STRIDE ACADEMY

Request for Proposal

Special Education Coordinator

Issue Date: [6/27/2025]
Proposal Due Date: [7/7/2025]



ADDRESS:
3241 OAKHAM LANE
ST. CLOUD MN 56301

PHONE:
320-230-5340

WEB:
WWW.STRIDEACADEMY.ORG

01 Introduction

STRIDE Academy, a public charter school in St. Cloud, Minnesota, is requesting proposals from qualified independent contractors to provide Special Education Coordination services beginning August 1, 2025. The contractor will serve as a key support to the Executive Director and Student Services team, ensuring compliance with special education laws, timelines, and service delivery expectations.



02 Background

STRIDE Academy serves a diverse student population across two campuses: STRIDE Elementary (Grades PreK–4) and STRIDE Secondary (Grades 5–8). With a robust special education program in place, STRIDE seeks a contracted Special Education Coordinator to provide oversight, technical guidance, and leadership in program implementation and compliance.

03 Scope of Services

The contractor will:

- Provide ongoing coordination and compliance oversight of STRIDE's Special Education program
- Support special education teachers and paraprofessionals with technical expertise, paperwork review, and mentorship
- Monitor and ensure timely completion of all required due process paperwork
- Facilitate team meetings as needed, including IEP and evaluation planning meetings
- Assist in managing MARSS coding, MA billing documentation, and due process data
- Serve as liaison between STRIDE and outside agencies or third-party providers
- Provide updates and training on changes to special education law or best practices
- Report regularly to the Executive Director and Director of Student Services
- Maintain availability during the school year and summer for essential tasks, with flexible scheduling

04 Timeline

- June 27, 2025 – RFP Released
- July 7, 2025 (4:00 PM CST) – Proposal Submission Deadline
- July 8–11, 2025 – Proposal Review Period
- July 14, 2025 – Notification of Selection (tentative)
- August 1, 2025 – Anticipated Service Start Date
- Please refer to the timeline above for key dates and deadlines associated with this project.

05 Proposal Requirements

All proposals must include:

- Cover Letter outlining interest and relevant experience
- Resume or CV of the proposed contractor
- Description of experience in charter school or special education leadership
- Detailed service and availability schedule
- Fee structure, including:
  - Hourly rate or flat monthly fee
  - Optional service tiering or pricing for additional requests
- References from at least two educational institutions
- Proof of appropriate special education licensure
- Certificate of insurance (or ability to obtain)
- Disclosure of any existing or potential conflicts of interest



06 Evaluation Criteria

1. Proposals will be evaluated on the following:
   a. Demonstrated experience in special education leadership or coordination
   b. Familiarity with Minnesota charter school operations
   c. Flexibility and availability to meet school-year needs
   d. Clarity and competitiveness of fee structure
   e. Strong references and professional background

07 Submission Instructions

Proposals must be submitted by July 7, 2025 at 4:00 PM CST. All proposals should be sent via email in PDF format to:

RFP@strideacademy.org
Subject Line: Special Education Coordination Proposal – [Your Name or Company Name]

Please ensure your proposal includes all required components listed above. Incomplete proposals or proposals received after the deadline may not be considered.



Optional (if applicable):
If any portion of the proposal requires mailing (e.g., sealed hard copy or notarized documents), it must be received by the due date at the following address:

STRIDE Academy
Attn: Dr. Eric Skanson, Executive Director
3241 Oakham Lane
St. Cloud, MN 56301

Note: Emailed submissions are preferred unless otherwise specified.

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08 Fiduciary Responsibility and Conflict of Interest

The selected firm must act in the best interest of STRIDE Academy at all times, offering independent and objective advice. All actual or potential conflicts of interest must be disclosed immediately upon identification.

09 Terms and Conditions

STRIDE Academy reserves the right to accept or reject any or all proposals.

- Final selection is contingent upon background checks, credential verification, and compliance with applicable laws.
- The selected contractor will operate as an independent contractor and not as a STRIDE employee.
- A formal Independent Contractor Agreement will be required prior to service commencement.
- Any proposer who is an immediate family member of a current STRIDE Academy Board of Education member will be deemed ineligible to receive this contract.
- STRIDE Academy is an equal opportunity employer and does not discriminate on the basis of any legally protected status.



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