



**HIGHLINE PUBLIC SCHOOLS No. 401
15675 Ambaum Boulevard SW
Burien WA 98166**

***OUR PROMISE: Every student in Highline Public Schools is known
by Name, Strength, and Need, and graduates ready
for College, Career, and Citizenship.***

REQUEST FOR PROPOSAL

**FOR: SPECIAL EDUCATION SUPPORT SERVICES, RFP 17/18-4
With Extensions up through School Year 2022/23**

Highline Public Schools No. 401

RFP #17/18-4

Release Date:
JULY 23, 2018

**Proposal Responses Due
AUGUST 14, 2018 by 2:00 P.M. PST
(Pacific Standard Time)**

Official Contact:

Tracey David, Purchasing Manager
Tracey.David@HighlineSchools.org
206.631.3202

Official RFP Page:

www.highlineschools.org/purchasing

Introduction

The Highline Public Schools No. 401, hereinafter referred to as “the District” is requesting Proposals of Service and Pricing from firms or individuals (the Agency) for the purpose of creating a Special Education Program Services Support Roster for the District.

The District provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability.

The District appreciates your consideration of this RFP and looks forward to receiving your proposal.

Background Information

The District is comprised of one (1) early learning center, two (2) grades 7-12 school locations, four (4) middle school locations, twelve (12), high school locations, one (1) athletic stadium, eighteen (18) elementary school locations, one (1) administrative office and several support facilities (transportation, maintenance, facilities management, etc.).

The central office of the District is located at 15675 Ambaum Boulevard S, Burien Washington, 98166 in the County of King, State of Washington. The District has an approximate student population of 19,000 and an administrative/teaching/support staff of approximately 2,500.

District Information can be obtained on the web at www.highlineschools.org. If you require special assistance or this information in an alternative format, please contact Tracey David, Purchasing Manager, at 206.631.3202 or Tracey.David@highlineschools.org.

Schedule of Events

July 23, 2018

RFP Available on District Website:

www.highlineschools.org/purchasing

July 23, 2018

First Advertisement

July 30, 2018

Second Advertisement

August 9, by 2:00 p.m.

Deadline for Questions from Potential Bidders

August 14, 2:00 p.m.

Sealed Proposals Due

August 14, 2:05 p.m.

Public Opening and Reading Olympic Conference Room

HIGHLINE PUBLIC SCHOOL DISTRICT #401
Burien, Washington

TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

RFP 17/18-4

It is understood that the **company/individual** submitting a proposal, accepts the following general specifications and conditions which are all considered to be a part of the Request for Proposal (RFP) document.

1. OPENING OF PROPOSALS

All proposals received shall be opened in public at the address shown on the cover sheet of this RFP package.

2. UNIT PRICE

It is understood that the quantities stated are approximate only and are subject to either increase or decrease at the discretion of the District and stated only for the purpose of comparing the proposals, and that should the quantities of any of the items be increased, the undersigned shall furnish the additional articles at the unit price set out herein; and should the quantities be decreased, payment will be made on actual quantities received and the undersigned proposer will make no claims for anticipated profits or additional compensation for any increase or decrease in the quantities.

3. ACCEPTANCE OF PROPOSAL

Notice of acceptance of this proposal or requests for additional information shall be addressed to the undersigned at the address stated below.

4. TIME FOR CONTRACTING

It is understood that this proposal may not be withdrawn nor may the Agency refuse to accept any contract, proffered based on this RFP within 45 days after the date set for the opening thereof without forfeiture of the bid security if a bid security is required for this RFP.

5. AWARD OF CONTRACT

The Board of Directors at a regular meeting shall award all contracts.

6. DELIVERY OF GOODS OR SERVICES

Pursuant to and in compliance with the Information to Proposers and other documents relating thereto, the undersigned hereby proposes to furnish and deliver any or all of the services enumerated in proposal at the prices quoted herein.

7. EMPLOYEES WHO HAVE BEEN CONVICTED OF CRIMES INVOLVING CHILDREN

RCW 28A.400.330 prohibits a bidder, or any of its sub-bidders, from utilizing any employee at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of a child under chapter 9.68A RCW, sexual offenses under chapter 9A.44 RCW, where a minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws or another jurisdiction. Failure to comply with this section shall be grounds for the school district to immediately terminate the contract.

8. DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

To the best of its knowledge and belief, the Bidder or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the Bidder or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified

9. USE OF TOBACCO IN SCHOOL PREMISES

RCW 28A210.310 prohibits the use of tobacco in any form on school district property. Smoking or other use of tobacco will not be permitted at the job site.

10. LAWS

The Bidder agrees to fully comply with all Federal, state and local laws, orders, rules, regulations and ordinances, including but not limited to those relating to industrial insurance, medical aid, unemployment compensation, pension, social security, minimum wages, equal employment, safety standards and building codes, and the bidder shall indemnify and save harmless the District for any claim, liability or expense by reason of the failure of the bidder or any of its sub-contractors to comply with such laws, orders, rules, regulations or ordinances

11. INDEMNIFICATION

The proposer agrees that to the fullest extent permitted by law, proposer will hold harmless, defend, and indemnify the District, its agents, employees, and board members from any and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all acts or omission by the proposer under the contract. The District shall have the right to demand that the proposer defend any and all claims, lawsuits, or proceedings related to services provided under the contract, without cost to the District, with a lawyer acceptable to the District. The terms of this section shall survive termination of this contract.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the proposer, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from the negligence by the District.

12. CONFLICT OF INTEREST

The Proposer must disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District shall be listed in your cover letter with your proposal.

13. INSURANCE

The Agency will secure and maintain through the duration of this agreement, insurance naming the Highline School District No. 401 District as additional insured at the level described below. The Agency will provide the District with copies of certificates of coverage from the insurance provider each year upon the renewal of this contract and at the expiration of the current certificate. This will be required once the proposal is awarded.

Workers Compensation insurance as required by the laws of the State of Washington and applicable federal laws.

Certificate of Insurance Requirements

1. Insurers affording coverage must carry a Best Rating of A-VIII or better.
2. Commercial General Liability Section
 - Must be Occurrence policy, refer Claims Made policies for Review
 - Washington Stop Gap coverage may be referenced in this section
 - General Aggregate Limit should apply "Per Project"
3. Additional Insured, Waiver of Subrogation columns must be checked for General Liability, Automobile Liability and Umbrella Liability (if required). Additional Insured forms CG2026 and Waiver of Subrogation form CG2404 (or equivalent) must be provided along with the Certificate of Insurance. Primary and Non-Contributory coverage is required and a copy must be provided along with the Certificate of Insurance.
4. General Liability Each Occurrence Limit must be at least \$1, 000,000, General Aggregate Limit must be at least \$2,000,000 and the Products-Completed Operations Limit must be at least \$2,000,000.

5. "Any Auto" coverage, which includes Hired and Non-Owned automobiles, is required. If the company does not own any vehicles, then the "Hired Autos" and "Non-Owned Autos" coverage are required.

6. Automobile Limit of at least \$1,000,000 is required.

7. Excess/Umbrella coverage must be included, if required by the contract, at a limit of at least \$1,000,000.

- The Retention/Deductible must not exceed \$10,000.

8. Washington Stop Gap coverage of at least \$1,000,000 is required (if not shown in the General Liability section).

9. Professional Liability coverage must be included at a limit of at least \$2,000,000 Per Occurrence.

- The Retention/Deductible must not exceed \$10,000.

10. "Description of Operations" section should reference the contract name, number and service provided.

14. LEGAL FEES

The Agency covenants and agrees that in the event suit is instituted by the purchaser for any default on the part of the Agency, and the Agency is adjudged by a court of competent jurisdiction to be in default, he shall pay to the purchaser all costs, expenses expended or incurred by the purchaser in connection therewith, and reasonable attorney's fees.

15. FORCE MAJEURE

Except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences.

Notification if either party is delayed by force majeure, said party should provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall

cease as soon as practicable and written notification of it shall be provided. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this contract.

Rights reserved:

The District reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Agency shall have no recourse against the District.

INSTRUCTIONS FOR COMPANIES SUBMITTING PROPOSALS

1. GENERAL INSTRUCTIONS

This specification constitutes the proposal form:

- A. Proposers will submit one signed original proposal and two (2) printed copies and an electronic proposal. The electronic proposal can be in the form of a CD or thumb drive. The proposals must be submitted on 8-1/2 X 11 inch paper, with some type of binder to keep the paper in order (no staples, please)
- B. The firm name and all requested data pertinent shall be filled in on the last 3 pages of this RFP and included with your proposal.
- C. The descriptions in this RFP have been prepared so as to identify clearly the basic requirements for each item. You are responsible for noting any and all exceptions to the required features specified.
- D. **Proposers may respond to one or more sections of this RFP.** This RFP will be used to create a roster of qualified and approved Agencies to provide medical support services to the HSD Special Education Department.

