



LAKES INTERNATIONAL LANGUAGE ACADEMY

An IB World School

REQUEST FOR PROPOSAL

Lakes International Language Academy (LILA) is seeking proposals for professional school-based services in the following areas to begin August 25, 2025, for the 2025-2026 school year.

- Speech Language Pathologist (up to 30 hours/week)
- Speech Language Pathologist (up to 15 hours/week)
- School Psychologist (up to 32 hours/week)
- Developmental Adapted Physical Education (DAPE) Teacher (up to 12 hours/week)
- Special Education Evaluations/Due Process (up to 20 hours/week)
- Due Process/Mentor (up to 20 hours/week)
- Student Transportation Services (up to 7 students/week)
- Onsite Mental Health Services (up to 25 hours/week)

Proposals should clearly outline the agency's capacity to provide one or more of the services requested and must include:

- ❖ Documentation of appropriate certification/licensure of personnel providing services
- ❖ Job descriptions of personnel providing services
- ❖ Specification of in-kind and other service costs to be provided by service providers versus those expected to be provided by or billed to Lakes International Language Academy
- ❖ Specification of hourly, weekly, or FTE rates by individual service and/or provider type
- ❖ Delineation of any differential rate for direct service, indirect service, and/or travel time
- ❖ Length of service proposed (minimum of 08-25-2025 – 06-30-2026)
- ❖ Verification of liability insurance for service providers working directly with students

Service providers will engage in primarily on-site services at Lakes International Language Academy, as determined by a multidisciplinary special education team, based on individually identified student needs and documented in the Individual Education Program Plan. Office hours and/or off-site work may be



considered for report writing/paperwork and will be negotiated with the providers to whom contracts are awarded.

Current service plans demonstrate estimated needs for service aligned with the hours/weeks and FTEs noted above. Actual service times may vary from these estimates, and any changes will be negotiated with the providers to whom contracts are awarded.

Bids may be delivered in person, emailed, or mailed to:
Lakes International Language Academy
Attn: Adrienne Cauldero and Allison Williams
19850 Fenway Ave N,
Forest Lake, MN 55025

Email: acauldero@mylila.org and awilliams@mylila.org Phone: 651-464-8989

Interested parties, agencies, or persons who have additional questions regarding this request for proposals or specific job duties should contact:

Adrienne Cauldero Email: acauldero@mylila.org Phone: 651-464-8989 ext. 317

Proposals will be received until May 2, 2025.

