

**REQUEST FOR PROPOSALS for CONTRACTED
SERVICES FOR SPECIAL EDUCATION
INSTRUCTIONAL & RELATED SERVICES**

School District: Chapel Hill-Carrboro City Schools

Chapel Hill Carrboro City Schools
750 South Merritt Mill Road
Chapel Hill, NC 27516

Contact:
Fonda Robinson
Senior Executive Director of Exceptional Children

CONTRACTED SERVICES FOR SPECIAL EDUCATION INSTRUCTIONAL & RELATED SERVICES

Section I: Introduction

Chapel Hill-Carrboro City Schools is requesting proposals from Staffing Agencies and Individual Service Providers to provide Contract Special Education Instructional and Related Services Personnel on an as needed basis.

**Sealed proposal packages must be received no later than
5pm, Friday, May 3, 2024**

Proposals must be clearly marked with
“RFP SPECIAL EDUCATION INSTRUCTIONAL & RELATED
SERVICES PERSONNEL
ATTENTION FONDA ROBINSON”
and across the seal
“Do Not Open – Confidential”

Proposals must be sent to or hand delivered to:
Chapel Hill-Carrboro City Schools
750 South Merritt Mill Road
Chapel Hill, NC 27516

Questions

Questions or comments regarding this proposal are to be entered into [this google form](#). Answers will be posted by Fonda Robinson, Senior Executive Director of Exceptional Children in [this googledoc](#).

All questions must be submitted no later than 12 noon, Tuesday, April 30, 2024.

Chapel Hill-Carrboro City Schools reserves the right to accept or reject any and all proposals and to waive minor irregularities, and to select the proposal most advantageous to the District.

I. General Information and Instructions

A. Intent

Chapel Hill-Carrboro City Schools prefers the direct hire of its staff when possible. However, as an option to meet its needs, Chapel Hill-Carrboro City Schools is seeking proposals from Staffing Agencies and Individual Service Providers who are appropriately licensed and certified in North Carolina. The contracted teachers and/or therapists will provide services to eligible Exceptional Children students per state and federal special education laws, policies and regulations. Multiple staffing agencies or individual service providers may be considered due to the scope and amount of services required.

The Agency or Individual Service Provider will be referred to as “the Vendor” and the contract, if any is awarded, will be between the Vendor and the Chapel Hill-Carrboro City Schools, hereafter referred to as “the District” or “CHCCS”. The Vendor will offer assurances that all operations addressed in the RFP will be conducted in a manner that is consistent with the North Carolina Policies Governing Services for Children with Disabilities.

B. Services Required:

Contracted individuals need to be available to administer requested services Monday through Friday during the CHCCS school day.

Services may include IEP development, instruction and interventions as specified in the IEP, student evaluations to determine student’s eligibility for special education services, providing non-student contact services such as parent education, teacher consultation, equipment adaptations, participation in evaluation/IEP meetings and other duties directly related to the service provided. In addition the contracts for related service personnel may also be needed by the District.

The provision of services does not include the contractors’ participation in district or school staff meetings, committees or other education related activities that are not focused on the direct services contracted.

C. Procurement Method

A competitive proposal process will be used to procure services from the provider. All procurement transactions shall be conducted in a manner that provides maximum, open and

free competition consistent with District Policies. The District considers this a Request for Proposals (RFP) for services.

D. Proposal Submission and Award

1. Proposals are submitted to:

US Mail Delivery Address: Fonda Robinson Senior Executive Director of Exceptional Children CHCCS 750 S. Merritt Mill Road Chapel Hill, NC 27516	Hand Delivery or Package Delivery Service, such as FedEX or UPS: Fonda Robinson Senior Executive Director of Exceptional Children CHCCS 750 S. Merritt Mill Road Chapel Hill, NC 27516
Phone number for directions (919) 967-8211 X 28206	

Two copies of the proposal are to be delivered in a sealed envelope/package marked “RFP SPECIAL EDUCATION INSTRUCTIONAL & RELATED SERVICES PERSONNEL, ATTENTION FONDA ROBINSON.” One electronic copy shall be supplied as a PDF via email to fonda.robinson@chccs.k12.nc.us. Faxed copies are unacceptable. Each proposal copy must include all required responses and documents at the time of submission.

