

EAST ISLIP UNION FREE SCHOOL DISTRICT  
1 CRAIG B. GARIEPY AVENUE  
ISLIP TERRACE, NEW YORK 11752

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**REQUEST FOR PROPOSALS**  
**RFP# 011625: AUDIOLOGY RELATED EDUCATIONAL SERVICES**  
**2024-2025**

The East Islip Union Free School District (hereinafter referred to as “the School District”) invites proposals from qualified individuals and entities for the provision of Audiology Related Educational Services for the 2024-2025 school year.

In accordance with the District’s policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

**Purpose**

The School District requests proposals from qualified individuals and agencies interested in providing related educational services to selected students of the District.

All contracts will be effective from the date of award through June 30, 2025 and may be extended annually for up to two (2) additional years subject to written approval by the District.

**Proposal Submission**

Proposals must be clearly labeled “RFP# 011625: Audiology Related Educational Services 2024-2025” and submitted to East Islip Union Free School District, Purchasing Department, 1 Craig B. Gariepy Avenue, East Islip, New York 11752 on or before 11:00 a.m. prevailing time, on January 16, 2025. There is no express or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred in preparing quotations.

It is the proposer’s responsibility to ensure that its proposal is received by the Purchasing Department in a timely manner. All proposals received after the time stated may not be considered and will be returned unopened to the proposer. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having his proposal deposited on time at the place specified. All proposals shall be delivered in a sealed envelope, clearly marked with the name of the proposer and the title of the proposal on the outside of the envelope as set forth above.

Proposals submitted in response to this RFP shall be irrevocable for a minimum period of forty-five (45) days from the date of the proposal opening. Alterations to said proposals must be submitted in writing prior to the date of opening. Proposals submitted after the stated time and date will not be considered and will be returned to the individual or agency unopened. If additional information or

clarification regarding the RFP is required, please send your written request for information or clarification to Jenny Bejarano, Purchasing Agent, East Islip Union Free School District by email at Jenny.bejarano@eischools.org, no later than five (5) days prior to the date fixed for the submission of proposals.

## **Scope of Services**

Proposers are required to be licensed and qualified to perform the services set forth herein. All professionals performing services for the School District shall be licensed under the laws of the State of New York, inclusive of the State Education Department Licensing requirements. Proposers shall certify that all such professionals possess documentation evidencing such license qualifications as required by federal, state or local statutes, rules, regulations and orders. In the best interest of the District, this RFP may result in multiple contract awards.

The Proposer shall perform the following services on an as-needed basis, consisting of, but not limited to the following:

- The successful proposer will perform audiological screening, diagnostic evaluations and testing.
- These diagnostic evaluations and tests may include yearly evaluations for all hard of hearing students and all students referred from the hearing screening program.
- Reports will be completed in a timely fashion and distributed to the appropriate personnel.
- Diagnostic evaluations may include, but are not limited to:
  - audiological evaluations
  - auditory processing evaluations
  - Independent education evaluations
- Attend meetings of the CSE as required or requested by the School District.
- The successful proposer will be required to provide audiological services related to the selection and/or ordering of devices, FM systems, and hearing aids which selection and/or ordering may be based upon the successful proposer's own evaluation or the evaluation of another provider.
- The successful proposer will be required to provide follow-up consultations for purposes of providing student training, equipment maintenance and adjustments.

Evaluations must be completed as per the request of the Director of Special Education on an as needed basis.

All services shall be provided in strict compliance with the student's IEP or referral.

All services provided shall be in coordination with the School District's Director of Special Education or his/her designee.

The School District does not guarantee any specific volume of work or income.

The successful proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful proposer shall adhere to all requirements and protocols as established by the School District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful proposer further agrees and understands that all teachers and/or professional service providers must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE Legislation prior to providing services to the School District. In the event that the successful proposer sends a provider to the School District who has not obtained fingerprinting clearance with the State Education Department, the School District shall have the right to immediately terminate the within contract.

The successful proposer understands and agrees that it shall comply with all applicable laws, rules and regulations governing the provision of physician services outlined herein including HIPAA.

### **Proposal Submissions**

All proposals must be submitted in two parts. Part 1 must consist of responses to the qualifications items. Part 2 must consist of complete fee cost. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review by the Board of Education. All materials submitted in response to this request for proposal shall become the property of the District.

### **PART I -Qualifications**

All proposers must be licensed and qualified to provide the within services to the School District. Individuals providing services must be licensed by the State of New York and maintain such license in accordance with the requirements of New York State Law. Proposers shall satisfy these criteria in order to qualify for award.

In addition to providing proof of the qualifications set forth below, in setting forth its qualifications, each individual or firm submitting a proposal shall:

- Provide evidence of an individual's credentials and qualifications in the specific area of audiologist services.
- Provide evidence of the individual/practice's licensing to provide the within services.
- Provide evidence of the individual/practice's licensing to practice in the State of New York.
- Describe the individual's or practice's experience and expertise focusing on audiology services provided for school districts or related entities.
- State the name(s) of the officer(s) and associate(s) in the practice.
- State the names and credentials of all principals, employees or independent contractors that might be assigned to the School District and provide their resumes.
- Provide any other information that may be beneficial to the School District.

## **PART II- Cost**

Eash proposer submitting a proposal shall:

- Submit a rate for all services on the Proposal Form. The fee proposal must be all-inclusive amount for the service proposed. The rate proposed will be firm for the term of the contract including any renewals.
- Any services proposed to be separately billed must be specifically identified in the proposal.
- Each proposer responding to this Request for Proposal shall submit a proposed hourly rate for all services not included in the proposed audiology services fee.

