



The Northwest Local School District

Request for Proposals

Federal Grant Funded Special Education Services

Date Offered: 1/29/2019

Project Title: Northwest Local School District Related Services

RFP #: 2019-VIB - RS

Proposals Must Be Submitted By: 4:00pm Friday, May 31, 2019

Estimated Contract Period: 7/1/2019- 6/30/2022

All communications concerning this RFP must be directed only to the RFP Coordinator via email. Any other communication will be considered unofficial and non-binding on NWLSD. Consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

This RFP is available at the NWLSD website. All RFP amendments or Consultant questions and NWLSD answers will be posted to this site. All interested Consultants must be a vendor of NWLSD, or eligible to become a vendor upon notification of award of the contract.

NWLSD, and its contractors and subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964.

Questions and complaints of alleged discrimination should be directed to the Office of Civil Rights Commission 30 East Broad Street, Columbus, OH 43215. Telephone: (614)466-2785; Toll-free: (888) 278-7101; TTY: (614) 752-2391; Fax: (614) 644-8776

PART I:REQUEST FOR PROPOSALS OVERVIEW

SECTIONS

- Part I Overview
- Part II Services Requested
- Part III General Instructions
- Part IV Evaluation of Proposals
- Part V Contract Award

PART II:SERVICES REQUESTED

BACKGROUND

The Northwest Local School District serves nearly 10,000 students annually and currently supports 16% of students identified with a disability. Students require related services to address individual needs as identified in order to make progress and meet the compliance requirements as outlined in the Individuals with Disability Education Improvement Act and the Ohio Operating Standards. Due to Uniform Guidance requirements, all contracted services totalling over \$250,000.00 annually involving expenditure or reimbursement of federal funds must be presented for competitive bidding.

PURPOSE

This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals for speech-language pathologists, occupational therapists and school psychologists to conduct evaluations and/or to provide special education clinical services, and/or related services for Northwest Local School District (NWLSD).

Full Time Equivalent needs to serve students across and separate facility placements where students are enrolled or placed ages preschool to 22 are as follows:

Type of Clinician	Minimum FTE	Maximum FTE
Occupational Therapists (OT)	8.8	10
Speech and Language Pathologist	16	17
School Psychologists	10.8	11.5

SCOPE OF WORK

- A. The services consist of all items listed herein for Northwest Local School District (NWLSD), including all required labor, materials, and equipment (including items not specifically noted or shown as required for complete service, subject to any exclusions listed below). It is the intent of this document that contractors provide a single proposal covering all categories of work for this service.
- B. Performance objectives of the Contractor are:
 - 1) Promote individual well-being by providing assessments to assist team members in service delivery.

- 2) Provide a written monthly work schedule; all subsequent changes must be approved by NWLSD at least one (1) week in advance of the change. The established schedule must meet the needs of the Interdisciplinary Team.
- 3) Conduct criminal background checks for all clinicians providing services under this RFP prior to performing any services at Northwest Local School District.
- 4) Perform all services rendered in accordance with all applicable state of Ohio, Ohio Department of Education (ODE) regulations/licensure requirements, federal and state Medicaid regulations, and Northwest Local School District policies and procedures.
- 5) Perform all services rendered in accordance with the service provider's licensure/certification requirements and the code of ethics established by the discipline/profession and/or State of Ohio licensing board.
- 6) Certify that all of its employees, while working at the Northwest Local School District will not purchase, transfer, use, be under the influence of, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.
- 7) Comply with all applicable provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), both in the provision of specified services and in its employment practices.
 - a) Shall not be subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code. If there is a finding for recover, the Contractor's proposal will be rejected.
 - b) Northwest Local School District reserves the expressed right and authority to designate the number of individuals who can provide any specific service required under the contract and to reject any individual service provider who fails to meet the District's standards and minimum qualifications.

C. Clinicians providing services under this RFP will:

- 1) Provide evaluation and related services for students across all NWLSD, but are not permitted to work more than forty (40) hours per week.
- 2) Develop, write, and monitor Evaluation Team Reports and Individualized Education Programs. Facilitate any special team meetings, manage the Response to Intervention (RTI) services as directed by building leadership and provide training to staff to address individual students as needed.
- 3) Clinicians provided by vendor to Northwest Local School District upon a contract being awarded shall be qualified to perform the services requested and will be certified and/or licensed during the term of the contract to perform the applicable evaluation and/or special education clinical services and/or related services in Ohio.
- 4) Clinicians provided by vendor to NWLSD upon a contract being awarded shall be eligible to submit claims to Medicaid for school based Medicaid services in NWLSD managed schools that participate in Medicaid billing.
- 5) Shall have not been found guilty of, or pleaded guilty to, any offense set forth in Section 5123.08(1), (2), or (3) of the Ohio Revised Code; nor employ any person

to provide services under this RFP who has been found guilty of, or pleaded guilty to any offense set forth in Section 5123.081(1), (2), or (3) of the Ohio Revised Code.

ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS

No contractor or individual, company or organization seeking a contract shall promise or give to any NWLSD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor or individual, company or organization seeking a contract shall solicit any NWLSD employee to violate any of the conduct requirements for employees. Any contractor acting on behalf of NWLSD shall refrain from activities that could result in violations of ethics and/or conflicts of interest.

Any contractor or potential contractor who violates the requirement and prohibitions defined Section 102.03 or Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by NWLSD to enter into a contract.

By submitting a signed proposal for this service, the Contractor affirms that, as applicable to the Contractor, parties listed in Division (I)(3) or (J)(3) of Section 3517.13 of the Ohio Revised Code or spouse of such party are in full compliance with Divisions (I)(1) and (J)(1) of the Ohio Revised Code in regards to campaign contributions.

PART III:GENERAL INSTRUCTIONS

CALENDAR OF EVENTS AND ON-LINE INFORMATION

- A. The schedule for this RFP is given below and is subject to change. NWLSD may change this schedule at any time. If NWLSD changes the schedule before the Proposal Due Date, it will do so through an announcement on the District website. The web site announcement will be followed by an addendum to this RFP, which also will be made available through the same website.
- B. It is each prospective Contractor's responsibility to check the District's website for current information and the calendar of events scheduled through award of any contract. Other than by adherence to the RFP Inquiry process, set forth below, no contact related to this RFP shall be made with NWLSD until a contract award is announced. Notwithstanding this prohibition, NWLSD, at its sole discretion, may request additional information as part of the review process outlined below.

Firm Dates

RFP Issued: 5/17/2019

Inquiry Period Begins: 5/17/2019

Inquiry Period Ends: 5/24/19

Proposal Due Date: 4pm Friday, May 31, 2019

Estimated Dates Contract Award Notification: June 10, 2019
Issuance of Purchase Order: To be determined

PROPOSAL FORMAT and CONTENTS

Proposals must be prepared in accordance with the information in this document.

- A. Proposals shall be in writing and signed by the person providing services (or in the case of companies an authorized representative on company letterhead).
- B. Proposals shall be submitted on the basis of a full FTE and/or a daily rate of service to be provided. Travel expenses and travel time will not be paid.
- C. Proposals shall include a statement of the contractor's ability to perform the responsibilities listed above and the date staff will be available to start for the 2019-20 school year.
- D. Staff Qualifications/Experience – Identify staff, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the intended or actual licensure and the amount of time each will be assigned to the project.
 - 1) Describe experience in providing constructive, specific feedback to improve performance and ability to provide professional development.
 - 2) Proposals should include any accommodation or special needs of any person providing services under the provisions of this RFP.
- E. Describe track record as a high-performing program with success supporting students and any experience serving students in Northwest Local School District.
- F. Statement as to how many FTE of services for each related service area are available and the contract day start, end and total.
- G. Cost of the services as outlined in the request.

PROPOSAL SUBMITTAL

Proposals must be submitted in the following manner:

- Proposals must be submitted via e-mail or in hard copy format by no later than 4pm Friday, May 31, 2019.
 - Hard copy submissions must be delivered to the attention of Heidi Stickney at 3242 Banning Rd., Cincinnati, OH 45239,
 - Email submissions must be submitted to hstickney@nwlsd.org. Subject of email submissions should be "NWLSD Related Services RFP submission"
- Contractor Information form completed and submit with proposal

Contractors are advised there will be no opportunity to correct mistakes or deficiencies in their submitted materials after the proposal due date. Proposals that are incomplete or otherwise missing required information may not be evaluated.

It is the Contractor's responsibility to ensure timely submission of a complete Proposal. Late Proposals will not be scored. NWLSD is under no obligation to consider a Proposal which is received after the proposal due date or that is incomplete.

NWLSD reserves the right to:

- Accept or reject any and all Proposals and/or bids if NWLSD determines that it is in the best interests of the District to do so.
- Rebid this RFP, requesting new Proposals from qualified firms.
- Waive or modify minor irregularities in Proposals received.
- Negotiate with Contractor(s), within the requirements of this RFP, to best serve the interests of the Northwest Local School District.
- Not make an award at the end of the evaluation process; this RFP is not to be interpreted or construed to guarantee that one or more Contractors submitting responses will be awarded contracts.
- Adjust the RFP Calendar of Event dates for whatever reason it deems appropriate. Contact Contractor to clarify any portion of the Contractor's submittal.

Northwest Local School District reserves the right to interview all individuals providing services under the provisions of this RFP to determine the best responsive contractor. Interviews will be after the proposal deadline and conducted on the premises of NWLSD. The Contractor shall bear the cost of travel to any scheduled interview.

In accordance with federal and state statutes and NWLSD policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

INQUIRIES

Prospective Contractors may make inquiries or seek clarifications regarding this RFP any time during the inquiry period 5/17/19-5/24/19. To make an inquiry, prospective Contractors must contact the RFP Coordinator via email with the subject "Related Services RFP Questions".