2. The District reserves the right to reject or accept any or all proposals if deemed to be in the best interest of the District. The District reserves the right to waive minor irregularities and the right to reissue the RFP.
3. To be considered, each offeror must submit a complete response to this solicitation providing the information requested. Proposals must include, as a minimum, the attached “Proposal Form” page. All proposals should be carefully worded and must convey all the information requested to be considered. Failure to sign under EXECUTION section will render proposal invalid.
4. Qualified proposals will be evaluated and acceptance may be made to the proposal most advantageous to CHCCS as determined upon consideration of such factors as: prices offered; the quality of the services offered; the general reputation and performance capabilities of the Vendor; the substantial conformity with the specifications and other conditions set forth in the RFP; the suitability of the services; the date or dates of delivery

and performance; and such other factors deemed by CHCCS to be pertinent or peculiar to the services in question.

5. Offerors and their authorized representatives are solely responsible for informing themselves as to the conditions, requirements, and specifications before submitting proposals and to seek clarification on any items contained in the RFP; failure to do so will be at the offeror's own risk. The District is not liable for any cost incurred by the offeror prior to the signing of the contract by all parties.

E. Late Proposals

Any proposal received after 5:00pm EST on May 3, 2024, will not be considered.

F. Pre-Award Clarification

The District reserves the right to conduct final discussions and negotiations with the Vendor recommended prior to awarding a contract. The purpose of these discussions shall be to clarify and assure full understanding of any issue contained in the proposal. In conducting these discussions, there shall be no disclosure of any information derived from proposals by any competing providers.

G. Final Contract

The submitted RFP, including all attachments and all documents submitted by the offeror, will become part of the official contract, if any, when approved, awarded, and signed.

II. SPECIFICATIONS/SCOPE OF WORK

The District invites qualified Vendors to submit proposals to provide educational services as aligned with IEPs and the NC Policies Governing Services for Children with Disabilities. For reference, the NC Policies are available to review here:

<https://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

A. Proposal Scope

The purpose of this invitation for bids is to solicit proposals to provide special educational personnel who will deliver services as aligned with IEPs and the North Carolina Policies Governing Services for Students with Disabilities.

A contract may be offered to multiple Vendors. No partial awards are intended but the right to do so is reserved to the District. The District reserves the right to refuse all proposals.

For clarity, the District expects and encourages proposals from companies/entities that supply their own employees/agents/independent contractors to school districts, as well as proposals from individual independent contractors themselves. All references in these requirements to “Vendor” are intended to apply to any entity submitting a proposal, as well as individuals.

B. Required Qualifications

Vendor’s agents or employees or individual contractors who will provide services to the District must have all of the following minimum qualifications:

- i. An active North Carolina License appropriate to the service and population needed by the District.
- ii. Demonstrated expertise in planning and delivering direct instruction in NC Standard Course of Study, Extended Content Standards, or related services as appropriate to the students served.
- iii. Demonstrated expertise in writing evaluation reports and IEP’s.
- iv. Experience in multi-disciplinary team participation.
- v. Ability to develop, monitor, and deliver programs to students with disabilities, such as learning strategies, behavior intervention plans, communication, or other special needs.
- vi. Successful school experience, student teaching or internship.

- vii. Knowledge of North Carolina Policies Governing Services to Students with Disabilities.
- viii. Ability to communicate orally and in writing with clarity.
- ix. Ability to maintain high ethical standards and confidentiality throughout all duties.
- x. Strong communication skills.
- xi. Demonstrated ability to relate in a positive way to include sensitivity to race, creed, color, national origin, gender, sexual/gender identity, class, socioeconomics, ethnicity, sexual orientation, cognitive/physical ability, diverse language fluency, religion, status as an English Language Learner, marital status, pregnancy, parenthood, or other characteristics protected by federal law for the diversity of students, staff, parents and community.
- xii. Respondents must have excellent customer service and excellent reliability, attendance, and punctuality work records.

