



**SWEETWATER COUNTY  
SCHOOL DISTRICT #1**

# **2026 Special Education Consultation and Professional Services**

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## Invitation to Bid

Notice is hereby given that the Board of Trustees of Sweetwater County School District No. One, Rock Springs, Wyoming is accepting sealed bids for the;  
2026 Special Education Consultation and Professional Services

Specifications may be received from the Office of Special Services, 3550 Foothill Blvd., Rock Springs, Wyoming 82901; 307-352-3400 or on our website at [sweetwater1.org](http://sweetwater1.org).

Sealed bids will be received in person or through mail only in the Special Services Department until 2:00 P.M., local time, Tuesday, March 31, 2026. Bids will be publicly opened and read aloud immediately thereafter in the Central Administration Building. The bids will then be reviewed and presented to the Board of Trustees at their next regular meeting on, Monday, April 13, 2026, for their acceptance.

Attention of the bidder is particularly called to the requirements in the Wyoming Statutes regarding preference for Wyoming products and the 5 percent preference shown to Wyoming Bidders.

The Board of Trustees of Sweetwater County School District Number One, State of Wyoming, reserves the right to reject any and all bids, and to waive any and all bids, and to waive any irregularities. The Board of Trustees reserves the right to split the award of the bid between bidders should it deem it to be in the best interest of the District. The Board of Trustees shall accept the bid(s) which, in their opinion, is best.

Cole Wright, Chairman  
Angelica Wood, Clerk  
Sweetwater County School District Number One  
Board of Trustees

Published dates: March 5, 2026 & March 16, 2026

## Scope of Work

Sweetwater County School District #1 is seeking proposals from qualified companies to produce a bid for various items to be later specified in this bid document. Any entities wishing to participate in this bidding process, must be authorized resellers of the product.

## Questions

Any questions in relation to this bid that come forward will be updated on the district website: [http://www.sweetwater1.org/groups/4798/information\\_technology/technology\\_bids](http://www.sweetwater1.org/groups/4798/information_technology/technology_bids). This site will also include bid updates, should there be any.

### Last Day for Questions

Last day to submit questions is Tuesday, March 24 , 2026

## Bid Awarding

Sweetwater County School District #1 will award this specific bid to vendors based on individual line items. Vendor(s) may be awarded the entire bid, multiple line items, or a single line item.

Criteria for awarding this bid will be based on likeness to bid specified product, then on price. We are looking for purchase pricing and not leasing information. Alternative part numbers are accepted, however must be comparable to items specified within the bid document. Alternative proposals must also include specification/data sheets for quick verification.

## Request for Bids

# Sweetwater County School District #1

## Request for Proposal (RFP)

### Special Education Consultation and Professional Services

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#### 1. Introduction

**Sweetwater County School District #1 (SCSD#1 or “the District”) is soliciting proposals from qualified individuals or firms to provide special education consultation services. The purpose of this Request for Proposal (RFP) is to identify a consultant with demonstrated expertise in special education compliance, programming, systems improvement, and capacity building to support the District in meeting federal and state special education requirements and improving outcomes for students with disabilities.**

**SCSD#1 serves students across multiple grade levels and programs and is committed to providing a Free Appropriate Public Education (FAPE) to all eligible students in accordance with the Individuals with Disabilities Education Act (IDEA) and Wyoming Department of Education (WDE) regulations.**

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#### 2. Purpose and Goals

**The primary goals of this RFP are to: - Ensure compliance with federal and state special education laws and regulations - Strengthen district-wide special education systems, practices, and procedures - Build internal capacity of administrators, special education staff, and related service providers - Support corrective action, monitoring, and improvement planning as needed - Improve educational outcomes for students with disabilities**

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#### 3. Scope of Services

**The selected consultant may be asked to provide services including, but not limited to, the following:**

##### A. Compliance and Monitoring Support

- **Review of special education files, procedures, and practices**
- **Assistance with state or federal monitoring, audits, or corrective action plans**
- **Guidance related to IDEA compliance, including FAPE, LRE, evaluation, eligibility, and IEP development**
- **Review and support related to prior written notices (PWNs), consents, timelines, and documentation**

## **B. Program Evaluation and Systems Improvement**

- **Evaluation of district special education programs and service delivery models**
- **Recommendations for improving efficiency, consistency, and effectiveness**
- **Support with development or revision of district policies, procedures, and guidance documents**

## **C. Professional Development and Training**

- **Design and delivery of targeted professional development for administrators, teachers, and staff**
- **Training topics may include IEP development, compliance, instructional practices, behavior supports, progress monitoring, and data collection**
- **Coaching and technical assistance for district leaders and special education teams**

