

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 South Ocean Avenue
Patchogue, NY 11772**

**SPECIAL EDUCATION RFP FOR ASSISTIVE TECHNOLOGY CONSULTATION –
#2026-06**

NOTICE IS HEREBY GIVEN, that the Patchogue-Medford Union Free School District will receive proposals for **Special Education RFP for Assistive Technology Consultation** for all schools. Such proposal must be filed with Patchogue-Medford UFSD's Assistant to the Superintendent, 241 South Ocean Avenue, Patchogue, NY 11772, **PRIOR TO 11:15 A.M. prevailing time, April 9, 2026.**

NOTE: The Patchogue-Medford School District shall not be held responsible for the completeness or accuracy of any proposal documents received by a vendor that were not directly issued to that vendor by the Patchogue-Medford School's Business Office.

Any vendor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party, shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the Patchogue-Medford School District's Business Office.

It is HIGHLY recommended that all vendors interested in participating in this request for proposal, contact the Patchogue-Medford School District's Business Office directly at the above address to assure they have received the most accurate and up to date materials concerning this request.

The District does not offer or supply anyone the list of people that have obtained a copy of these proposal specifications or cost estimates for the project prior to the opening of the proposals. **NO EXCEPTIONS ARE MADE TO THIS PROCEDURE.**

Patchogue-Medford School District reserves the right to reject any or all proposals.

Patchogue-Medford Union Free School District

Nicole Ciminiello
Assistant to the Superintendent
Patchogue-Medford UFSD

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I. Purpose

The Patchogue-Medford Union Free School District is seeking proposals for the provision of Assistive Technology Consultation as ordered by the Committee on Special Education for the 2026-2027 school year. Services to include evaluation of in-district classified students to identify the need for appropriate assistive technology solutions, implementation of hardware, software and equipment necessary for classified students including staff and parent training, assistive technology development and consultation services for classified students for whom Assistive Technology is deemed appropriate and their support staff.

II. Receipt of Proposals

An original and one (1) copy of the proposal must be submitted to the Business Office. Envelopes must be clearly marked **RFP #2026-06 Special Education RFP for Assistive Technology Consultation**. Proposals must be received **no later than 11:15 A.M. April 9, 2026**, in which all proposals will be opened at the following address:

Patchogue-Medford School District
Attn: Nicole Ciminiello, Assistant to the Superintendent
241 South Ocean Avenue
Patchogue, NY 11772

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned the firm unopened.

III. Scope of Service

A. General Responsibilities

Proposers are required to be licensed and qualified to perform the services set forth herein. All professionals performing services for the School District shall be licensed under the laws of the State of New York, inclusive of the State Education Department Licensing requirements. Proposers shall certify that all such professionals possess documentation evidencing such license qualifications as required by federal, state or local statutes, rules, regulations and orders. The School District requires individuals or firms to provide Special Education Services to the School District's students on an as-needed basis. Services will be rendered to students receiving instruction in the School District's schools; private/parochial schools; or home setting.

1. All services shall be provided in compliance with the individual student IEPs or 504 plans or by specific request.

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2. Providers shall complete evaluations when requested and shall review the evaluation results with the parents at a team meeting or via phone conference. Copies of the evaluation report will be provided to the District by a determined date.
3. The provider is responsible for the monitoring and data collection of progress toward goals as determined by the IEP and/or BIP. District staff may be trained and assigned to take data with the consultant responsible for collecting and summarizing the data. The provider shall submit quarterly progress reports for each student recommended for services.
4. Providers shall avail themselves to attend, when requested, CSE/504 meetings and/or team meetings for the purposes of reviewing evaluations and/or reviewing student progress.
5. The agency will provide on-site quality assurance to the District to ensure the fidelity of implementation of services.
6. In connection with services rendered to Medicaid-eligible students, provide attendance records, notes, and assistance to the District for Medicaid billing **within five (5) days** of the services being rendered.

The successful proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and Local statutes, rules, and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation.

B. Responsiveness and Time Requirements

1. The firm selected is expected to have qualified staff available by telephone for consultation during normal business hours.
2. The District may require regular or periodic on-site consultation.
3. The District is estimating that there will be 20 Assistive Technology evaluations per year.