2. PREPARATION OF PROPOSAL

All proposals must be submitted in sealed opaque envelope. **THE RFP NUMBER, DESCRIPTION, AND DATE AND TIME OF OPENING MUST APPEAR ON THE OUTSIDE OF THE ENVELOPE.** It is the sole responsibility of the company/individual submitting proposal to see that it received by the proper time.

Proposals received after the date and time scheduled for opening shall be returned to the sender unopened.

Proposals submitted by mail shall be addressed to:

HIGHLINE SCHOOL DISTRICT #401
Attn: Purchasing Department
15675 Ambaum Boulevard Southwest
Burien, WA 98166

Proposals submitted in person shall be delivered to:

Purchasing Department
HIGHLINE SCHOOL DISTRICT #401
15675 Ambaum Boulevard Southwest
Burien, Washington 98166

Please call (206) 631-3000 for directions to this location if needed.

3. SIGNATURE

The proposal must bear the signature in longhand and in ink of the person or persons duly authorized to sign the proposal in the name of the company.

4. MODIFICATIONS

Changes in or additions to the RFP form, recapitulations of the work bid upon, alternate proposals or any other modifications of the RFP form which are not specifically called for in the contract documents, may result in the District rejecting the proposal as not being responsive to the invitations. No oral or telephonic modification of any proposal submitted will be considered.

5. ERASURES

The person or persons signing the proposal must initial any erasures, interlineations, or corrections in the RFP document.

6. EXAMINATION OF SITE, DRAWING, ETC.

The Agency shall thoroughly examine and be familiar with the specifications. The failure or omission of a an Agency to receive or examine any form, instrument, addendum or other document or to visit the site and acquaint himself/herself with conditions there existing (if required in RFP document), shall in no way relieve any Agency from obligations with respect to his/her proposal or to the contract. The submission of a proposal shall be taken as prime facie evidence of compliance with this section.

7. WITHDRAWAL OF PROPOSALS

Any Agency may withdraw his/her proposal, either personally, by written request, or by telephone call followed by written request at any time prior to the scheduled closing time for receipt of proposals. No Agency may withdraw a proposal after the date and hour set for the opening thereof and before the award of the contract unless said award is delayed for a period exceeding 45 days.

8. INTERPRETATIONS OF PLANS AND DOCUMENTS

If any person who contemplates submitting a proposal for the proposed contract and is in doubt as to the true meaning of any part of the plans, specifications or contract documents, or finds discrepancies in, or omissions from the plans or specifications, he/she may submit to the District a written request for an interpretations or correction thereof. **The person submitting such request will be responsible for its prompt delivery not later than five (5) days before the date specified for receipt of the proposals.** Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addendum will be mailed, delivered, or sent via facsimile machine receiving a set of such contract documents as well as posted on the District Purchasing page. The District will not be responsible for any other explanations or interpretation of the contract documents. No oral interpretation of any provision in the contract documents will be made to any Agency.

9. AGENCIES INTERESTED IN MORE THAN ONE PROPOSAL

No person, firm or corporation shall be allowed to make or file or be interested in more than one proposal for the same work unless alternate proposals are specifically called for.

10. AWARD OF CONTRACT

The formal award of contract is subject to the right, which is reserved by the District to reject any or all proposals, or any parts thereof and to waive informalities.

11. "OR DISTRICT APPROVED ALTERNATE" CLAUSE

Whenever a process, equipment or material is specified by giving the manufacturer's name, brand or number, it is understood that the words "or District approved alternate" follow thereafter unless "No Substitutions" is stated in Special Information/Instructions.

12. ASSIGNMENT OF CONTRACT

The Agency shall not assign this contract nor any part thereof, nor any monies due or to become due, without the prior written approval of the District.

13. TERMINATION FOR BREACH

In the event that any of the provisions of this contract are violated by the Agency the District may serve written notice upon the Agency of its intention to terminate such contract, and unless within 10 days after serving of such notice upon the Agency such violation shall cease, and satisfactory arrangement for correction be made, the contract shall upon expiration of said ten days case and terminate. In the event of any such termination, the District shall immediately serve notice thereof upon the Agency and the District may declare the Agency in default, and procure all material involved in the Contract from other sources and the Agency shall be liable to the District for any excess cost occasioned the District thereby.

