

Request for Proposal - RFP #12-2024/2025

Operational Audit of the Special Education Program – Rahway Public Schools

1. Introduction

The Rahway Board of Education is seeking a qualified and experienced audit firm to conduct an independent operational audit of the Special Education Department. The audit will assess the effectiveness and efficiency of the department's operations in serving the needs of students with disabilities.

2. Background

The Rahway Board of Education Special Education Department is responsible for providing a comprehensive range of services to students with disabilities, including:

- **Identification and evaluation:** Conducting comprehensive evaluations to determine eligibility for special education services.
- **Individualized Education Program (IEP) development and implementation:** Developing and implementing individualized education programs that meet the unique needs of each student.
- **Special education services:** Providing a variety of services, including related services (e.g., speech-language therapy, occupational therapy, physical therapy), specialized instruction, and assistive technology.
- **Compliance:** Ensuring compliance with all applicable federal and state laws and regulations related to special education, including the Individuals with Disabilities Education Act (IDEA).

3. Scope of Work

The scope of the audit will include, but not be limited to:

- **Review of policies and procedures:**
 - Evaluate the adequacy and effectiveness of existing policies and procedures related to special education services.
 - Assess compliance with federal and state regulations (e.g., IDEA, NJAC 6A:14).
- **Assessment of service delivery:**
 - Evaluate the timeliness and effectiveness of the student evaluation process.
 - Assess the quality and appropriateness of IEP development and implementation.
 - Review the availability and accessibility of special education services.
 - Evaluate the effectiveness of service delivery models (e.g., inclusion, specialized programs).
- **Review of data and reporting:**
 - Analyze student data to identify trends and areas for improvement.
 - Evaluate the accuracy and timeliness of data reporting to the New Jersey Department of Education.

- **Compliance review:**
 - Conduct a comprehensive review of compliance with all applicable laws and regulations.
 - Identify any areas of non-compliance and recommend corrective actions.
- **Internal controls:**
 - Assess the adequacy and effectiveness of internal controls related to special education services.
 - Identify any weaknesses in internal controls and recommend improvements.
- **Recommendations:**
 - Develop and present clear and concise recommendations for improving the effectiveness and efficiency of the Special Education Department.

4. Qualifications of Audit Firm

- Proven experience in conducting operational audits of special education programs in K-12 public school districts.
- Demonstrated knowledge of federal and state laws and regulations related to special education (e.g., IDEA, NJAC 6A:14).
- Expertise in data analysis and reporting.
- Strong project management and communication skills.
- Team of qualified and experienced auditors.

5. Proposal Requirements

Proposals must include the following:

- **Company overview:** A brief description of the audit firm and its experience.
- **Project methodology:** A detailed description of the proposed audit methodology, including the scope of work, timelines, and deliverables.
- **Team qualifications:** Resumes of key personnel who will be involved in the audit.
- **Pricing:** A detailed cost proposal, including all fees and expenses.
- **References:** A list of at least three relevant client references.

6. Submission of Proposals

Proposals must be submitted electronically to rtawfik@rahway.net by February 3, 2025 at 11:00 a.m.

7. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the audit firm.
- Proposed methodology and approach.
- Team qualifications and experience.
- Pricing and value proposition.

- References and past performance.

8. Contact Information

For any questions regarding this RFP, please contact:

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