



Behavioral Specialist Services RFP Pre-Proposal Conference

Ashley Clericus, Contracts and Procurement Manager
Kim Durkin, Director of Elementary Special Education
Julia Trembath Neuberger, Director of Secondary Special
Education



AGENDA

- General RFP Requirements
- Overview of Services
- Q&A

Pre-Proposal Conference

- Materials and verbal responses today are for informational purposes only.
- Presentation and Sign-In sheet will be available on the website.
- Check the website frequently!

Communications Regarding this RFP- 1.05

- Sole Point of Contact
- Questions submitted through email to aclericus@nsd.org
- Verbal or written communication with other District Representatives or Contractors may result in disqualification.

Procurement Schedule

6/25/2019	Last Day to Submit Questions or Requests for Clarifications
7/2/2019 at 2:00PM	Proposal Due Date, Public Bid Opening at District Administrative Office- Room 101 at 2:05 PM
7/29/2019	Notice of Intent to Award (All Bidders Notified)
8/29/2019	Contract Awarded
9/1/2019	Contract Period Begins

Content and Format of Proposals- 3.01-3.02

- Format- Follow order for content listed in RFP. Information in Technical Proposal should be in the order listed in 3.02 Evaluation Criteria. Answer all prompts.
- Page Limits
- Appendix- Certification Forms
- 1 Original, 3 Copies, Electronic Copy on Flash Drive

How to Submit a Proposal- 1.01B

- Sealed proposals mailed or hand-delivered to
Ashley Clericus, Contracts and Procurement Manager
3330 Monte Villa Parkway
Bothell, WA 98144
- Must be received by 2:00PM
- No email or fax submissions

Proposal Evaluation- 3.03

CRITERIA	MAX. POINTS
Price	35
Technical Proposal	35
Prior Experience of Bidder, Including References	20
Proposal Quality	10
TOTAL	100

Overview of Services- 2.01 and 2.02

- Behavioral Specialist Services
- Data Reporting
- Training Requirements for Staff
- Assignment Process

Questions?