All communications concerning this RFP must be directed only to the RFP Coordinator via email. Any other communication will be considered unofficial and non-binding on NWLSD. Consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

PART IV: EVALUATION OF PROPOSALS

EVALUATION PROCESS

Northwest Local School District's evaluation process of responses submitted to this request may consist of up to four distinct phases:

1. Initial review of all proposals for timely submission;
2. An evaluation committee review of the proposals for defects and scoring;
3. NWLSD'S request for clarifications or interviews; and,
4. Negotiations or best offer requests.

At its sole discretion, NWLSD will determine whether phases three and/or four are necessary under this RFP, reserving for itself the ability to eliminate or add phases three or four at any time during the evaluation process. NWLSD may add or remove sub-phases to phases 2 through 4 at any time if NWLSD believes doing so will improve the evaluation process.

PROPOSAL EVALUATION CRITERIA

All bids received will be opened by the RFP review team on Wednesday, June 5, 2019 at noon and scored by 4pm Friday, June 7, 2019.

Phase I – Review of Written Evaluation	Maximum Score
Proposal for all services requested	5 points possible
Staff Qualifications/Experience	5 points possible
Experience of the Consultant	5 points possible
Experience as an NWLSD provider	5 points possible
Guarantee of Clinician availability by 8/1/2019	5 points possible
Phase I Maximum Points Possible	25 points
Phase II – Oral Interview- If deemed necessary	
Question and Answer Session	25 points possible
Phase II Maximum Points Possible	25 points
GRAND TOTAL FOR PROPOSAL	50 points

PART V: CONTRACT AWARD

CONTRACTUAL REQUIREMENTS

Any contract(s) resulting from this issuance of this RFP are subject to the terms and conditions as provided in the personal services contract. The information contained in the RFP and in the proposal submitted by the selected contractor shall be considered part of the contract.

Payments for any and all services provided pursuant to the contract are contingent upon the availability of state and federal funds.

All aspects of the contract apply equally to work performed by any and all subcontractors.

The Contractor, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The Contractor, and any subcontractor(s), agrees to be bound by the same standards of confidentiality including federal and state statutory and regulatory requirements that apply to the employees of NWLSD and the State of Ohio.

CONTRACT AWARD PROCESS

It is Northwest Local School District's intention to award one contract under the scope of this RFP and as based on the RFP Calendar of Events schedule, so long as NWLSD determines that doing so is in the District's best interests and has not otherwise changed the award date.

Any award decision by NWLSD under this RFP is final. After NWLSD makes a decision under this RFP, all Contractors will be notified (in writing or by phone, at NWLSD's discretion) of the final evaluation and determination as to their Proposals.

NWLSD will issue a notice of contract award to the selected Contractor(s), and finalized contract terms and conditions will be forwarded for signature. Contract will include RFP and attachments and the Contractor's accepted proposal. Once executed copies of the contract are submitted by the Contractor(s), and pending any further approvals that may be required (e.g., Board of Education), NWLSD will fully execute the contract.

Once the contract is fully executed, NWLSD will issue a purchase order (PO). NWLSD will issue to the Contractor(s) one (1) copy of the signed instrument and one (1) copy of the PO for its/their files.

Unless otherwise negotiated and included in the executed contract/scope of work, the selected contractor(s) shall be bound by all outlined services, policies and procedures as contained in the contractor's submitted and evaluated proposal. Contractor may commence work upon receipt of a District issued purchase order.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Your entire response to this RFP is a public record and will be disclosed consistent with the Public Records Act.

A. CONFIDENTIAL DOCUMENTS

For the purposes of this RFP, do not include confidential or proprietary information unless specifically requested by NWLSD. If NWLSD requests confidential or proprietary information, you must clearly print the word "Confidential" on the lower right-hand corner of each page containing the confidential or proprietary information.

B. PUBLIC RECORDS REQUESTS

If a public records request seeks your proposal and the proposal contains pages clearly marked "Confidential", NWLSD will take the following steps:

- 1) We will notify you. We will identify the requestor and the date that NWLSD will disclose the requested records.
- 2) We will give you an opportunity to seek a court order to stop NWLSD from disclosing the records.
- 3) We will not evaluate or defend your claim of confidentiality. We will not withhold or redact your documents without a court order.

SMALL BUSINESS, MINORITY & WOMEN'S BUSINESS ENTERPRISES (MWBE), AND VETERAN-OWNED BUSINESS PARTICIPATION

NWLSD shall make a positive effort to utilize small businesses (including micro businesses and mini businesses), minority-owned firms, and women's business enterprises (SMWBE), and veteran-owned business enterprises whenever possible.

However, no preference will be included in the evaluation of proposals, no minimum level of such participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

NOTIFICATION TO BIDDERS

Proposals that have not been selected for further negotiation or award will be notified via email by the RFP Coordinator.