No additional billing will be allowed for parking, participant materials or other incidentals.

### **PROPOSAL EVALUATION**

Proposals received will be evaluated by the School District for completeness and responsiveness to this RFP. The evaluation process is designed to award the proposal not necessarily to the proposer with the least cost, but rather to the proposer with the best combination of attributes.

The School District will consider:

- Compliance with Qualification requirements
- Experience of staff assigned to engagement
- Knowledge and experience of New York State School District Regulations
- Knowledge and experience in the provision of audiology services in the school setting
- Ability to respond quickly to issues that may arise
- Diagnostic, Evaluation and consultation approaches
- Professional fees

### **INTERVIEW**

The award process may include an interview with the individuals designated by the Superintendent for Schools.

The Board of Education will select the individual(s) or firm(s) based upon the proposals and the recommendations of the School District's administration. Following notification of the individual(s) or firm(s) selected, it is expected that a contract will be executed between the parties prior to the commencement of services. The selected individual(s) or firm(s) must be prepared to begin immediately upon the start of the term. The School District reserves the right to award more than one contract as a result of this RFP. Any resultant contract shall be non-exclusive.

### **SPECIFICATION CLARIFICATION/INQUIRIES**

All inquiries with respect to this Request for Proposal must be directed as follows:

Jenny Bejarano, Purchasing Agent

East Islip Union Free School District  
1 Craig B. Gariepy Avenue  
East Islip, NY 11752  
Phone: 631-224-2031  
Email: [jenny.bejarano@eischools.org](mailto:jenny.bejarano@eischools.org)

**FINANCIAL STATEMENT OF PROPOSER**

Proposers shall submit the most recent financial statement for the company. The District reserves the right to use third party companies to verify financial information provided.

In addition, East Islip Union Free School District may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the District within five (5) days of a request, all such information and data for this purpose as may be requested. The District reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

**FREEDOM OF INFORMATION LAW**

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, **"THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."** The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

**RIGHT TO REJECT REQUESTS FOR PROPOSAL**

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal.

**INDEMNIFICATION**

The successful Proposer shall defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or

intentional act or omission of the Successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

**TERM OF CONTRACT**

Contract Period: Contract Award through June 30, 2025. The Board of Education shall have the option to renew this contract yearly, upon approval by the Board of Education for each year. This Proposal will be utilized on an “as-needed” basis. There is no guarantee that any/all of the services listed will be utilized.

**INSURANCE**

The successful proposers shall procure and maintain insurance coverage as follows:

- Commercial General Liability Insurance
- \$1,000,000 per occurrence/\$2,000,000 aggregate
- \$2,000,000 products and completed operations
- \$1,000,000 personal and advertising injury
- \$1,000,000 sexual misconduct and assault
- \$100,000 Fire Damage
- \$10,000 Medical Expense

Coverage for sexual misconduct must be affirmed.

Workers’ Compensation and NYS Disability Insurance must be maintained in accordance with statutory requirements.

Professional Errors & Omissions Insurance: Coverage shall be in the amount of \$2,000,000 per occurrence, \$2,000,000 aggregate. If coverage is provided on a “Claims-Made” basis, the effective date must predate the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

Umbrella/Excess Insurance: Coverage shall be in the amount \$3,000,000 each occurrence and aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required general liability and professional liability coverages.

The successful proposer acknowledges that failure to obtain such insurance on behalf of the School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the School District. The professional consultant is to provide the School District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the School District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the School District.

If the successful proposer utilizes independent contractors, then they must provide verification that coverages extend to the independent contractors. If Independent Contractors are required to provide Professional Errors and Omissions coverage of their own, then proof of this coverage must be provided.

#### **TERMINATION CLAUSE**

Any contract agreed to under this Request for Proposal is subject to termination by the Board of Education with thirty (30) days written notice.

#### **LEGAL CONSTRUCTION**

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained therein.

#### **FORM OF AGREEMENT**

Upon award, the successful proposer shall execute a formal written agreement memorializing the terms of this RFP.

**EAST ISLIP UNION FREE SCHOOL DISTRICT  
1 Craig B. Gariepy Avenue  
East Islip, New York 11752**

**PROPOSER FORM**

NAME & ADDRESS OF FIRM: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
\_\_\_\_\_

FEDERAL EMPLOYER ID #: \_\_\_\_\_

TELEPHONE NUMBER: (    ) \_\_\_\_\_

FAX NUMBER: (    ) \_\_\_\_\_

SIGNATURE & TITLE : \_\_\_\_\_

\_\_\_\_\_  
Please Print Name                      Date

NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.



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**PROPOSAL FORM**

EACH PROPOSER IS TO SUBMIT A RATE FOR ALL INCLUDED SERVICES AS LISTED IN THE REQUEST FOR PROPOSALS. IN THE BEST INTEREST OF THE DISTRICT, THIS CONTRACT MAY BE A MULTIPLE AWARD. THE RATES SET FORTH BELOW SHALL REMAIN IN FULL FORCE AND EFFECT FOR THE TERM OF THE RESULTANT CONTRACT.

Audiological Evaluation	\$ _____
Auditory Processing Evaluation	\$ _____
Annual Audiological Evaluation	\$ _____
Independent Education Evaluation	\$ _____
Other Diagnostic Tests (Itemize each test/evaluation and list the corresponding costs)	\$ _____
Attendance at CSE Meetings	\$ _____
Initial Hearing Aid Consultation and Fitting	\$ _____
Follow-up Hearing Aid Consultation and Adjustments	\$ _____