C. Duties and Responsibilities

Vendor's agents or employees will provide the following detailed school-based services and must comply with the following duties and responsibilities, which are typically provided by EC teachers or related service personnel:

- i. Perform a variety of assessments and observations to determine the areas in which the student may need extra or modified educational services. Assessment areas may include academic performance, behavior, social development, or physical health.
- ii. Identify students' needs and develop related lessons or related service plans.
- iii. Develop an integrated plan for the education of each child by collaborating with classroom teachers, parents, psychologists, social workers, and other medical and school staff.
- iv. Develop individualized education programs (IEPs) for each student, setting learning goals and adopting modifications as necessary; ensures each student's activities and lessons are planned and organized according to his/her identified needs.
- v. Schedule, coordinate, and lead IEP meetings. Ensures that all stakeholders such as parents, LEA, service providers, and general education teachers, are present and actively participate in the meeting
- vi. Develop and teach lessons that provide engaging learning opportunities for small groups and individual students while meeting required specifications of IEPs.
- vii. Implement IEPs, provide ongoing or follow-up assessments, and continually track progress on all IEP goals and make adjustments to instruction as necessary.
- viii. Collaborate with general education teachers to ensure each student's needs are met and plans are followed.

- ix. Ensure programs comply with Individuals with Disabilities Education Act (IDEA); ensure each applicable student is provided with Free Appropriate Public Education (FAPE) that is properly modified for his/her individual needs.
- x. Develop, complete, and maintain all paperwork mandated by local, state, and federal guidelines, laws, and regulations.
- xi. Maintain knowledge of special education teaching methods, research, and best practices through professional development and study.
- xii. Establish and enforce classroom management structure and rules that ensure the academic engagement and the physical and mental safety of all students.
- xiii. Celebrate the achievements and successes of students.
- xiv. Maintain communication and collaboration with parents in all aspects of their child's special education program.

D. Administrative Requirements

The Vendor is expected to designate one contact person to be accountable to the District for instructional and related service personnel service delivery and communication. It is mandatory that the District communicate with the contact person in order to maintain established timelines, status and data updates at all times.

In addition to ongoing communication, there will be an established meeting schedule to ensure collaborative understanding of expectations and outcomes.

The Vendor shall provide summary billing with invoices as outlined in the contract.

E. PROPOSAL DOCUMENTS – Submit two (2) copies of all required information and attachments.

1. **Overall Vendor Experience & Demonstrated Results.** Describe the Vendor's history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the Vendor uniquely qualified for this work.
2. **Proposed Work Plan.** Provide a detailed and comprehensive description of how the Vendor intends to deliver the services requested in this RFP, including process and timeline for placement and replacement of special education personnel and plan for communicating and understanding needs of the District. The work plan must include a description of the Vendor's screening process and the agency's employee training and orientation plan. The work plan must also provide a response to the following:

- a. Ability of Vendor to supply special education personnel for services across the continuum of educational placements
 - b. Ability to provide personnel with appropriate experience and licensing requirements.
3. **Diversity, Equity and Inclusion Approach.** Describe your strategy to source, recruit and retain special education personnel that represents the population of the District's students and families.
4. **Fee Proposal.** Please describe the fees you charge for providing special education personnel. Include the form of payments and a sample of your proposed billing process. The awarded Vendor and District will cooperate in the formulation of the final billing and reporting procedures to be incorporated into the contract, if any is awarded.

5. Attachments

- a. Provide three (3) **Letters of Recommendation** from previous clients.
- b. Provide **Resumes** of teachers considered for assignment to the District. Resumes of candidates should reflect demonstrated ability to perform the required duties and responsibilities of the position (See D. Duties and Responsibilities below)
- c. Provide a sample copy of any additional contractual agreements proposed to be used by the agency or individual contractor.
- d. Any additional restrictions or requirements imposed by the Contractor on service providers contracted

F. Terms and Conditions of RFP

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein. Vendor shall review CHCCS's Policy Code: 6401 Ethics and the Purchasing Function and shall refrain from any actions that would cause an employee to be in violation of the policies. CHCCS policies are available on its website for review.