## **D. Consultation and Technical Assistance**

- **Ongoing consultation with district leadership and special education administrators**
- **Support for complex or high-needs cases**
- **Assistance with dispute prevention, resolution, and parent communication best practices**

## **E. Additional Services (as requested)**

- **Support related to compensatory education planning**
  - **Assistance with alternate assessment participation, accommodations, and instructional alignment**
  - **Other services aligned with district needs and consultant expertise**
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## 4. Deliverables

**Deliverables may include, but are not limited to: - Written reports and summaries of findings and recommendations - Action plans and implementation timelines - Training materials and resources - Ongoing consultation notes or summaries**

**Specific deliverables will be determined collaboratively with the District based on identified needs.**

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## 5. Term of Contract

**The District anticipates awarding a contract for an initial term of one (1) year, with the option to renew annually based on performance, district need, and available funding.**

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## 6. Proposal Requirements

**Proposals must include the following components:**

- 1. Cover Letter**
  - Signed by an authorized representative
  - Brief summary of qualifications and interest
- 2. Firm or Consultant Background**
  - Description of the consultant or firm
  - Relevant experience in special education consultation, preferably with public school districts
- 3. Qualifications and Experience**
  - Description of relevant credentials, certifications, and expertise
  - Résumés or CVs of individuals who will provide services
- 4. Approach and Methodology**
  - Description of proposed approach to consultation services
  - Ability to customize services based on district needs
- 5. Proposed Services and Cost Structure**
  - Description of services offered
  - Hourly rates or fee structure
  - Estimated costs (travel, materials, etc.)

## **6. References**

- **At least three (3) references from current or recent clients, preferably school districts**
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## **7. Evaluation Criteria**

**Proposals will be evaluated using the following criteria: - Relevant experience and qualifications - Demonstrated knowledge of IDEA and Wyoming special education requirements - Quality and clarity of proposed approach - Cost effectiveness and value - References and past performance**

**The District reserves the right to request additional information, conduct interviews, or negotiate terms prior to awarding a contract.**

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## **8. General Conditions**

- **SCSD#1 reserves the right to reject any or all proposals**
  - **The District is not responsible for any costs incurred in preparing proposals**
  - **All proposals become the property of the District**
  - **The selected consultant must comply with all applicable federal, state, and local laws**
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**Sweetwater County School District #1 appreciates your interest in partnering to support students with disabilities and strengthen special education services across the District.**

## Bid Guidelines

*Sweetwater County School District #1 reserves the right to eliminate any of the equipment from this request at any time.*

All bids are to be delivered to Kayci Arnoldi, Special Services Director, in a sealed envelope marked “Special Education Consultation and Professional Services” addressed to:

**Sweetwater County School Dist #1  
Office of Special Services  
3550 Foothill Blvd./P.O. Box 1089  
Rock Springs, WY 82902.**

Bids will be accepted until 2:00p.m. Wednesday, April 2, 2025.

The Board of Trustees will award bids during their regularly scheduled meeting on Monday, April 14, 2026

Bids should clearly identify warranties, services offered, labor, hardware, etc.

All labor costs must be clearly identified.

All alternative bids must be clearly marked.

All bids must clearly state any shipping charges.

All bids should exclude sales tax as the district is tax exempt – Fed Tax ID 83-6000633

Bidding contractors must clearly state any time constraints on their bid or bid expiration dates. Bid validity must last at least one year after submission. If special pricing is obtained and constrains the bid validity date, please state so in the bid response.

No install is required for the hardware.

Clarifications or questions on the bid may be addressed to:

Kayci Arnoldi, Special Services Director

Sweetwater County School District #1

(307) 352-3231

[arnoldik@sw1.k12.wy.us](mailto:arnoldik@sw1.k12.wy.us)

***Please initial the lower right-hand corner of each page.***

Bid Signature Form

**2026 Bid**  
**Sweetwater County School District #1**

(Must be signed by authorized personnel)  
Sweetwater County School District #1

By signing this form, the person providing the bid hereby states that he/she is a duly authorized person of the firm, has read all components of the bid documentation, taken advantage to ask clarifying questions and agrees to the Term and Conditions as listed in the document.

Sweetwater County School District #1 shall not be liable for any costs incurred by the bidder in the preparation and production of the bid or for any work performed prior to the execution of a formal agreement, contract or statement of work (SOW).

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ (please print)  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Costs: TV Hardware: \_\_\_\_\_  
MISC Parts: \_\_\_\_\_  
Other: \_\_\_\_\_  
Shipping: \_\_\_\_\_  
Total Cost: \_\_\_\_\_

**Total Bid Price:** \_\_\_\_\_ **Anticipated Lead Time:** \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
(Please Print)

***All pages of this Bid Packet Must be returned to Sweetwater County School District #1***