

**REQUEST FOR PROPOSALS
SCHOOL PSYCHOLOGY SERVICES
WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6
WEST FARGO, NORTH DAKOTA**

Notice is hereby given that West Fargo Public School District No. 6 of Cass County, North Dakota, will receive sealed proposals at the Business Office in the District Support Center, 2028 2nd Ave N, West Fargo, North Dakota 58078, until 2:00 p.m. on Tuesday, September 15, 2026 for School Psychology Services, at which time they will be publicly opened and read. Instructions to Proposers, Proposal forms, and Specifications may be requested from the district's Operations Specialist, or can be found on the district's website at <https://www.west-fargo.k12.nd.us/departments/accounting/active-bids-rfps-rfqs>. No proposal will be received after the scheduled closing time for the receipt of proposals. The School Board reserves the right to reject any and all proposals, or to waive any informalities, irregularities or defects in any proposal, should it deem to be in the best interest of the School District to do so.

BIDDING PROCEDURES

1. PREPARATION FOR BIDDING. Bid packages should be prepared in each instance when the School District is requesting proposals, and such package should include the following:
 - A. Instructions to Bidders
 - B. Specifications
 - C. One Bid Form
2. NOTICE. With limited exceptions, each contract involving the expenditure of an aggregate amount greater than \$50,000.00 may be entered into only after ten days notice by at least one publication in a legal newspaper published in the County in which the School District, or a portion thereof is located (NDCC 15.1-09-34).
3. RECEIPT OF PROPOSALS. All sealed proposals must be delivered to the business office by the date and time specified in the publication and Instructions to Bidders. No late proposals should be accepted.
4. OPENING OF BIDS. At the time set forth in the Instruction to Bidders and in the publication the bids are to be opened and read.
5. REVIEW OF PROPOSALS. After the bid opening, the appropriate administrative officials should review all bids to determine if they meet the Instructions to Bidders and Specifications. Any bids failing to meet Instructions to Bidders or Bid Specifications should be so noted.
6. BOARD ACTION. After review by the administration, the appropriate Administrator should report to the Board on the outcome of the bidding and make a recommendation concerning the best responsible bidder meeting specifications. Any action on the proposals, awarding the bid to the best responsible bidder, rejecting a proposal for failing to meet Specifications, waiving irregularities, etc., must be taken by the Board.
7. NOTIFICATION TO BIDDERS. After the Board has awarded the contract to the best responsible bidder or rejected all bids, all bidders should be so notified.
8. PREPARATION OF CONTRACTS. Contracts prepared as a result of the bidding process should incorporate the Instruction to Bidders, Bid Form and Specifications into the contract.

INSTRUCTIONS TO BIDDERS

For: School Psychologist Services

Bid Opening Date: 2:00 p.m. on September 15th, 2026

1. NOTICE IS HEREBY GIVEN that proposals for School Psychologist Services for West Fargo Public School District No. 6, Cass County, North Dakota, will be opened and read at the District Support Center, 2028 2nd Ave N, West Fargo, North Dakota 58078 at the time and date indicated above.
2. The sealed proposals shall be delivered to the Business Office at the above address, any time prior to, but not later than, 2:00 p.m. on September 15th, 2026. Bidders are responsible for the timely delivery of their sealed proposals.
3. Each proposal must be submitted on the bid form provided with those specifications and must be contained in a sealed envelope, which shall be endorsed on the outside thereof with the following information:
 - A. Proposals for School Psychologist Services
 - B. Name and address of bidder
4. All bids submitted must be valid for a minimum period of 30 days after the date set for the bid opening.
5. The School Board reserves the right to reject any and all bids, or to waive any informalities, irregularities or defects in any proposal, should it deem to be in the best interest of the School District to do so. The bid will be awarded, if at all, to the best responsible bidder(s) meeting specifications as determined by the Board (hereafter the "Contractor").
6. While the financial responsibility of the bidder is significant concern, the Board is equally concerned with the proven ability to satisfactorily perform the contract so that the School Psychologist Services will be provided in accordance with proposed contract documents. In addition, notwithstanding other evaluation criteria, the District may make an award determination based on the bidder's ability to fully satisfy the specified service requirements.
7. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached thereto. Unless the bidder so indicates, it is understood that the bidder has bid in strict accordance with the specification requirements.
8. Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding regarding items listed for bidding will be entertained.
9. Bidders shall not include taxes that school districts are not subject to in their quotation.
10. All bids shall be deemed final, conclusive, and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation. No bid shall be received after the scheduled closing time for the receipt of proposals.