14. COPIES OF REQUEST FOR PROPOSAL

Each Agency will be furnished one complete set of the specifications. Additional copies may be obtained by contacting the Purchasing Department of the District.

15. ANTI-DISCRIMINATION CLAUSE

The bidder agrees not to discriminate against any client, employee or applicant for employment or for services because of race, color, religion, national origin, disability, marital status, sex, or age with regard to, but not limited to the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Agency who is in violation of this clause shall be barred forth with from receiving awards of any purchase order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

16. Bid Protest Procedures

Procedure: A Bidder protesting for any reason, the procedure or award of the contract, shall submit cause in a written protest to be filed with the Business Services Department no later than three (3) business days after the date upon which bids are opened. The written protest shall include the name of the protesting Bidder, a

detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested. The written protest shall be delivered to:

Highline School District #401
Business Services Department
ATTN: TRACEY DAVID
15675 Ambaum Blvd. SW
Burien WA 98166

Consideration: Upon receipt, the District will consider the protest. The District may, within three (3) business days of receipt, provide any other affected Bidder, the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement between the protesting Bidder and the Business Services Department, the Superintendent of the District or designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidders, within six business days of the District's receipt of the protest. (If more than one protest is filed, the District's decision will be provided within six business days of the District's receipt of the last protest). If no reply is received during the six-business-day period, the protest shall be deemed rejected.

Waiver: Failure to comply with these protest procedures will render a protest waived.

Condition Precedent: Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

DURATION OF RFP 17/18-4

RFP 17/18-4 will be valid for one year, 2018-19, with optional years of 2019-20, 2020-2021, 2021-22 and 2022-2023. The Agency will be allowed an annual price increase of not more than 5% of the previous year's hourly or unit pricing as established in the response section of this RFP. The increase must be submitted to the District's Purchasing Department in writing near the end of the current contract period, prior to the issuance of the following year's contract extension.

RFP 17/18-4

The DISTRICT is requesting proposals from firms or individuals (the Agency) for the purpose of providing support services to the DISTRICT Special Education Program. This RFP will be used to create a roster of qualified and approved Agencies to provide support services to the HSD Special Education Department. Price will not be the primary specification to qualify for Agency selection, but will be considered.

Responses must include Agency qualifications, general availability, and pricing for services for each section that is appropriate. Please make sure to indicate the section number(s) you are responding to.

PROPOSERS MAY RESPOND TO ONE OR MORE SECTIONS OF THIS RFP.

GENERAL SCOPE OF SERVICES

The general purpose and objective of this request is to provide Special Education programs under WAC 392-172A for appropriately referred students that will assist students to re-enter a regular program and work for the completion of his/her education.

In order to accomplish the general objective of this agreement, the Agency shall perform the following specific duties:

- Provide a program and curriculum design that will be offered to each student to meet IEP goals and specifying completion requirements to the satisfaction of the

District. This includes all Special Education, Speech Language Pathology (SLP) services and any other necessary related services agreed to by the parties.

- In accordance with WAC 392-172A, the Agency will provide to the District written corroborating data that the Agency is addressing all the student's IEP goals and objectives such as, however not limited to: student learning activities including the assessment and prescriptive functions leading to those activities.
- Select and provide learning resources congruent with the two previous paragraphs for student programs.
- The Agency will give consent and allow District staff to observe the student in any classes; make available to the District, opportunities to review the Agency's data collection methods; and upon request of the District staff, allow the District staff to review any and/or all portions of the identified student's work.
- Provide the supervision and support for students under the direction of certificated staff members for each learning activity and record data gathered during the monitoring of student performance.
- Provide evaluation of all learning activities and provide the District with a copy of the student's daily report card in addition to quarterly reports of the student's progress which correspond to district reporting calendar.
- Design, develop and maintain program master records for each student and provide a record of student progress in program as described in the paragraph above.
- Provide the District with monthly attendance records. Develop and operate an accountability program to monitor attendance, specify behavior standards and describe methods with which behavior problems will be dealt.
- Notify the District of the possible need for screening and evaluation of students who may need a revised IEP, or additional services.
- Notify the District prior to all meetings with parent(s) of student in order to facilitate District attendance at said meeting, if deemed necessary by the District.
- Provide adequate insurance to cover the operation described herein.
- Describe and operate a program to insure the health and safety of each student.
- Provide a facility that meets the minimum state and local requirements for health and fire safety and is acceptable to the District.

