REQUEST FOR PROPOSALS

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

DATE AND TIME TO BE OPENED: Wednesday, April 13, 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: Friday, March 25, 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.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status.
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 Specialized Instruction – One Year (FY23) with Two Option Years (FY24 & FY25)

DATE AND TIME TO BE OPENED: Wednesday, April 13, 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: CATEGORIES

Please indicate the category or categories for which you are applying:

___ Occupational Therapists
___ Physical Therapists
___ Speech and Language Pathologists – English
___ Speech and Language Pathologists – Spanish
___ Nurses (1:1)
___ Orientation and Mobility Training
___ Behavior Analysts / Autism Specialists
___ School Psychologists

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status.
BID FORM 3: PRICING

Submit an hourly rate for any and all categories for which you are applying:

<table>
<thead>
<tr>
<th>Service</th>
<th>Hourly Rate for Year 1 (July 1, 2022 to June 30, 2023)</th>
<th>Hourly Rate for Option Year 1 (July 1, 2023 to June 30, 2024)</th>
<th>Hourly Rate for Option Year 2 (July 1, 2024 to June 30, 2025)</th>
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<tbody>
<tr>
<td>Occupational Therapists</td>
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<td>Physical Therapists</td>
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<td>Speech and Language Pathologists – English</td>
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<td>Behavior Analysts / Autism Specialists</td>
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<td>School Psychologists</td>
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The Providence Public School District Purchasing Department on behalf of the Department of Specialized Instruction is soliciting proposals for staffing or hiring agencies to fill vacancies for a variety of positions within the Providence Public School District, including Occupational Therapists, Physical Therapists, Speech and Language Pathologists (English and Spanish), Nurses, Orientation and Mobility Trainers, Behavior Analysts / Autism Specialists, and School Psychologists.

The district intends to make awards to multiple hiring agencies as a result of this solicitation and to contract with agencies who successfully identify and recruit qualified candidates to work in Providence Public Schools.

Individuals are not encouraged to apply to this solicitation. Qualified individuals reading this solicitation are encouraged to apply for vacant positions within Providence Public Schools.

I. Background

The Providence Public School District (PPSD) serves approximately 22,000 students attending our 37 schools. PPSD 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.

II. Required Qualifications of the Hiring Agency

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.

III. Awarded Vendor

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.

IV. Scopes 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:

**Occupational Therapists will:**

- Occupational therapists will provide direct therapy services to students enrolled in special education programs or have 504 plans throughout the city of Providence. Services may include individual or classroom based provision of services for up to 65 students;
- Occupational therapists will provide complete evaluations to students referred for initial evaluations or three year reviews with the schools assigned;
- Occupational therapists will provide written and/or verbal reports as required by the Office of Specialized Instruction and Services;
- Occupational therapists will complete all documentation associated with the referral and evaluation process, and the provision of services including in IEP development and Medicaid reimbursement forms;
- Functions as a member of the Team of Qualified Professionals;
- Occupational therapists will complete quarterly reports for students on their caseload;
- Occupational therapists will provide a weekly schedule which will not exceed 6.5 hours a day x 5 days a week, unless additional time is approved by vendor, PPSD, and occupational therapist, at the same rate.

**Physical Therapists will:**

- Physical therapists will provide direct therapy services to students enrolled in special education programs or have 504 plans throughout the city of Providence. Services may include individual or classroom based provision of services for up to 65 students;
- Physical therapists will provide complete evaluations to students referred for initial evaluations or three year reviews with the schools assigned;
- Physical therapists will provide written and/or verbal reports as required by the Office of Specialized Instruction and Services;
- Physical therapists will complete all documentation associated with the referral and evaluation process, and the provision of services including in IEP development and Medicaid reimbursement forms;

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status.
Functions as a member of the Team of Qualified Professionals;
Physical therapists will complete quarterly reports for students on their caseload;
Physical therapists will provide a weekly schedule which will not exceed 6.5 hours a day x 5 days a week, unless additional time is approved by vendor, PPSD, and physical therapist, at the same rate.

Speech & Language Pathologists (English and Spanish) will:

- Speech and language therapists will provide direct speech and language therapy services to students enrolled in special education programs or have 504 plans throughout the city of Providence. Services may include individual or classroom based provision of services for up to 65 students;
- Speech and language therapists will provide complete speech and language evaluations to students referred for initial evaluations or three year reviews with the schools assigned;
- Speech and language therapists will provide written and/or verbal reports as required by the Office of Specialized Instruction and Services;
- Speech and language therapists will complete all documentation associated with the referral and evaluation process, and the provision of services including in IEP development and Medicaid reimbursement forms;
- Functions as a member of the Team of Qualified Professionals;
- Speech and language therapists will complete quarterly reports for students on their caseload;
- Speech and language therapists will provide a weekly schedule which will not exceed 6.5 hours a day x 5 days a week, unless additional time is approved by vendor, PPSD, and speech & language pathologist, at the same rate.

Nurses (1:1) will:

- Provide direct nursing care to students with significant medical conditions;
- Consult with School Nurse Teacher regarding status of individual student;
- Ride the bus with the student assigned on a daily basis;
- Duties include following the medical and educational plan of the student(s)
- Attend meetings as scheduled;
- Provide for communication with parents as designated;
- Complete quarterly report for Providence School Department School Board;
- Staff will take direction by teacher; School Nurse Teacher; Director of Nursing and or Principal/Supervisor.
**Orientation and Mobility Trainers will:**

- Provide direct Orientation and Mobility services to students consistent with their IEP requirements. This may include individual, small group, or classroom based provision of services;
- Provide complete orientation and mobility evaluations or students referred for initial assessments or triennial review;
- Provide written reports, as required by the Special Education Department. Complete any and all paperwork associated with the referral and assessment process, and the provision of services including IEP development and Medicaid reimbursement forms;
- Attend IEP Conferences for students who are receiving services and/or ant students who may need services;
- Provide quarterly reports for Providence Department School Board;
- Provide direct vision service to children if necessary.

