

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Autism Specialist/ Behavior Analyst FY21 – One Year Contract with Two Option Years**

**DATE AND TIME TO BE OPENED: Wednesday, July 22, 2020 at 1PM EST**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Edda Carmadello**

**SUBJECT MATTER EXPERT (EMAIL): edda.carmadello@ppsd.org**

**QUESTION DEADLINE: Friday, July 10 at 4:30PM EST**

**PLEASE NOTE : In order to drop off your bid in person, you must contact Director of Purchasing Molly Hannon at [Molly.Hannon@ppsd.org](mailto:Molly.Hannon@ppsd.org) to schedule a time. No phone calls.**

### 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  
797 Westminster Street  
Providence, RI 02903**
2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or 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

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 responder.
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. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. 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.
8. A responder 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)
9. 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.
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. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
13. 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.
14. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
15. 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).
16. 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/215>).
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
18. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

**BID FORM 1: BIDDER INFORMATION**

**Agrees to Bid on: Autism Specialist/ Behavior Analyst FY21 – One Year Contract with Two Option Years**

**DATE AND TIME TO BE OPENED: Wednesday, July 22, 2020 at 1PM EST**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

**Providence Public School District  
Autism Specialist/Behavior Analyst  
REQUEST FOR PROPOSALS**

The Providence School Department Purchasing Office is soliciting proposals for Autism Specialist Behavior Analyst to be provided for students enrolled in special education programs throughout the city of Providence.

## **I. BACKGROUND**

The mission of the Providence Public School Department (PPSD) is to prepare all students to succeed in the nation's colleges and universities, and in their chosen professions, regardless of their disability.

## **II. REQUIRED QUALIFICATIONS**

PPSD requires a vendor to meet the qualifications and specifications listed below. The submitted proposal should clearly demonstrate the vendor's ability to meet each requirement and provide a solution and product that is a good fit for Providence's expressed needs. In addition to the following criteria, the proposal must include detailed cost estimates, staff qualifications, organizational capacity and staff that would be assigned to support PPSD, creative approach and philosophy, content knowledge, and client references.

The Providence School Department requires an organization or individual that has the following required qualifications:

1. Demonstrably qualified and competent to interpret/translate in district's major languages
2. Deep understanding of specialized educational terminology in English and the district's major languages in order to provide requested interpretation/ translation services accurately
3. Trained in the ethics of interpretation
4. Capacity to provide immediate interpretation services
5. Capacity to provide translations upon request

## **III. SCOPE OF WORK**

The Autism Specialist / Behavior Analyst will oversee the daily functioning of the programming provided for student 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.

### **Qualifications of the Autism Specialist / Behavior Analyst:**

- Master's degree in special education, psychology, social work, occupational therapy or speech therapy.
- Board Certified Behavior Analyst Certificate
- Licensed as a Behavior Analyst in the state of Rhode Island through Rhode Island Applied Behavioral Analyst Licensing Board
- Minimum 8 years experience as an Autism Specialist / Behavior Analyst working in a school setting

### **Autism Specialist / Behavior Analyst will:**

- 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

### **IV. PERIOD OF PERFORMANCE**

This is a 12-month Request for Proposal to be implemented with an option to be extended for two additional years. The period of performance will begin August 31, 2020 and go through June 30, 2021.

### **V. 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

## **VI. PROPOSAL REQUIREMENTS**

The consulting organizations responding to this RFP should submit a proposal that includes:

1. A detailed description of the organization including creative approach and philosophy, staff qualifications, organizational capacity to support this work, experience completing related work, and client references.
2. A detailed project plan for providing services and ongoing technical assistance.
3. A proposed budget with a detailed cost description.

**To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.**

The Proposal shall be submitted in the format as set forth below:

### **Title Page**

Template (Appendix A)

### **Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers.

### **Tab 2 – Profile of the Proposer**

A detailed description of the organization including creative approach and philosophy, staff qualifications, organizational capacity to support this work, experience completing related work, and client references.

### **Tab 3 – A detailed project plan for providing service**

Clearly describe the scope of the work and /or services to be provided based upon the information in the Scope of Work.

### **Tab 4 - Proposed Budget**

Any and all pricing information, including any alternative pricing proposals that may be acceptable for individual components and/or supplemental products/services that meet all or some of the criteria listed in this RFP.

District may request pricing to be submitted electronically at a future date.

### **Tab 5 – Addenda**

Insert any addenda under this section.



## VII. Evaluation Process

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meeting for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored is 100. The threshold to advance to cost proposal review is 75 points. Proposals scoring below 75 points will be deemed technically unacceptable and will not be considered in the cost proposal review.

The award will then be made to the lowest cost, technically acceptable proposal(s).

<b>Vendor Name</b>	
<b>Technical Proposal Category</b>	<b>Score</b>
<i>Executive Summary (0 - 10 points)</i>	
<i>Previous Experience and Background (0 -10 points)</i>	
<i>Capability, Capacity, Staffing and Qualifications of the Vendor (0 -40 points)</i>	
<i>Work Plan/Approach Proposed (0-40 points)</i>	
<b>Total Score</b>	

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.

## **VIII. PROPOSAL QUESTIONS, SUBMISSION and DEADLINE**

NOTE: Proposals received after the due date and time (July 22, 2020 at 1PM EST) will not be considered. Questions concerning this solicitation should be e-mailed to Edda Carmadello, Executive Director of Specialized Instruction and Services at [Edda.Carmadello@ppsd.org](mailto:Edda.Carmadello@ppsd.org) no later than the end of the business day July 10, 2020, and responses will be sent back via email no later than the end of business on July 13, 2020.

## **VIII. BUDGET and CONTRACT AWARD**

The Providence School Department will review proposals on the basis of the alignment and fit of the product with the School Department's needs and specifications as outlined in this RFP, the quality of the product, the strength of the organization including its capacity to provide and support the product and its product components, and cost. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The School Department may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for the award.

**Appendix A**

**Title Page**

RFP Title: **Autism Specialist / Behavior Analyst**

Vendor Name: \_\_\_\_\_

Product(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's  
email: \_\_\_\_\_

Date: \_\_\_\_\_