- Students engaged in Work Study or Community Services programs, as applicable, which are supervised by Agency, shall meet the criteria established by District in order to receive school credit.
- Each full time student shall average a minimum of one contract hour per day with a certificated teacher plus Agency supervision for the remaining hours per day. Certificated instruction time shall not exceed thirty (30) hours per week per student.
- If student attendance is ten (10) days or less per month, contact District with plan for improved attendance.
- Maintain Nonpublic Agency approval by the State Board of Education. The Agency shall also maintain compliance with all assurances required of the State Board of Education for the length of this contract.
- Provide staff that meet and maintain Washington State certification and any State licenses required for practice.
- Provide a report of any behavioral incidents which occur at the location of the Agency and which are reported to the law enforcement jurisdiction within which the Agency is located, and to CPS.
- Comply with applicable state and federal requirements for Special Education.
- In accordance with RCW 28A.400.330, any Non-Public Agency or employee of any Non-Public Agency contracting with the District is prohibited from having contact with children while working at District schools if the individual pled guilty to or has been convicted of any felony crime against children or adults. Any failure to comply with this section shall be grounds for the District to immediately terminate this Agreement.
- The Non-Public Agency or any of his/her employees is (are) not to engage in activities that involve scheduled unsupervised contact with children under the age of 16 in the District during the course of the work to be performed under this Agreement unless the Non-Public Agency has previously provided evidence of having submitted his/her fingerprints and passing a criminal records check.
- The District remains responsible for compliance with due process, IEP development, annual review and the determination of all services and placements. The District will contact the Agency 60 days prior to the expiration of a student IEP to set the possible dates for the IEP meeting. The District will send the parent notice of IEP meeting to the parents prior to the IEP meeting.

PROPOSERS MAY RESPOND TO ONE OR MORE SECTIONS OF THE SPECIFIC SCOPE OF SERVICES DESCRIBED IN THIS RFP.

SPECIFIC SCOPES OF SERVICES

SECTION 1: Deaf and/or Hard of Hearing Services.

The Agency will provide classroom and auditory-based speech therapy services for students that are deaf or hard of hearing, as determined by the individual student's Individual Education Program (IEP).

SECTION 2: Behavioral Support, Consultation and/or Training.

Provide skilled behavior management direct services, behavioral concepts consultation and behavioral training for special education staff at the student's home school and/or alternative site as determined by the Individual Education Program (IEP). The Agency will assist in identifying, writing, demonstrating, implementing, and adjusting behavioral interventions.

SECTION 3: Provide Academic, Behavior and/or Socio-emotional Services as outlined on a student's IEP for students with significant learning difficulties.

Provide direct service, consultation, and/or training under WAC 3992-172A for appropriately referred students served on an Individual Education Program (IEP) with significant learning difficulties. Services would be provided at the student's home school and/or at an alternative site as identified by the Individual Education Program (IEP) team. Services will assist students in experiencing success in his/her special and regular education programs at his/her school within the District and work toward completion of his/her educational and/or graduation goals.

SECTION 4: Provide Academic, Behavior and/or Socio-emotional Services as outlined on a student's IEP for students with significant learning difficulties.

Provide direct service under WAC 392-172A for appropriately referred students on an Individual Education Program (IEP) that will assist the student in experiencing academic, behavioral, and/or socio-emotional success and provide for a successful transition to a special and/or regular education program within the District and work toward completion of his/her educational and/or graduation goals.

SECTION 5: Provide Academic, Behavioral and/or Socio-emotional Services as outlined on a student's IEP for students with significant behavioral and/or Socio-emotional difficulties.

Provide direct service under WAC 392-172A for appropriately referred students on an Individual Education Program (IEP) that will assist the student in experiencing academic, behavioral, and/or socio-emotional success and provide for a successful transition to a special and/or regular education program within the District and work toward completion of his/her educational and/or graduation goals. Incorporates as part of the regular program strength-based therapeutic interventions, equipping the student with positive coping and behavioral skills.

SECTION 6: Provide Speech Language Pathology services as outlined on a student's Individual Education Program (IEP).