IV. Proposal Submissions

All proposals must be submitted in two parts. Part 1 must consist of responses to the management and qualifications items. Part 2 must consist of complete contract cost and pricing information on the Bid Proposal Form. Incomplete submissions will not be considered for award. Proposals should not be excessively long and should be submitted in a format that permits copying for review by the Board of Education. Only two copies of

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each proposal will be accepted, one copy titled “ORIGINAL” and the other titled “COPY”. All materials submitted in response to this request for proposal shall become the property of the District.

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Part 1 – Management and Qualifications

All proposers must be licensed and qualified to provide the within services to the School District.

In addition to providing proof of the qualifications set forth above, in setting forth its qualifications, each individual or firm submitting a proposal shall:

- Provide the name of the firm as well as a brief description of its business activities and history.
- Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes.)
- Provide information on how long the firm has been in business and length of its experience in providing consultancy in inclusion/co-teaching in school districts. Provide evidence of an individual's credentials and qualifications in the area of Assistive Technology Consultation Services.
- Provide a listing and description of similar contracts awarded with other organizations giving dates of service.
- Provide evidence of the individual/firm's licensing to provide services and licensing to practice in the State of New York.
- Describe the individual's or firm's experience and expertise focusing on consultancy in inclusion/co-teaching provided for school districts or related entities.
- State the name(s) of the officer(s) and associate(s) in the firm.
- Provide at least *three* client references from similar contracts. Include contact names, addresses and telephone numbers.
- Provide any other information that might be beneficial to the School District.

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Part 2 - Cost

The Cost proposal must be an all-inclusive amount for the full range of services required for one year under the contract. No additional billing will be allowed for travel expenses, parking, participant materials or other incidentals.

Proposals should be broken down as follows:

Full Independent Assistive Technology Evaluation: Assistive Technology screening	Per evaluation
Assistive Technology Consultation: staff	Per hour
Assistive Technology Consultation: student	Per hour
Assistive Technology Consultation & Review of Documents	Per review/report
District Ancillary Services-Technical Support	Per hour
Staff development/training	Per hour

V. Proposal Evaluation

A. Proposals received will be evaluated by the Assistant Superintendent for Special Education and Pupil Services or the Assistant to the Superintendent to determine whether the requirements of this RFP are met and to make a recommendation to the Board of Education for contract award. All evaluations will be based on a 100-point scale.

Proposals shall be evaluated based upon the following:

1. Proposer’s comprehension of the required (work) Scope of Services (25 points)
2. Prior experience in similar projects (10 points)
3. Professional Qualifications (10 points)
4. Total proposed price (35 points)
5. Location (5 points)
6. Length of Time in Business (5 points)
7. Client References (5 points)
8. Staffing (Evaluation of Employees’ Resumes) (5 points)

B. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes based on the evaluation criteria.

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VI. **Specification Clarification/Inquiries**

All inquiries with respect to the Request for Proposal must be directed as follows:

Jessica Lukas, Ed.D.
Assistant Superintendent for Special Education and Pupil Services
Patchogue-Medford Union Free School District
Office of Pupil Personnel
241 South Ocean Avenue
Patchogue, NY 11772
Phone: 631-687-6440
Fax: 631-687-6459

VII. **Right to Reject Requests for Proposal**

The district reserves the right to reject without prejudice all proposals received under this Request for Proposal and **may recommend awards to one or multiple proposers for similar scopes of work in order to ensure that all District needs will be addressed.**

VIII. **Term of Contract**

Contract Period: **July 1, 2026, through June 30, 2027.** This contract shall be for one (1) year, with the option to renew for three (3) additional one-year periods (July 1, 2027, through June 30, 2028; July 1, 2028, through June 30, 2029, and July 1, 2029 through June 30, 2030), upon approval by the Board of Education for each year.

If the Board of Education decides to renew with the vendor for the 2027-2028 school year, the price is limited to the lesser of 2 percent or the Consumer Price Index (CPI) published in December over the cost of the 2026-2027 school year.**

If the District decides to do a renewal for the third year (2028-2029), the price is limited to the lesser of 2 percent or the Consumer Price Index (CPI) published in December over the cost of the 2027-2028 school year.**

If the District decides to do a renewal for the fourth year (2029-2030), the price is limited to the lesser of 2 percent or the Consumer Price Index (CPI) published in December over the cost of the 2028-2029 school year.**

The District reserves the right to terminate the contract without cause, with thirty (30) days written notice to the contractor. No contract becomes binding until the necessary funds have been approved. This proposal will be utilized on an “as-needed” basis. There is no guarantee that any/all the services listed will be utilized.

