

Professional / Consulting Services for Special Education RFQ 2017-042417

The White Settlement ISD ("District") is requesting qualifications of licensed professional counselors, clinical social workers, life coaches, to assist the with providing specialized services for district students with special needs in the areas of counseling, therapy, psych educational classes, and consulting and other services, including, but not limited to, those outlined below under Scope of Services. This RFQ document describes the services required by the District, the information that must be included in submissions, the format for submissions, and evaluation criteria.

Our objective is to establish a pool of vendors to be used on an annual basis. Qualified vendors will remain in the pool for three years commencing with date of Board approval. In addition, there is an option to renew for an additional two years if White Settlement ISD wishes to do so and if all key parties agree.

White Settlement ISD reserves the right to suspend or delete consultants throughout the term of this contract.

Proposers are reminded that verbal responses are not binding - only questions answered in writing will be binding. The District must receive requests for clarification on bid specifications in writing no later than April 17, 2017 at 3 PM. E-mail your questions to Connie Self at cself@wsisd.net. You may also fax your questions to 817-367-1304, but email is the preferred media.

GENERAL INFORMATION

We are in need for professionals to provide services to White Settlement ISD students that require assistance in various areas. We are looking for a person(s) that can fulfill the following needs.

I. SCOPE OF SERVICES:

The District requires extensive professional skills that provide the following:

1 Individual Contracted Professional Services

Speech Language Pathologist, Occupational Therapist, and Physical Therapist

Scope of Work: Provide direct and indirect speech, occupational or physical therapy services to students ages 3-21 in the school setting at various locations throughout the District. Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: Licensed by the State of Texas in the appropriate area: Two (2) years experience in the educational setting preferred. Speech Pathologist must have or be eligible for the Certificate of Clinical Competence from the American Speech-Language Hearing Association or equivalent.

Educational Diagnosticians, Licensed Specialist in School Psychology

Scope of Work: Perform psycho educational and psychological evaluation for special education eligibility; consult with staff and parents on an as-needed basis. Follow state and federal guidelines and best practices for evaluation of students with special needs and district criteria and procedures. Attend IEP meetings as requested. Psychologists provide counseling services as directed by the District. . Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: State Certified Educational Diagnostician, Licensed Specialist in School Psychology (Texas).

Bilingual Speech Pathologist, Diagnostician, Licensed Specialist in School Psychology

Scope of Work: Educational Diagnosticians, Speech Pathologists and School Psychologists Duties as outlined above. Provide evaluation to Spanish bilingual students as directed by the District. . Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: Master's degree and state licensure in the appropriate area. Fluency in oral and written Spanish is required.

Educational Interpreting Services

Scope of Work: Provide direct interpreting services to students ages 3-21 in the school setting, staff development, and/or parents who are deaf and hard of hearing at various locations throughout the District. . Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: Interpreting services must be provided by an interpreter who is certified in the appropriate language mode(s) if certification in such mode (s) is available. If certification is available, the interpreter must be a certified member of or certified by the Registry of Interpreters for the Deaf (RID) or the Texas Board for Evaluation of Interpreters (BEI), Department of Assistive Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS).

Teacher of the Visually/Auditory Impaired

Scope of Work: Provide evaluation, direct, and consultative services to students with visual/auditory impairments ages 3-21 in the school setting at various locations throughout the District. Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: Bachelor's degree in educational area. TEA certification as a Teacher of the Visually/Auditory Impaired. Knowledge of the impact of visual/auditory impairments, methodology and materials/equipment needed to access the curriculum.

Orientation and Mobility Specialist

Scope of Work: Provide evaluation, direct, and consultative services to students with visual impairments ages 3-21 in the school and community setting at various locations throughout the District. Follow all district, state and federal guidelines and procedures, using district forms and materials. .

Qualifications: Minimum Bachelor's degree in Orientation and Mobility, Visual Impairment or related area and certification through ACVREP as an Orientation and Mobility Specialist. Knowledge of the impact of visual impairment on mobility, methodology and materials/equipment needed to support safe travel for students with visual impairments.