- 2. NOTICE TO PROVIDERS:** All proposals are subject to the special terms and conditions specific to this RFP and its specifications. **ANY CONTRACT AWARDED AND ENTERED INTO AS A RESULT OF THIS RFP SHALL BE SUBSTANTIALLY IN THE FORM OF THE SAMPLE CONTRACT ATTACHED TO THIS RFP AS EXHIBIT A.** CHCCS objects to and will not evaluate or consider any additional terms and conditions submitted with a Vendor's response. This applies to any language appearing in or attached to the document as part of the Vendor's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the Vendor agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
- 3. EXECUTION:** Failure to sign under EXECUTION section will render proposal invalid.
- 4. ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this RFP, the order of precedence shall be (1) terms and conditions specific to this RFP, (2) specifications, and (3) General Information.
- 5. TIME FOR CONSIDERATION:** Vendor's proposal shall be valid for at least 45 days from the date of proposal opening.
- 6. SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that services offered are in strict compliance with these specifications, and the Vendor will be held responsible therefore. Deviations shall be explained in detail. The Vendor shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.
- 7. CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the CHCCS representative named on the cover sheet of this document. Do not contact the school or department directly. Any and all revisions to this document shall be made only by written addendum from CHCCS. The Vendor is cautioned that the requirements of this RFP can be altered only by written addendum and that verbal communications from whatever source are of no effect.
- 8. ACCEPTANCE AND REJECTION:** CHCCS reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal.
- 9. AWARD OF CONTRACT:** Qualified proposals will be evaluated and acceptance may be made to the proposal most advantageous to CHCCS as determined upon consideration of such factors as: prices offered; the quality of the services offered;

the general reputation and performance capabilities of the Vendor; the substantial conformity with the specifications and other conditions set forth in the RFP; the suitability of the services; the date or dates of delivery and performance; and such other factors deemed by CHCCS to be pertinent or peculiar to the services in question. CHCCS also reserves the right to reject any and all proposals.

- 10. HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, CHCCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
- 11. CONFIDENTIAL INFORMATION:** As provided by statute and rule, CHCCS will consider keeping trade secrets which the Vendor does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as “CONFIDENTIAL” by the Vendor. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
- 12. AWARD PROCEDURES:** Contract award notice shall be posted on CHCCS website. Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation.
- 13. DEFAULT AND PERFORMANCE BOND:** In case of default by the Vendor, CHCCS may procure the articles or services from other sources and hold the Vendor responsible for any excess cost occasioned thereby. CHCCS reserves the right to require performance bond or other acceptable alternative guarantees from successful Vendor without expense to CHCCS.

EXECUTION

In compliance with this Invitation for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein. By executing this proposal, I certify that this proposal is submitted competitively and without collusion.

Failure to execute/sign proposal prior to submittal may render proposal invalid. Late proposals are not acceptable.

VENDOR:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE			
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

PROPOSAL FORM

REQUIRED FOR ALL PROPOSALS

Proposal to Offer Therapy Services (Complete this form for each service area you are offering)

In response to the current Request for Proposal, I am proposing the following:

Occupational Therapy____ Physical Therapy____ Audiology____

Speech/Language Pathology____ Interpreting Services____ O&M____ TVI____ Other____

1. I agree to meet all the Performance Requirements/Specifications described in the Request for Proposal.
2. I have the following specialized skill(s):_____.
3. I can provide a maximum of _____ hours of services per week.
4. a. _____
b. _____

Provide names, addresses and phone numbers of persons who are familiar with my professional work and may be contacted for references.

5. List proposed hourly rate for each service:

OT:____ PT:____ Audiology:____ SLP:____ Interpreting:____ O&M:____ TVI____

Other____(indicate title of position)_____

6. My Licensure status in North Carolina is _____.

(Please submit a copy of your most current License, and forward new Licenses when received)

7. I expect Chapel Hill-Carrboro County Schools to provide the following equipment and services:

8. I have attached copies of my most current Certificates of Insurance and will forward updated certificates when received.