** - The applicable CPI will be the unadjusted “All items consumer price index for all Urban Consumers (CPI-U), the broadest and most comprehensive measure released by the Bureau of Labor Statistics.

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Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Vendor.

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BID PROPOSAL FORM

PROPOSAL FORM FOR RFP to be received prior to **Thursday, April 9, 2026, at 11:15 A.M.** prevailing time at the office of the Patchogue-Medford UFSD, Business Office, 241 South Ocean Avenue, Patchogue, NY 11772.

Proposals must be submitted in a sealed envelope plainly marked as to its contents.

Award of RFP will be based on the criterion listed above by the Assistant Superintendent for Special Education and Pupil Services.

The District reserves the right to reject any or all proposals.

The undersigned proposes to furnish the following, in accordance with the attached specifications, to the Patchogue-Medford UFSD for the price(s) shown.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY / STATE / ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

BY: _____
Signature of Representative (Blue or other non-black ink required)

BY: _____
Signature of Representative (Printed)

FEDERAL OR TAX ID #: _____

NOTE: By signing and submitting this proposal for consideration by the Patchogue-Medford UFSD's Board of Education, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

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2026-2027

Full Independent Assistive Technology Evaluation:	per evaluation	\$_____
Assistive Technology Consultation staff:	per hour	\$_____
Assistive Technology Consultation student:	per hour	\$_____
Assistive Technology Consultation & Review of Documents	per review/report	\$_____
District Ancillary Services-Technical Support	per hour	\$_____
Staff development/training:	per hour	\$_____

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Conflict of Interest Certification

The proposer declares and certifies:

1. That said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
2. That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose and is in all respects fair and without collusion or fraud.
3. That no member of the Board of Education of the Patchogue-Medford Union Free School District, Town of Brookhaven, Suffolk County, New York, nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education, is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.
4. That said proposer has carefully examined the specifications in the RFP and schedules prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposal and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
5. That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Subscribed and sworn to before

This _____ day of _____.

Notary Public

Person, Firm or Corporation

Authorized Signature

Initial _____

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STATEMENT OF NON-COLLUSION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

“103-D. Statement of non-collusion in proposals and proposals to political subdivision of the state. Every proposal or proposal hereafter made to a political subdivision of the state or any public department agency, or official thereof where competitive proposal is required by statute, rule, regulation or local law, for work or services performed, to be performed, or good sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury: Non-collusive proposal certification.

7. By submission of this proposal, the proposer and each person signing on behalf of the proposer, certifies, and if this is a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of the proposers knowledge and belief:
 - a. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and
 - c. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit a proposal for the purpose of restricting competition.

8. A proposal shall not be considered for award nor shall any award be made where (A), (1), or (2) and (3) above have not been complied with provided, however, that if in any case the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore, where (A), (1) and (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publications of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposal, does not constitute without more, a disclosure within the meaning of paragraph A above.

9. If the proposer is a corporation, the corporation shall be deemed to have been authorized by the board of directors of the proposer to make the above certification and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(SEAL OF CORPORATION)

Corporate or Company Name

By _____
Signature Title

Initial _____

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IRAN ENERGY SECTOR DIVESTMENT BID CERTIFICATION

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision 165-a has been added to the State Finance Law, and a new provision 103-g has been added to the General Municipal Law, effective April 12, 2012. The New York State Commissioner of the Office of General Services (“OGS”) will be developing a list of prohibited entities detailing “persons” engaging in “investment activities in Iran,” as defined within section 165-a of the State Finance Law. Pursuant to State Finance Law § 165-a(3)(b) and General Municipal Law § 103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

By submission of this bid or by assuming the responsibility of a Contract awarded hereunder, each bidder/contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, each bidder/contractor (or any assignee) is advised that once the prohibited entities list is posted on the OGS website, any contractor seeking to enter into, renew, or extend a contract or assume the responsibility of a contract awarded in response to the solicitation, must certify at the time the contract is bid upon or a proposal submitted, or the contract is renewed, extended, or assigned that it is not included on the prohibited entities list.

Pursuant to section 103-g of the General Municipal Law, a bid shall not be considered for award nor shall any award be made where the bidder has not made the above certification, provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor.

During the term of the contract, should the District receive information that a person is in violation of the above-referenced certification, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

(SEAL OF CORPORATION)

Corporate or Company Name

By _____
Signature Title

Initial _____