Behavior Consultant/ABA Therapist

Scope of Work: Provide evaluation, direct, and consultative services to students with behavioral concerns in various locations and school settings throughout the district. Provide consultation and training to district staff as requested by District. Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: Minimum of Bachelor's degree, Master's degree in related area preferred. Certification as BCBA or BCaBA a plus. Minimum of 3 years of experience working with students with a variety of disabilities including Autism and emotional disturbance is required.

Special Education Counselor

Scope of Work: Provide evaluation, direct and consultative services to students ages 3-21 in the school setting at various locations throughout the District. Follow all district, state and federal guidelines and procedures, using district forms and materials.

Qualifications: Licensed by the State of Texas in the appropriate area (LSSW or LPC). Two (2) years experience in the educational setting preferred, but must have at least three (3) years of experience with pediatric population.

2. Agencies That Provide Contracted Professional Services

Scope of Work: To supply personnel in professional areas as described above that have been adequately trained and who possess the knowledge necessary to perform assigned tasks in a manner that meets industry standards.

Qualifications: Licensed or Certified by the State of Texas in the appropriate professional area for which they are assigned.

II. Qualifications:

The candidate must submit documentation for all certifications, licenses, or degrees for each area of expertise and have a minimum of three years' experience working with special needs students.

III. EVALUATION CRITERIA

The District will consider the criteria listed in Texas Education code 44.031 (b) with the emphasis being placed on Reputation, Experience, Qualifications, Value and how well the Professional / Consultant meets the needs of the District.

The District reserves the right to accept or reject any and all qualifications, to waive any technicalities, to be the sole judge of quality and equality, and to accept the qualifications of the proposers that are in the best interest of the District.

The District may elect to interview some of the submitting firms and will notify the firm(s) of scheduling. There is to be no contact by the firm or its agents with members of the White Settlement ISD Board of Trustees prior to an interview. The qualifications of any firm or agent that contacts the Board shall be rejected.

IV. FORMAT FOR SUBMISSIONS

One (1) original and four (1) copy of submissions must be provided in a sealed envelope and manually signed in ink by a person having the authority to submit information and qualifications.

Initial submissions must be received by the White Settlement ISD Purchasing Department, 401 S. Cherry Lane, Fort Worth, Texas 76108, by April 24, 2017 no later than 1:30 PM. Central Standard Time. There will be no public opening or review of submissions.

Consultants should feel free to make suggestions for changes in any area contained in these specifications. The District will evaluate such recommendations as possible amendments to the final contract and suggestions in this area are encouraged.

Submissions shall be divided into tabbed, marked sections including but not limited to each of the following. Provide any supplemental information you consider relevant or beneficial in any category.

- A. Experience** – In Section I provide letter of introduction of your organization. Provide a brief description of your experience, degrees and certifications, your business processes, and any other information that you wish to be considered. In the letter be sure that you designate which of the categories of services that you are proposing.

- B. Scope of Services.** Include a detailed explanation of services offered and your billing procedure. We are not asking for your fees at this time.

Describe your approach to providing the required services, your overall consulting approach and plan for implementation. Also describe any additional services you wish to offer.

C. References.

Submissions shall include a list of at least three (3) references for which similar services or projects have been performed. Include name of firm, contact person, address, telephone number, description of service or project that was performed, and when it was performed. Be sure to provide only the most current contact information.

In addition, list all school districts served by your organization.

D. Supporting Materials.

Submissions may include any descriptive literature or other supporting materials to enable an intelligent comparison of services.

E. Additional Documents

The following documents are provided with the RFQ package.

- Felony Conviction Notice
- Non-Collusion Affidavit
- Historically Underutilized Business Certification (HUBS)
- Federal Debarment Form

F. INTERLOCAL AGREEMENT CLAUSE: White Settlement ISD is a member of the North Texas Educational Purchasing Cooperative and other purchasing cooperatives. Governmental entities utilizing Internal Governmental contracts with the White Settlement ISD will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than White Settlement ISD will be billed directly to that governmental entity and paid by that governmental entity. White Settlement ISD will not be responsible for another governmental entity's debts. Each governmental entity will order its own material/service as needed. For information regarding the North Texas Educational Purchasing Cooperative, please visit their website at the following address: <http://www.epcnt.com>.