**Behavior Analysts / Autism Specialists will:**

- Oversee the daily functioning of the programming provided for students on the Autism spectrum within the Providence Public School District;
- The Autism Specialist / Behavior Analyst will assist in the coordination of instruction and behavioral programs in both general education and specialized settings. This includes the observation of students, analyzing data, and modifying curriculum and instructional strategies. The specialist will serve as a key member of the autism team providing trainings for both teachers and support staff;
- The Autism Specialist / Behavior Analyst will collaborate with IEP team members to develop goals and objectives, interpret assessment data, and guide teams through the evaluation process;
- The Autism Specialist / Behavior Analyst will conduct professional development for teachers, teacher assistants, and staff members of students who qualify for services;
- The Autism Specialist / Behavior Analyst will serve as a member of the district’s CPI training and will be required to become a CPI certified instructor;
- During the extended school year program, the Autism Specialist / Behavior Analyst will ensure that services continue throughout the summer months by collaborating with the extended school year classroom teacher;
- Attend weekly autism meetings;
- Design and supervise implementation of programming for specific students;
- Train and evaluate teacher assistants assigned to work with students on the autism spectrum;
- Assist classroom teachers with the creation of learning materials, discrete trial training, behavioral interventions;
- Observe students in the process of a comprehensive development assessment for ASD and provide written feedback to the referring teacher/team;
- Supervise the collection of data and maintenance of files to monitor student progress.
- Analyze data and modify curriculum and instructional strategies;
- Plan and conduct student progress monitoring meetings with data and information from parents;
- Act as liaison between the evaluation team and classroom teachers;
- Communicate with parents regarding concerns and programming;
- Coordinate with the IEP case manager to develop goals and objectives based on observation and assessment data;
- Provide ongoing training to classroom teachers and teacher assistants in Applied Behavioral Analysis and other research based methodologies for students on the autism spectrum;
- Work collaboratively with teachers in extended school year program;
- Travel to school sites;
- Maintain regular contact with classroom teachers, intervention specialists, and leaders;
- Be knowledgeable in the tools utilized to assess students and provide input to the evaluation team regarding specific interventions based on the evaluation results;
- Be available throughout the traditional school day and year, working 30 hours a week plus professional development.

*School Psychologists will:*

- Assist students in succeeding academically, socially and emotionally;
- Provides a full range of school psychological services to children ages 3-22, including design and implementation of classroom interventions; student screening and assessments; IEP development; consultation to staff and parents, delivery of professional development for staff; analysis of data; and crisis intervention;
- Functions as a member of the Team of Qualified Professionals, school based targeted teams, and crisis intervention teams to assist in implementing an academic and behavioral multi-tiered framework;
- Identifies and assesses the learning development and needs of individuals and groups of students that affect learning and adjustment. Use assessment data regarding the student and his/her environment in developing appropriate interventions and programs;
- Performs psychological assessments of students which includes observations, data collection, interpretation and analysis;
- Prepares interpretive reports from psychological assessment in accordance with District, state, and federal guidelines;
- Provides interventions to students to support the teaching process and to maximize learning and adjustment;
- Participates and leads teams in identifying at-risk students experiencing academic and behavioral difficulty, designing and implementing research-based interventions, and plan progress monitoring components of Tier 2 and Tier 3 interventions;
- Provide individual and group interventions services for students, including social skills training and crisis interventions;
- Work closely with teachers and teams to enhance critical skills, including conducting formative assessments, interpreting data, creating intervention plans and making databased determinations about the efficacy of interventions;
• Provide individual or group psychological support to aid student’s social and academic adjustment as it pertains to assisting students in accessing education;
• Participate in planning and/or implementation of school or district level crisis response teams;
• Lead teams in conducting functional behavioral assessments;
• Provides information, and/or education in the application of learning theory and child development, to school personnel and parents;
• Participate as a member and case manager of the Team of Qualified Professionals and the Individualized education program (IEP) committee contributing evaluation findings, collaborating on the development of the IEP, diagnosing students’ eligibility consistent with District, federal and state policies, procedures and regulations;
• Proficient in language of instruction;
• Participate in data input services for Medicaid billing, use the web-based IEP system, and participate in the time studies for administrative Medicaid claiming as scheduled;
• Adhere to requirement and state and federal laws regarding students with disabilities, and professional ethics and standards of school psychology;
• Design and assist teams in implementing and monitoring behavior intervention plans for students and make data-based decisions regarding the effectiveness of the plan to meet the social/emotional needs of our students;
• Confer and consult with teachers, staff, families and outside agencies about strategies to facilitate the social and affective needs of students;
• Assist in the implementation of district programs and curriculum to support student behavioral and academic success;
• Assist with the coordination/management of the Team of Qualified Professionals and school-based targeted teams;
• Assist in interpreting outside evaluation such as neuropsychological, clinical psychological and psychiatric assessments as appropriate;
• Provide teacher consultation and in-service training regarding ways to facilitate learning and adjustment for individuals or groups of students; y. Helps provide liaison and coordination between the school system and agencies to facilitate services for students and families;
• Engage in professional development opportunities for school psychologists and Performs other duties as assigned.

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: July 1, 2022 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. 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: Categories**
- **Bid Form 3: 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.

VII. 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.

VIII. Questions

Questions concerning this solicitation should be emailed to Molly Hannon, Director of Purchasing at Molly.Hannon@ppsd.org. Questions are due by Friday, March 25, 2022 at 4:30PM. Questions will be answered via addendum.