

-- LEGAL NOTICE --

**ADVERTISEMENT FOR BIDS**  
**FOR SPECIAL EDUCATIONAL & RELATED SERVICES**  
**2019-2020**  
**RFP # 2019-03**

The Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706, invites sealed bids for providing SPECIAL EDUCATIONAL & RELATED SERVICES 2019-2020 for the Hastings-on-Hudson Union Free School District.

Bids will be received at the Office of the District Treasurer, Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706 until 10:00 a.m. on Thursday, May 23, 2019, at which time all bids will be opened.

Specifications may be obtained at the Office of the District Treasurer, located at the above-mentioned address or on the District website at [www.HOHSchools.org](http://www.HOHSchools.org). The Hastings-on-Hudson Union Free School District Board of Education reserves the right to reject all bids and the right to waive any informality in bids.

By: Maureen Caraballo  
District Treasurer  
Hastings-on-Hudson Union Free School District

Dated: April 12, 2019

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
SPECIAL EDUCATIONAL & RELATED SERVICES 2019-2020, RFP # 2019-03

**REQUEST FOR PROPOSALS**

**RFP # 2019-03**

**SPECIAL EDUCATIONAL AND RELATED SERVICES**

**DUE: THURSDAY, MAY 23, 2019**

**Return to:**

**Maureen Caraballo  
District Treasurer  
Hastings on Hudson UFSD  
27 Farragut Avenue  
Hastings on Hudson, NY 10706**

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
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SPECIAL EDUCATIONAL & RELATED SERVICES 2019-2020, RFP # 2019-03

**DATE OF OPENING: Thursday, May 23, 2019**

**TIME: 10:00 A.M.**

The Hastings-on-Hudson Union Free School District hereinafter referred to as "the District," invites proposals from qualified individuals and agencies, hereinafter referred to as "Provider(s)" to perform related educational services for selected students.

**1. PURPOSE**

The District requests proposals from qualified individuals and agencies interested in providing special educational and related services to selected students of the District for the purpose of soliciting quotes for these services. **Quotes will be used for contracts for the 2019-2020 school year, and may be extended annually for up to four additional years pending written approval by the District.**

**2. PROPOSAL SUBMISSION**

Proposals must be clearly labeled "**SPECIAL EDUCATIONAL & RELATED SERVICES-2019-2020, RFP #2019-03**" and submitted to the Business Office located at 27 Farragut Avenue, Hastings-on-Hudson, NY 10706 on or before 10:00 A.M., prevailing time, on Thursday, May 23, 2019 . The names of the proposing providers shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Proposals submitted after the stated time and date will not be considered and will be returned to the individual or agency unopened. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred in preparing quotations.

Questions may be directed to Maureen Caraballo, District Treasurer, by fax: 914-478-6219, or email: [caraballo@hohschools.org](mailto:caraballo@hohschools.org) no later than April 26, 2019. Questions will be answered in writing no later than May 10, 2019.

**3. SCOPE OF SERVICES**

Scope of services shall include but may not be limited to the following Special Educational & Related Services:

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- Occupational Therapy
- Physical Therapy
- Speech/Language Therapy
- ABA Services/Specialized Instruction
- RN/LPN/Personal Care Aide Services
- Parent Training
- Tutoring / Home Instruction
- Transition Planning
- Audiology Service
- Assistive Technology
- Extended Day Arts and Recreation Providers
- Evaluations

#### 4. PROPOSALS

Two copies should be submitted. One copy should be marked, "ORIGINAL" and the second should be marked, "COPY," and should be submitted in a format that permits multiple copying for review by the District.

Each page of the proposal must state:

- Name of the Firm or Individual submitting the proposal.
- Proposal is for the Hastings-on-Hudson UFSD.
- Page number.

All proposals must be submitted in two parts:

- Part I must consist of responses to the management and qualification items.
- Part II must consist of completed Quotation Sheet(s). **Include separate quotations for each service offered i.e. hourly rate (will be pro-rated per session) for direct service to student(s), consulting rate (defined as service rendered to faculty, administration, parent, attendance at CSE or other meetings), rate per evaluation.**

Incomplete submissions may not be considered for award. Proposals should not be excessively long. All materials submitted in response to this request for quotation shall become the property of the District.

The District reserves the right to reject any or all proposals that they consider not to be in the best interest of the District, as well as to ignore material defects if, in their sole discretion, the District determines that doing so is in its best interest.

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**PART I — MANAGEMENT AND QUALIFICATIONS**

In setting forth its qualifications, each individual or agency submitting a proposal shall:

- A. Provide evidence of the individuals or agency's credentials (including certifications and/or licenses and security clearance including fingerprinting) and qualifications in the area of service to be provided.
- B. Describe the individual's or firm's experience and expertise in performing the services to be provided.
- C. State the name(s) of the officer(s) and associate(s) in the firm.
- D. Identify the nature of any potential conflict of interest the individual or agency might have in providing these services to the District.
- E. Provide any other information that might be beneficial to the District.
- F. Provide evidence of Liability Insurance and Worker's Compensation Insurance.
- G. Provide background check clearance documentation for all service providers working under contract with students of the Hastings-on-Hudson UFSD.

**PART II — QUOTATIONS**

**A. Cost:**

This section shall include the proposed cost/rate and unit of payment (ex. per hour) to provide the related educational service(s) offered by Provider. Note: if the unit of payment is "per session," indicate the duration of the session (for comparison). Please clearly delineate the specific service that is to be provided to the District along with the aforementioned price structure.

Include any other cost and price information that would be contained in a potential agreement with the District.

**B. TERMINATION OF CONTRACT:**

Any contract agreed to under this Request for Proposal is subject to termination by either party with sixty (60) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized by the District.

**C. RIGHT TO REJECT PROPOSALS:**

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals, to request additional information from all proposers, and to negotiate the terms of the engagement.

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The District intends to select individuals or agencies that, in their opinion, best meet the District's needs, and not necessarily the firm(s) whose fees are the lowest.

Proposals shall be evaluated based upon the following:

- A. Professional Qualifications
- B. Prior experience
- C. Total proposed price for the District
- D. Proposer's demonstrated capabilities (financial solvency, location)
- E. Length of time in business
- F. Client references
- G. Staffing

The evaluation process is designed to award the proposal(s) not necessarily to the proposers of least cost, but rather to the proposers with the best combination of attributes for the needs of the target student population, based on the evaluation criteria.

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**QUOTATION SHEET** (Use a separate sheet for each proposal being submitted by Provider)

Name of Provider: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Website / Email: \_\_\_\_\_

Type of Service: \_\_\_\_\_

Rate information that would be included in a potential agreement with the District must be submitted for each proposal.