

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: **Contract Services for In-District Therapeutic Educational Services**

DATE AND TIME TO BE OPENED: **Wednesday, May 5, 2021 at 1:00PM**

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

SUBJECT MATTER EXPERT (NAME): **Penelope Pare**

SUBJECT MATTER EXPERT (EMAIL): **Penelope.pare@ppsd.org**

QUESTION DEADLINE: **Friday, April 14, 2021 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 Westminister 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, 2022** 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.
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. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
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: Contract Services for In-District Therapeutic Educational Services

DATE AND TIME TO BE OPENED: Wednesday, May 5, 2021 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

Providence Public School District

**Request for Proposals
for
Contract Services for In-District Therapeutic
Educational Services**

2021-2022

I. 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. 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.

Currently, there is a need to support students in the least restrictive environment as possible who are on the autism spectrum. The proposed program would support approximately 30 students who receive specialized services.

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:

- A record of regional performance and experience providing high quality learning and therapeutic supports for students with disabilities in home district settings.
- A record of providing small, highly-structured therapeutic learning environments designed to meet the needs of students with intensive academic, behavioral, and language needs.
- Retain appropriately certified and credentialed professional staff as required by RIDE, RIDOH or other certification or licensing entity.
 - RIDE = educator and related service certification
 - RIDOH = licensed medical or therapeutic service provides
 - Other = certified ABA treatment provider, etc.
- Team of qualified staff with proven track record of delivering services. Master's Degree in special education, educational leadership, school administration.
- Demonstrated evidence of implementing a culturally responsive, research-based education model that incorporates supportive therapies, life skills training, and workforce development programs, as well as professional learning for special education and general education teachers.

III. SCOPE OF WORK

Vendor will:

- Provide consistent full time special education teachers licensed by the Rhode Island Department of Education as certified Elementary/Middle Special Education Teachers for grades K-8, with demonstrated experience educating students with Autism Spectrum Disorder.
- Staff three Autism Program Elementary classrooms with the three full time special education teachers with the qualifications indicated above and one behavior specialist to support operation of three elementary level classrooms for students with Autism Spectrum Disorder.
- Demonstrate experience in utilizing and supporting use of discrete trial training, creation and application of visual aids, augmentative communication systems, behavior techniques, incidental teaching, generalization of skills, structured work systems, prompting systems, use of social narratives/stories and Applied Behavioral Analysis (ABA) strategies.
- Work collaboratively with PPSD District- and Building-level Administrators to provide specialized services that are consistent with the Providence Public Schools' vision and mission.
- Partner with parents, students, school based special education team members and general education teachers to promote student achievement and student social, emotional and behavioral wellbeing.
- Serve as a case manager to students in the vendor supported classrooms by developing and implementing individual education programs and utilizing district platforms such as Power School to maintain accurate records, including but not limited to IEP's, quarterly progress reports and Medicaid billing etc., in accordance with State and Federal Regulations.
- Provide remote special education instruction and support services, while students are in hybrid or distance learning, during COVID 19 related school closures.
- Supervise and support Providence Public Schools employed Teacher Assistants assigned to vendor supported Autism Classroom.
- Provide delivery of certified Crisis Prevention Institute nonviolent crisis intervention to include therapeutic physical restraint in emergency situations when a student presents as a danger to self or others.
- Provide consistent teacher supervision for students. If a teacher resigns, vendor agrees to provide qualified substitute coverage for classroom(s) not to exceed 25 days. *There can be no use of long-term substitutes in the vendor classrooms.*

IV. TIMELINE FOR IMPLEMENTATION

The consultant will provide a summary of a project plan with their bid. This will include a comprehensive, written plan for contract execution, partner meeting, staffing, facilities support, onboarding, parent and community engagement, professional learning and start of school year opening starting on July 1, 2021 until June 30, 2022. This contract is eligible for multi-year award.

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 organization responding to this RFP should submit a proposal that includes:

1. A detailed description of the organization including approach and philosophy, qualifications, individual/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 that includes a monthly rate of pay, per student.
4. 3 References with contact information of previous districts worked with in like size and scope.

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:

Bid Form 1: Bidder Information

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 or individual including approach and philosophy, qualifications, 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. QUESTIONS

Questions concerning this solicitation should be emailed to Penelope Pare at Penelope.Pare@ppsd.org Questions are due via email by Friday, April 14, 2021 at 4:30PM. Questions will be answered via addendum on/after Monday, April 19, 2021.

VIII. 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.

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

Category	Total Points
A record of regional performance and experience providing high quality learning and therapeutic supports for students with disabilities in home district settings.	25
A record of providing small, highly-structured therapeutic learning environments designed to meet the needs of students with intensive academic, behavioral, and language needs.	25
Team of qualified staff with proven track record of delivering services. Master’s Degree in special education, educational leadership, school administration.	25
Past partner recommendations and references	25
Total Eligible Points	100

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.