

Request for Proposals (RFP)

Special Education Related Service Providers

Psychological Services • Nursing (1:1 Care) • Occupational Therapy • Speech-Language
Pathology

Open Proposals: April 10, 2026 at 12:00 PM (Noon)

I. General Information

Issuing Agency: Vance County Schools

Department: Exceptional Children (EC)

RFP Coordinator: Dr. Natashalyn Snipes

Address: PO Box 7001, 1724 Graham Ave, Henderson, NC 27536

Phone: 252-492-2127

Email: nsnipes@vcs.k12.nc.us

II. Purpose and Rationale

The purpose of this RFP is to solicit proposals from qualified vendors to provide school-based related services to ensure timely implementation of Individualized Education Programs (IEPs). The district seeks to prevent delays or interruptions in services and ensure compliance with federal and North Carolina regulations. The goal is to maximize service delivery while increasing student academic and functional outcomes.

III. Scope of Services

- Psychological Services (evaluations, FBAs, IEP participation, reporting)
- Nursing Services (1:1 care, medication administration, monitoring, documentation)
- Occupational Therapy (evaluation, therapy, consultation, IEP participation)
- Speech-Language Pathology (evaluation, therapy, documentation, IEP participation)

IV. North Carolina Procurement and Compliance Requirements

- Compliance with North Carolina General Statutes (NCGS) Chapter 143 (State Purchasing).
- Compliance with NCGS 115C (Public School Laws of North Carolina).
- Adherence to IDEA (Individuals with Disabilities Education Act) and North Carolina Policies Governing Services for Children with Disabilities.
- Vendor must not be debarred or suspended from doing business in North Carolina.
- Completion of E-Verify affidavit in accordance with NCGS 143-133.3.
- Proof of professional licensure through appropriate North Carolina licensing boards.
- Criminal background checks in compliance with NCGS 115C-332.
- Certificate of Insurance meeting district requirements.
- W-9 submission prior to contract execution.
- Compliance with FERPA and HIPAA confidentiality requirements.

V. Proposal Submission Requirements

1. Cover Letter signed by authorized representative
2. Company Profile and Experience in school-based services
3. Staff Licensure and Qualifications
4. Service Delivery Plan

5. Quality Assurance Plan
6. Pricing Structure (hourly rates, travel, additional fees)
7. Three Educational References
8. Required Assurances and Certifications

VI. Evaluation and Award Process

Proposals will be evaluated in accordance with district finance and business procedures and North Carolina public procurement guidelines. Evaluation criteria may include qualifications, capacity, service model quality, cost effectiveness, references, and compliance documentation. The district reserves the right to reject any or all proposals and to award contracts to multiple vendors.

RFP Release Checklist (District Use)

- Board approval (if required)
- Finance Officer review
- Legal review (if applicable)
- Procurement officer approval
- RFP posted to district website
- RFP sent to known vendors
- Question deadline established
- Proposal opening scheduled (April 10, 2026 at Noon)
- Evaluation committee assigned
- Scoring rubric finalized
- Conflict of Interest forms collected from evaluators
- Notification timeline established
- Contract template prepared