Provide direct and/or consultation Speech Language Pathology (SLP) services at one or more locations at designated times of the day. Conduct SLP evaluations and re-evaluations, work with the Individual Education Program (IEP) team to identify and solidify IEP goal(s) and objective(s), and develop and implement goal and objective monitoring systems, as needed. Serve as a member of that student's Individual Education Program (IEP) team, school's guidance team, and/or the school's multi-disciplinary team. On occasion, serve as the student's case manager.

SECTION 7: Provide Occupational Health and/or Physical Therapy (OT/PT) services as outlined on a student's Individual Education Program (IEP).

Provide direct and/or consultation Occupational Health and/or Physical Therapy (OT/PT) services at one or more locations at designated times of the day. Conduct OT/PT evaluations and re-evaluations, work with the Individual Education Program (IEP) team to identify and solidify IEP goal(s) and objective(s), and develop and implement goal and objective monitoring systems, as needed. Serve as a member of that student's Individual Education Program (IEP) team, school's guidance team, and/or the school's multi-disciplinary team. On occasion, serve as the student's case manager.

SECTION 8: Provide nursing services (RN and LPN) to students in one or more locations.

Provide direct nursing services at one or more locations at designated times of the day. This may include, but not be limited, to monitoring and/or providing services to students while being transported on and/or from one location to another. Conduct medical evaluations and re-evaluations, work with the Individual Education Program (IEP) team to identify and solidify IEP goal(s) and objective(s), develop and implement goal and objective monitoring systems, and develop Individual Health Care Plans and/or 504 Plans, as needed. Serve as a member of that student's Individual Education

Program (IEP) team, school's guidance team, and/or the school's multi-disciplinary team, as needed. On occasion, serve as the student's case manager.

SECTION 9: Provide School Psychologist services to students in one or more locations.

Provide school psychologist services at one or more locations at designated times of the day. Conduct school psychologist evaluations and re-evaluations and work with the Individual Education Program (IEP) team to identify and solidify IEP goal(s) and objective(s). Serve as a member of that student's Individual Education Program (IEP) team, school's guidance team, and/or the school's multi-disciplinary team.

SECTION 10: Provide a Special Education teacher to deliver academic, behavioral and/or socio-emotional services and/or supports as outlined on a student's Individual Education Program (IEP).

Provide direct services under WAC 392-172A for appropriately referred students on an Individual Education Program (IEP) that will assist the student in experiencing academic, behavioral, and/or socio-emotional success and work completion of his/her educational and/or graduation goals. Work with the student's Individual Education Program (IEP) team to identify and solidify IEP goal(s) and objective(s) and develop and implement goal and objective monitoring systems. Serve as a member of that student's Individual Education Program (IEP) team, school's guidance team, and/or the school's multi-disciplinary team, as needed. Serve as the student's case manager.

SECTION 11: Provide a school-to-work transition specialist.

Provide direct and/or consultation services for students with developmental disabilities who participate in our transition program to facilitate locating and securing of paid jobs within our community. Provide job embedded training and coaching to students and staff.

SECTION 12: Provide academic, behavioral, and/or socio-emotional consultation services.

Provide skilled academic, behavioral, and/or socio-emotional consultation services for staff working with students receiving special education services. Services may be provided at a student's home school and/or alternate site at designated times of the day as determined by the Individual Education Program (IEP). The Agency will provide assistance in identifying, writing, demonstrating, implementing, and adjusting academic, behavioral and/or socio-emotional interventions and in training staff in effective implementation of such interventions. Conduct evaluations, as needed, and provide written and/or oral feedback, as needed, to one or more members of the Individual Education Program (IEP) team.

SECTION 13: Conduct one or more components of an Independent Educational Evaluation (IEE).

Conduct an Independent Educational Evaluation (IEE), to include, as deemed necessary, review of records, parent and student interview, observation of the student, applicable testing (academic, functional, social, adaptive, etc.). A written report and evaluation results will be provided simultaneously to the parent and, where, applicable, student and one or more representatives from the District at a joint meeting with the parent/student and District staff. Be available for follow-up consultation, if requested by the District. Coordinate the IEE with private evaluators and District staff. Participate, as deemed necessary, in the drafting of a student's Individual Education Program (IEP) and participate in the IEP meeting.