Do you agree to allow other government entities, as described above, to purchase the materials and services specified in your submittal?

Yes _____ No _____

G. Criminal history Certification Required by Texas Education Code Section 22.0834
If the consultant will have continuing, unsupervised, and direct contact with students then all White Settlement ISD Security requirements must be met.

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code, Section 44.034. Following is an example of a felony conviction notice:

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true and to the best of my knowledge.

Vendor's Name: _____

Authorized Companies Official (Printed): _____

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official:

**WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT
NON-COLLUSION AFFIDAVIT**

STATE OF TEXAS :

COUNTY OF _____

_____, of lawful age, being duly sworn, on oath says, that (s)he is the agent authorized by this document to submit the attached Request for Qualifications. Affiant further states that the document has not been a party to any collusion among submitters in restraint of freedom of competition by agreement to submission at a fixed price or to refrain from submitting; or with any District employee, Board Trustee, or benefit consultant as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions or actions between submitter and any District employee, Board Trustee, or benefit consultant concerning exchange of money or other things of value for special consideration in the letting of this contract.

Signature

Title of Above Signature

Subscribed and sworn to before me this ____ day of _____, 2013.

Notary Public

State of _____

My Commission Expires: _____

WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT
HISTORICALLY UNDERUTILIZED BUSINESSES

The White Settlement Independent School District is committed to assure that small, women-owned, and minority businesses have knowledge of, and access and equal opportunity to, compete for goods and services required by the District. The District supports the development and enhancement of small, women-owned, and minority businesses through outreach programs that will allow them to participate. Nothing shall be construed to authorize or require expenditures of funds for goods or services apart from normal and statutory purchasing processes.

The "Good Faith Effort" outlined below is for use by the District to help the District determine whether a "Good Faith Effort" was made by the vendor.

"**Good Faith Effort**" will be defined as:

1. Attendance at the pre-RFQ conference, if any.
2. Efforts to follow up initial solicitation of interest by contacting small, woman-owned, and minority businesses to determine with certainty whether these businesses are interested.
3. Efforts made to identify portions of the work that can be performed by small, woman-owned, and minority businesses in order to increase participation. If possible this should include the breakdown of subcontracts into economically feasible units to facilitate participation.
4. Document each small, women-owned, and minority business contacted, indicating the inclusion or decision regarding inclusion and the reason for the decision.
5. Efforts that demonstrate that the contractor effectively used the services of available organizations, contractor's groups, local, state and federal small, women-owned, and minority business assistance offices and other organizations that provide assistance and placement of small, women-owned, and minority businesses.

REQUIREMENTS FOR ALL PROPOSERS/BIDDERS:

Each firm responding to this request is required to submit with the submission form information regarding small, women-owned and minority business participation in this project.

NOTE: The White Settlement School District will not allow misrepresentation for the purpose of evasion of this policy by certifying to any of the above statements. The District recognizes certifications issued by the North Texas Regional Certification Agency (NCTRCA), the State of Texas Historically Underutilized Business (HUB) and the Small Business Administration (SBA). Other certifications may be considered on an individual basis.

SMALL/MINORITY/WOMAN OWNED BUSINESS IDENTIFICATION

Minority Business Enterprise (MBE) -- The offeror/bidder represents that it is () is not () a minority owned business.

Certification #: _____

Woman Business Enterprise (WBE) -- The offeror/bidder represents that it is () is not () a woman owned business.

Certification #: _____

Small Business Enterprise (SBE) -- The offeror/bidder represents that it is () is not () a small business.

Certification #:: _____

Name of Company

Date

Signature

Title

FEDERAL DEBARMENT OR SUSPENSION CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder/proposer:

- (1) Certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Authorized Company Official's Name: _____
(Typed or printed)

Title of Authorized Representative: _____
(Typed or printed)

Signature of Authorized Company Official: _____

Date Signed: _____