

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: School Psychologists FY21 – One Year Contract with Two One-Year Options (FY22-FY23)

DATE AND TIME TO BE OPENED: Tuesday, November 24, 2020 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Dana Benton-Johnson

SUBJECT MATTER EXPERT (EMAIL): dana.bentonjohnson@ppsd.org

QUESTION DEADLINE: Tuesday, November 10, 2020 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
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 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. 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 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)
9. 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.
10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
11. 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).

12. 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>).
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. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
15. 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.
16. 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.
17. 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.
18. The Contractor shall not be paid in advance.
19. The contract shall be in effect from the date of award through **June 30, 2021** 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. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
20. 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.
21. 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.
22. 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.

23. 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.
24. 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.
25. 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.
26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.
27. 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: School Psychologists FY21 – One Year Contract with Two One-Year Options (FY22-FY23)

DATE AND TIME TO BE OPENED: Tuesday, November 24, 2020 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

The Providence Public School District Purchasing Department on behalf of the Department of Specialized Instruction is soliciting proposals for a staffing or hiring agency to fill vacancies for school psychologists within the Providence Public School District. As of October 2020, the district currently has twenty-nine (29) school psychologist positions and is seeking to fill six (6) vacancies for the 2020-2021 school year.

The job description for the positions looking to be filled can be found in the Scope of Work Section #4 of this document. The awarded vendor would be expected to identify and present candidates for this role. Providence Public Schools Department of Specialized Instruction staff would then approve or deny those candidates. The awarded vendor would only be paid once candidate(s) are approved and placed within 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. Open positions can be found [here](#).

1. Background

The Providence Public School District (PPSD) serves approximately 24,000 students attending our 41 schools. PPSD employs more than 3,200 professionals who work in and provide support to our schools, which include 22 elementary schools, 7 middle schools, 10 high schools and 2 public district charter schools.

Our schools are diverse learning communities. Approximately 65% of our students are Latinx, 16% Black, 9% White, 5% Asian, 4% 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.

2. Qualifications of the Hiring Agency

The vendor must demonstrate previous experience hiring and placing RIDE-certified PK-12 school psychologists AND/OR demonstrate previous experience hiring and placing school psychologists in public school districts of similar demographics to the Providence Public School District.

3. Required Qualifications of the Candidates

- a. Hold a CAGS or Ph.D degree in School Psychology from an accredited college or university.
- b. Hold RIDE School Psychologists PK-12 Certification
- c. Ability to work as an itinerant with owns means of transportation
- d. Ability to screen, evaluate, diagnose, counsel, remediate and support students, three to twenty-one years of age.
- e. Ability to develop and implement appropriate goals and objectives for each individual student.

- f. Good communication and human relations skills needed in order to implement a consultative program with classroom teachers and parents.
- g. Ability to work effectively and cooperatively as a member of the Team of Qualified Professionals and other school teams to implement administrative policies and procedures.
- h. Ability to formulate concise clinical reports and maintain complete longitudinal records on each student served.
- i. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, email, web applications, and industry specific technology etc.

4. Scope of Work for Candidates (i.e. the School Psychologists)

The job description for the vacancies to be filled is as follows:

Under direction of the school principal and/or appropriate supervisor and Consistent with the Providence Public Schools' vision and mission, the school psychologist 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, School Psychologist will:

- a. assist students in succeeding academically, socially and emotionally
- b. 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
- c. 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
- d. 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;
- e. Performs psychological assessments of students which includes observations, data collection, interpretation and analysis;
- f. Prepares interpretive reports from psychological assessment in accordance with District, state, and federal guidelines;
- g. Provides interventions to students to support the teaching process and to maximize learning and adjustment;
- h. 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;