11. The Board may inquire as to the financial stability of any bidder and may request financial references.
12. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies which may in any manner affect the performance of the contract. The Contractor in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
13. Contractor agrees to indemnify, hold harmless and defend the School District, members of the Board, Officers, employees, student teachers, and agents thereof against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, cost, expense and attorney's fees, in any manner caused by, arising from, incident to, connected with or growing out of the operation of this contract, except for the acts of omissions of the Board of its representative.
14. No contract shall be assigned or any part of the same subcontracted without the written consent of the Board, but in no case shall such consent relieve the Contractor from their obligation or change the terms of the contract.
15. As stated above, the dollar amount of the bid, the financial responsibility of the bidder and the ability of the bidder to fulfil their contract are primary concerns of the Board in awarding the contract.
16. Alternate bids will be considered only secondarily to bids meeting contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
17. Enclosed you will find copies of the following forms:
 - B1. School Psychologist Services Specifications
 - B2. School Psychologist Services Bid Form
18. Bids delivered by the U.S. mails must be sent registered mail with a return receipt.
19. Any costs related to the preparation of responses to this request for bid, including but not limited to time, material, travel, and postage/shipping are the responsibility of the bidder. The School is not liable for any costs incurred by bidder prior to issuance of a contract.
20. Contact Randy Cummings for additional information regarding the School Psychologist Services bid instructions. The telephone number is 701-356-2002.

SPECIFICATIONS

1. OBJECTIVE

The purpose of this request is to select a vendor or vendors to supply school psychology services for the West Fargo Public School District (District). The selected vendor (Contractor) will supply all services as outlined within this request. The Contractor will be responsible for providing services or functions necessary to meet the intent of the resulting contract. The District is looking to fill up to two “full time” School Psychologist positions to provide services at various sites, as assigned.

2. DISTRICT OVERVIEW

West Fargo Public Schools currently has 23 educational buildings, ranging from pre-K to grade 12+. The district serves approximately 13,500 students and has approximately 2,000 employees. The District has approximately 19 dedicated School Psychologist positions.

3. SCOPE OF WORK

The Contractor will provide one or more School Psychologists to perform services at various sites throughout the district.

West Fargo is in need of **up to 2** (2.0 FTE) in-person School Psychologists for approximately 37.5 hours/week – approx. 188 days to be filled. Notification to the vendor of the total number of full-time vacancies (FTEs) will be determined by September 15th. Final schedules will be determined in consultation with the Contractor, the assigned individual, and the representatives of the District. Preliminary discussions on need will start when a vendor is selected with final request for FTEs in September 2026. Any additional requests after August will be offered first to the awarded vendor(s). If the vendor(s) is/are not able to provide staff, the district will pursue alternate vendors to meet the needs of the district.

4. SCHOOL PSYCHOLOGIST RESPONSIBILITIES

The School Psychologist provides comprehensive services to support the academic, behavioral, social-emotional, and functional needs of students within West Fargo Public Schools at assigned elementary and/or secondary sites. The School Psychologist collaborates with MTSS teams and multidisciplinary teams to identify student needs, conduct comprehensive evaluations, interpret assessment data, and develop evidence-based recommendations to support educational planning and intervention. Ongoing communication with families, school staff, and community providers is expected to ensure coordinated and effective services. The School Psychologist participates in regular team meetings and serves as a multidisciplinary team member, contributing expertise in assessment, eligibility determination, intervention planning, behavior support, and special education compliance.

The Contractor shall assign a qualified individual to provide services, subject to district approval. To promote continuity of care and relationship-building, the Contractor will make reasonable efforts to maintain consistent staffing throughout the contract period. In the event of staff changes, the Contractor must provide a qualified replacement in a timely manner, subject to district approval.

While providing services under this contract, the assigned individual(s) will:

- Conduct comprehensive special education evaluations, including review of records, observations, interviews, standardized assessments, and other evaluation procedures necessary to determine eligibility and educational needs, in accordance with IDEA, North Dakota regulations, and district-established timelines.
- Administer, score, and interpret standardized and non-standardized assessment instruments in accordance with publisher requirements, professional standards, and district procedures.
- Interpret and integrate assessment data to prepare high-quality written evaluation reports, communicate findings to multidisciplinary teams and families, and develop evidence-based educational recommendations.
- Participate as an active member of multidisciplinary teams by contributing to Student Profiles, Assessment Plans, eligibility determinations, Functional Behavior Assessments (FBAs), Manifestation Determination Reviews (MDRs) and other required special education procedures.
- Collaborate and maintain ongoing communication with educators, families, administrators, and multidisciplinary teams to support evaluation planning, intervention development, data-based decision-making, and implementation of appropriate educational supports.
- Provide consultation to school personnel regarding academic, behavioral, social-emotional, and mental health concerns, including Multi-Tiered Systems of Support (MTSS), behavior intervention planning, data analysis, and evidence-based instructional and behavioral practices.
- Maintain accurate, complete, and timely documentation of evaluations, reports, Medicaid billing documentation (when applicable), and other required records in accordance with district, state, and federal requirements.
- Maintain consistent coordination with building-level staff to efficiently schedule evaluations, classroom observations, meetings, and other required activities while minimizing disruption to instructional time.
- Communicate effectively in written and verbal formats, including timely responses to district staff and families, clear explanation of evaluation findings, and professional documentation.
- Travel between assigned school sites as required and maintain reliable attendance and punctuality.
- Interpret and apply technical, legal, ethical, and compliance-related requirements to ensure adherence to IDEA, North Dakota regulations, professional standards, and district procedures.
- Maintain current knowledge of research, best practices, and legal requirements in school psychology through ongoing professional learning and application of evidence-based practices.

While providing services under this contract, the contractor will:

- Ensure assigned school psychologists provide high-quality, compliant services that meet district expectations for professionalism, timeliness, and performance.
- Ensure assigned school psychologists actively participate in required multidisciplinary meetings and collaborative problem-solving processes.
- Maintain consistent staffing for assigned positions to minimize disruptions to learners.
- Ensure all assigned personnel hold current, valid licensure and credentials required by the State of North Dakota prior to the start of contracted services.
- Ensure assigned school psychologists maintain compliance with all federal, state, and district requirements related to special education evaluations, documentation, and IDEA timelines.

- Ensure all required documentation, including evaluation reports and Medicaid billing (when applicable), is completed accurately and submitted within district-established timelines.
- Maintain effective communication with district administration and promptly address concerns related to school psychological services, staffing, or performance.
- Participate in periodic performance reviews conducted by the district and implement corrective action plans, if required, within agreed-upon timelines.
- Provide data and reports upon request to support district evaluation of program effectiveness, service effectiveness, and student outcomes.
- Ensure assigned staff are adequately equipped to perform their assigned duties, including appropriate technologies and materials.

5. EDUCATION, EXPERIENCE, AND CERTIFICATION REQUIREMENTS

Assigned individuals must hold all licenses and credentials required by the State of North Dakota to independently practice as a school psychologist, or the company will maintain the responsibility for any supervision/mentoring that is required of their school psychology staff.

In addition, the following is preferred:

- Experience conducting comprehensive psychoeducational evaluations and participating in special education eligibility determination for students ages 3–21 in accordance with IDEA.
- Experience working as a school psychologist in a PreK–12 educational setting, including collaboration with multidisciplinary teams and families.
- Experience supporting Multi-Tiered Systems of Support (MTSS) through consultation, problem-solving, and data-based decision-making.
- Expertise in evidence-based assessment practices and interpretation of cognitive, academic, behavioral, social-emotional, and adaptive behavior measures.

6. PRICING

- A. On the included bid form, indicate a price per day to provide service based on a 7.5-hour workday. The bid price should include all costs to provide services at various District sites.
- B. Prices on the bid form will be fixed for the duration of the contract.
- C. The method and frequency of billing will be determined and agreed upon by both parties at the onset of the contract.
- D. Any restrictions, conditions, or additional costs regarding the fixed pricing bid must be disclosed on the bid form. This would include any items or services that are exempted from fixed pricing, special conditions that must be met, etc. Bid pricing should include all costs to provide services, including travel costs, fuel, licensing, or any other associated costs or fees. Any costs or fees not listed in the bidder's response will not be accepted.

7. CONTRACT DURATION

Pricing and all other provisions of the resulting contract shall commence upon full execution by both the District and the Contractor and will remain in effect for the duration of the 2026-2027 school year, which ends on June 30, 2027. The contract may be renewed for up to four (4) additional one-year terms, not to exceed a total contract duration of five (5) years, upon mutual agreement of both parties. Renewal terms may be negotiated with the successful bidder and will be contingent upon satisfactory performance, continued need, and availability of funding.

8. INSURANCE

The Contractor shall provide for itself and maintain at its own cost and expense until the completion of its contract with the District the following forms of insurance:

- A. Workers' Compensation Insurance in accordance with the laws of the State of North Dakota
- B. Public Liability Insurance with limits of liability in the sum of \$1,000,000 for injury to any one person and \$2,000,000 for any one accident, and property damage in the sum of \$500,000

The Contractor shall furnish to the District satisfactory evidence of its Workers' Compensation Insurance and a Certificate of Insurance for its Public Liability Insurance naming the District as an additional insured.