SECTION 14: Conduct a psychiatric evaluation of a student to assess level of threat to oneself and/or others.

Conduct a psychiatric evaluation at the earliest possible date to include, as deemed necessary, review of records, interview with student and parent, phone interview with applicable school staff, as deemed necessary, and relevant testing (psychological, social, adaptive, etc.). Provide a preliminary verbal report and a final written evaluation report to the District in a timely manner. Be available for follow-up questions and consultation, if requested by the District.

SECTION 15: Conduct a psychiatric and/or psychological evaluation of a student.

Conduct a psychiatric and/or psychological evaluation at the earliest possible date to include, as deemed necessary, review of records, interview with student and parent, phone interview with applicable school staff, as deemed necessary, and relevant testing (psychological, social, adaptive, etc.). Provide a preliminary verbal report and a final written evaluation report to the District in a timely manner. Be available for follow-up questions and consultation, if requested by the District.

REQUEST FOR PROPOSAL RESPONSES

Responses to the RFP must be received by Tuesday, August 14, 2018, at 2:00:00 PM at the District Purchasing Office. Late submittal will not be considered. A response sheet is provided below.

Questions may be addressed to Tracey David, the District Purchasing Manager at Tracey.David@highlineschools.org .

All costs for developing proposals in response to this RFP are the obligation of the proposer and are not chargeable to the DISTRICT. All proposals and accompanying documentation will become property of the DISTRICT and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the DISTRICT. Proposals cannot be withdrawn after the published close date.

A research and deliberation period will begin with the opening of the RFP responses on August 14, 2018. The District will issue contracts to the selected Agencies as necessary on for the 2018-2019 school year, or on a project by project basis. Agency availability is a consideration.

RFP 17/18-4 RESPONSE SHEET

Agency Name:

Address:

Phone:

Email:

Responding to section number:

You may respond to multiple sections. Please respond to each section individually.

A brief description of personal or agency qualifications:

Price per visit:

Please indicate hourly or unit pricing

Signature and date

Agency Name:

Address:

Phone:

Email:

Responding to section number:

Indicate 1 or more sections that you qualify for. Please respond to each section individually.

A brief description of personal or agency qualifications:

Price per visit:

Please indicate hourly or unit pricing

Signature and date

Please make copies of this page as necessary in order to respond to additional sections.

BUSINESS STYLE OF RFP RESPONDER

The party by whom this RFP is submitted and by whom the contract will be entered into in case the award is made to him/her is

a: _____

State whether bidder is a corporation, a partnership, or an individual doing business at

Street Address

City, State, Zip Code

To which notice of acceptance should be mailed or delivered.

NAME OF INDIVIDUALS

The names of the president, treasurer, and manager of the corporation or the names and addresses of all persons and parties interested in this proposal as a partner or principals are as follows:

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE:

(Legal name of Person, Firm, or Corporation submitting a proposal)

By _____
Name (Print)

Title _____

Signed _____

Phone _____

Dated _____

Email _____

DEBARMENT AND SUSPENSION CERTIFICATION

Highline School District No. 401

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions \$25,000 and Above

This certification is required by the Executive Order 12543 and 48 CFR part 9 regarding all transaction receiving federal dollars.

- a. The prospective lower tier participant (contractor) certifies, by signing this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The prospective lower tier participant (contractor) shall provide immediate written notice to Highline School District, 15675 Ambaum Blvd SW, Burien, WA 98166 Attn: Purchasing if at any time the prospective lower tier participant (contractor) learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- b. Should the prospective lower tier (contractor) enter into a covered transaction with another person at a lower tier (subcontractor), the prospective lower tier participant (contractor) agrees by signing this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified. The prospective lower tier participant will do this by (a) checking the federal Excluded Parties List System (EPLS) at the System award management (SAM) www.sam.gov; or (b) collecting a certification from that person; or (c) adding a clause or condition to the covered transaction contract with that person similar to the paragraph above.
- c. The prospective lower tier participant (contractor) agrees by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person (subcontractor) who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.
- d. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of award. In addition, under 18 USC sec. 1001, a false statement may result in a fine or imprisonment for up to five (5), or both. I have read and understand the instructions on the reverse side of this form.

Signature of Authorized Representative

Date

Typed or Printed Name & Title of Authorized Representative

Organization

Project, Proposal, Bid or Contract Name



I am unable to certify the above statements. My explanation is attached.