- i. Provide individual and group interventions services for students, including social skills training and crisis interventions;
- j. Work closely with teachers and teams to enhance critical skills, including conducting formative assessments, interpreting data, creating intervention plans and making data-based determinations about the efficacy of interventions;
- k. Provide individual or group psychological support to aid student's social and academic adjustment as it pertains to assisting students in accessing education;
- l. Participate in planning and/or implementation of school or district level crisis response teams;
- m. Lead teams in conducting functional behavioral assessments;
- n. Provides information, and/or education in the application of learning theory and child development, to school personnel and parents;
- o. 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;
- p. Proficient in language of instruction
- q. 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;
- r. Adhere to requirement and state and federal laws regarding students with disabilities, and professional ethics and standards of school psychology;
- s. 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;
- t. Confer and consult with teachers, staff, families and outside agencies about strategies to facilitate the social and affective needs of students;
- u. Assist in the implementation of district programs and curriculum to support student behavioral and academic success;
- v. Assist with the coordination/management of the Team of Qualified Professionals and school-based targeted teams;
- w. Assist in interpreting outside evaluation such as neuropsychological, clinical psychological and psychiatric assessments as appropriate;
- x. 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;
- z. Engage in professional development opportunities for school psychologists and Performs other duties as assigned.

Targeted Population: Students ages 3-22 who are enrolled in Providence Public Schools

Location: Services will be provided in various Elementary, Middle and High Schools in Providence.

Schedule: 32.50 hours per week (6.5 hours a day for 5 days a week) for the dates indicated below:

January 1, 2021 to June 25, 2021 or the last day of school (Year 1)

July 1, 2021 to June 25, 2022 or the last day of school (Option Year 1)

July 1, 2022 to June 25, 2023 or the last day of school (Option Year 2)

5. 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. 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. This award is contingent upon the receipt of funding.

6. Proposal Requirements

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 submit a proposal in the following format:

Title Page

Bid Form 1

Tab 1 – Table of Contents

Clearly identify the materials by sections and page numbers.

Tab 2 - Pricing

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. Pricing should include pricing for the first year of the contract (January 1, 2021 to June 25, 2021 or the last day of school) and the two option years of the contract (Option Year 1: July 1, 2021 to June 25, 2022 or the last day of school; Option Year 2: July 1, 2022 to June 25, 2023 or the last day of school).

If rate of pay varies by level of experience, please indicate that in your pricing proposal.

Tab 3 – Profile of the Proposer

Hiring Agencies qualifications and experience identifying and recruiting candidates for the role of Certified School Psychologist in districts that are demographically similar to PPSD, i.e. urban districts and/or districts in Rhode Island or the greater New England area. Specific references should be included.

Tab 4 - Work Plan and Resumes

Preference will be given to agencies submitting resumes for candidates ready for placement upon receipt of award. These resumes should be submitted without the candidate's personally identifiable information.

Hiring agency's plan for meeting the needs of Providence Public School District, including (but not limited to):

- Psychologist screening and selection
- Psychologist placement
- Psychologist recruitment and retention
- Psychologist feedback and support
- Psychologist supervision and professional development
- Psychologist credentialing
- Process for confirmation of hours and invoicing

Tab 5 - Registration to do business in the State of Rhode Island

Proof of registration to do business in the State of Rhode Island

Tab 6 – Addenda

Insert all addenda under this section.

7. Questions

Questions about this request for proposals should be submitted via email to Dana Benton-Johnson at dana.bentonjohnson@ppsd.org by **Tuesday, November 10, 2020 at 4:30PM**. Questions will be answered via addendum.

8. Awarded Vendors

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

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

9. Evaluation of Proposals

Vendor proposals 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 meet 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.

Category	Total Points
Demonstration of experience placing qualified candidates in Certified School Psychologist Roles (0 to 30 points)	
Business is located in Rhode Island or greater New England area AND/OR demonstration of experience placing candidates in Rhode Island or the greater New England area (0 to 30 points)	
Demonstration of Work Plan for staff management (i.e. confirming certification and requirements for candidates, billing, invoicing and confirmation of hours) (0 to 30 points)	
Demonstration of ability to place candidates immediately upon receipt of award (0 to 10 points)	