9. OTHER PROVISIONS

- A. The successful Bidder may not assign, transfer, or sublet this contract, unless expressly authorized in writing by the District.
- B. If the successful Bidder neglects or refuses to provide services in accordance with the bid or is unable to comply with the terms of this bid, the District reserves the right to cancel the contract with no further obligations to either party.
- C. In the event that agency personnel are not able to fill their assigned position, the vacancy is to be filled as quickly as possible to minimize disruption of services. If the position remains vacant for a period of 10 or more business days, the district reserves the right to seek contract proposals from other outside vendors to fill the vacancy for the remainder of the contract period.
- D. It is the Bidder's responsibility to obtain and verify all information required to Bid, prior to submission of your bid. To claim lack of knowledge or understanding is an unacceptable defense for failure to comply with the bid requirements.
- E. Additional services, requirements, statements, or any other items the vendor would like to be evaluated as part of this RFP should be included in the comments section of the Bid Form or attached to the submitted proposal.
- F. Pursuant to Item 6 in the Instruction to Bidders section of this RFP, the ability to fully meet the District's FTE needs may be treated as a determinative factor in making an award when, in the District's judgment, doing so is in the best interest of the District and its learners
- G. The District may award multiple vendors if required to ensure services are covered.

10. EVALUATION CRITERIA AND PROCESS

The District will evaluate responses to this RFP based on a list of criteria, weighted as follows:

Evaluation Category	Total Score (100 pts. Total)
Pricing listed on bid form	25 pts
Education, Experience, and Certification	45 pts
Experience with WFPS and References	30 pts

The responses that score the highest based on the above rubric may be contacted as finalists. If deemed necessary by the district, finalists will be invited to participate in an interview process to allow the evaluation team an opportunity to interact with the vendor's representatives. In that case, final awards will be determined based on evaluation of the interviews.

11. REQUEST FOR PROPOSAL AND INTERVIEW TIMELINE

The district anticipates the following timeline for the RFP process. Dates are subject to change at the district's discretion.

- **RFP Issued:** 9/2/2026
- **Proposal Submission Deadline:** 9/15/2026
- **Proposal Review Period:** 9/15-16/2026
- **Notification of Selected Vendors for Interview (if applicable):** 9/15-16/2026
- **Vendor Interviews:** 9/17-18/2026
- **Selection and Notice of Intent to Award:** 9/21-22/2026
- **Award Issued by School Board:** 9/28/2026
- **Contract Negotiation and Execution:** 9/29-10/2/2026
- **Anticipated Contract Start Date:** 10/5/2026

The District reserves the right to modify this timeline as necessary to ensure a thorough and equitable evaluation and selection process.

12. DOCUMENTS AND STATEMENTS

This section includes questions which require responses for evaluation. Each question is assigned a value that will contribute to the overall final score of your response. Also included is the bid form, which contains an area for bid prices, comments, and signatures acknowledging the contents and requirements of this RFP. Failure to comply will be considered a “No Bid.”

EVALUATION QUESTIONS (Attach additional pages)

1. Describe your organization's experience providing school-based school psychology services, including your approach to ensuring compliance with IDEA and state regulations, evaluation timelines, comprehensive evaluation practices, data analysis, eligibility determinations, and collaboration with multidisciplinary teams.
2. Provide three (3) references from school districts or agencies, including contact information or letters of recommendation.
3. Describe your staffing model, capacity to meet district needs, and how you ensure continuity of services.
4. Provide an overview of your organization and how your mission and values align with West Fargo Public Schools.
5. Identify proposed staff and include qualifications, experience, service models, and availability.

BID FORM

Having read carefully the bidding conditions and the specifications, the undersigned submits the following bid.

Number of FTE positions bidder can fill, up to two:

Bid price per day, per assigned school psychologist:

Additional comments or special conditions that the District must be aware of are as follows:
(Attach additional pages, if necessary)

The undersigned acknowledges they have read this RFP document in its entirety, can comply with all listed requirements, and that the information provided is true and accurate to the best of their knowledge. The undersigned also acknowledges that the School Board reserves the right to reject any and all bids and/or waive any irregularities or information in the bidding process.

Bidder Name

Authorized Representative Signature

Bidder Address

Authorized Representative Name and Title

Bidder Telephone Number

Authorized Representative Email Address