

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Staffing Agencies to Support Special Education Teachers – One Year (FY23) with Two Option Years (FY24 & FY25)

DATE AND TIME TO BE OPENED: Thursday, September 1, 2022 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Molly Hannon, Director of Purchasing

SUBJECT MATTER EXPERT (EMAIL) : Molly.Hannon@ppsd.org

QUESTION DEADLINE: Monday, August 22, 2022 at 4:30PM

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206
ATTN: Molly Hannon
797 Westminster Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2023** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications.
23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Staffing Agencies to Support Special Education Teachers – One Year (FY23) with Two Option Years (FY24 & FY25)

DATE AND TIME TO BE OPENED: Thursday, September 1, 2022 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

BID FORM 2: PRICING

	Hourly Rate for Year 1 (July 1, 2022 to June 30, 2023)	Hourly Rate for Option Year 1 (July 1, 2023 to June 30, 2024)	Hourly Rate for Option Year 2 (July 1, 2024 to June 30, 2025)
Special Education Teachers	\$_____	\$_____	\$_____

* If rate varies by level of experience, please submit a full pricing breakdown by experience level.

I. Background

The Providence Public School District (PPSD) serves approximately 22,000 students attending our 37 schools. PPCSD employs more than 3,200 professionals who work in and provide support to our schools, which include 21 elementary schools, 7 middle schools, 9 high schools and 2 public district charter schools. Of our employees, approximately 2,000 are educators, and more than 600 others directly support students and families in our schools. Our schools are diverse learning communities. Approximately 68% of our students are Latinx, 15% Black, 6.5% White, 4% Asian, 5.5% Multi-racial and 1% Native American. Approximately 31% of students are multilingual learners, and about 16% of students receive special education services. Approximately 55% of students come from homes where English is not the primary language spoken. Combined, our students and families speak 55 different languages and hail from 91 countries of origin.

The Providence Public School Department is soliciting proposals for staffing agencies to provide RI Certified Special Education Teachers. Coverage may include, but is not limited to:

- Pre-K through high school and transition programs
- Various school settings, including private schools
- Early Childhood Special Education Teacher
- Elementary Special Education Teacher
- Secondary Special Education Teacher
- Deaf and Hard of Hearing Teacher
- Vision and Orientation/Mobility Teachers

II. Required Qualifications

The vendor must demonstrate previous experience hiring and placing qualified individuals in public school districts in Rhode Island or in districts of similar demographics to the Providence Public School District.

Individuals recruited and placed must hold a RIDE certification in special education area.

III. Scope of Work

Under direction of the school principal and/or appropriate supervisor and consistent with the Providence Public Schools' vision and mission, the related service provider is to work in partnership with parents, students, educators, and external agencies to promote student achievement and create safe, healthy, and supportive learning environments for all students. Additionally:

Special Education teacher will:

- Administer appropriate district curriculum which is aligned with the Rhode Island State Standards;

- Provide specially designed instruction to students with disabilities in various settings aligned to goals and objectives of the students' IEPs;
- Work and teach collaboratively with the general education teachers and para-professionals utilizing the co-teaching model, sharing planning and instructional responsibility for all students;
- Develop and implement Individualized Education Plans for students with disabilities within regulatory timelines;
- Complete quarterly progress reports per RI Regulations and ensure that the goals and objectives of their students' IEPs are implemented;
- Ensure the opportunity for all students to learn in a supportive environment;
- Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment;
- Provide a classroom management/discipline plan ensuring safety at all times;
- Develop and implement behavioral intervention plans as identified by student need;
- Integrate technology into the instructional program;
- Provide individual and group interventions to students in the Response to Intervention Process;
- Implement scientifically-based instruction to support the unique academic, social, and behavioral needs of students as appropriate;
- Collect, administer and report progress monitoring data for all student goals;
- Adhere to federal, state, and local mandates in special education;
- Schedule and case manage three (3) year re-evaluations for students with disabilities in accordance with state and federal regulations;
- Ensure that students with disabilities receive a free appropriate education in the least restrictive environment;
- Conducts, implements and develops alternate assessments consistent with RIDE regulations
- Proficient in the language of instruction
- Participates in district and school-based professional development activities;
- Maintain a web based portfolio and outcomes data on all of the children assigned to the pre-k class;
- Develop and provide daily, authentic pre-k learning experiences aligned with the RI Early Learning Standards for all students;
- Participate in timely data input services for Medicaid billing, utilize the web-based IEP system, and participate in the time studies for administrative Medicaid claiming as scheduled;
- Collaborate and co-teach with general education teachers to provide access to the general education curriculum in the least restrictive environment;
- Utilize positive behavioral supports as appropriate
- Work professionally with administrators, staff, parents, and community;
- Develop a classroom climate that promotes positive learning conditions
- Ensures that the appropriate accommodations and modifications are being implemented to meet the special needs of their students;
- Provide differentiated, developmentally appropriate pre-k learning experiences aligned with the RI Early Learning Standards;

- Collaborate with general education teachers to monitor student progress;
- Adapts teaching methods and instructional materials to meet students' varying needs and interests;
- Provides and implements appropriate accommodations for all types of formal assessments;
- Participate in other job-related duties and activities related to the position as assigned.
- Performs other duties as assigned.

IV. Awarded Vendor(s)

Providence Public Schools will review proposals based on demonstrated ability to identify and present candidates for vacancies. Providence Public Schools may award and contract with one vendor, multiple vendors, or no vendors as a result of this solicitation.

Following the award, the selected vendor(s) will work with staff in the Department of Specialized Instruction in order to place candidates in the school vacancies. Vendors will only be paid once candidate(s) are approved by the Department of Specialized Instruction and are placed within Providence Public Schools.

V. Timeline for Implementation

Contract(s) resulting from this award will be for a one-year term with two one-year option years for renewal at the mutual agreement of PPSD and the agency and dependent on the availability of funds and needs of PPSD.

Year 1: Upon Award to June 30, 2023

Option Year 1: July 1, 2023 to June 30, 2024

Option Year 2: July 1, 2024 to June 30, 2025

Vendors will be required to maintain their pricing as submitted in their bid for both the original year of the contract and for option years.

VI. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VII. Proposal Requirements

Proposals must be submitted in accordance with the instructions on page 1 of this document. Proposals must include:

- **Bid Form 1: Bidder Information**
- **Bid Form 2: Pricing**
- **Profile of the Proposer**
 - This section should outline the qualifications and experience of the agency in identifying and recruiting candidates for the roles included in this solicitation, particularly highlighting experience in districts that are demographically similar to PPSD (i.e. urban districts and/or districts in Rhode Island or the greater New England area)
- **Work Plan and Resumes**
 - Hiring Agency's plan for meeting the needs of Providence Public School District, including (but not limited to):
 - Candidate screening and selection
 - Candidate placement
 - Candidate recruitment and retention
 - Candidate feedback and support
 - Candidate supervision and professional development
 - Candidate credentialing
 - Process for confirmation of hours and invoicing
 - Preference will be given to agencies submitting resumes for candidates ready for placement upon receipt of award. Resumes should be submitted without the candidate's personally identifiable information.
- **Proposed exceptions, modifications, or deviations to Standard Terms**
 - In accordance with #7 of the Notice to Vendor Section, any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein listed and fully explained on a separate sheet.

VIII. Questions

Questions concerning this solicitation should be emailed to Molly Hannon, Director of Purchasing at Molly.Hannon@ppsd.org. Questions are due by **Monday, August 22, 2022 at 4:30PM**. Questions will be answered via addendum.