
- Monday, July 29 - Friday, August 2, 2019 - Proposals evaluated
- Wednesday, August 7, 2019 - Winning proposal selected

APA will use every effort to adhere to the schedule. However, APA reserves the right to amend the schedule, as it deems necessary, and will post a notice of said amendment at <http://www.asheprep.org/rfp/>.

APA Authorities and Options

- APA reserves the right to reject any and all proposals for any reason.
- APA reserves the right to negotiate any and all proposals for any reason.
- Final prices will be negotiated between the Proposer and APA.

Attachment A

COST/PRICING

PROPOSAL

All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with N/A. For any service that the Proposer includes in a price on another line, please indicate such with INC (for “Included in the price”) and reference the applicable line

Proposers must use the below chart to indicate their proposed service prices. Proposed rates are to include ALL operating costs, including but not limited to training, supervision, materials, supplies, and any other costs necessary to provide school special education services. If pricing structure is different from below chart, please attach an additional pricing menu to proposal.

Provider Type	.2 FTE	.4 FTE	1 FTE	Hourly Rate
Speech and language provider				
School psychologist				
School social worker				
School nurse (Distinguished LPN or RN)				
Audiologist				
Physical therapist				
Occupational therapist				
Paraprofessional support				

Attachment B

CONTACT INFORMATION

Primary Contact Name	
Primary Contact Phone Number	
Primary contact email address	
Company Legal Name	
Company Address	
Company phone number	
Company website	
Year company founded	
Years operating in Washington state	
Number of clients	
Number of employees	
BID AUTHORIZATION	
Authorized contract representative name	
Authorized representative signature	

Attachment C

CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
Copy of Licenses and Certifications			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for APA			
Customer Service Proposal			
Implementation Plan			
Cost/Pricing Proposals – Attachment A			
Signed Contact Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	NA		