



# Request for Proposal of Special Education Services

RFP Number: **RP-FY21-OPS-001**

Due Date: *June 1, 2021*

**Please submit all proposals electronically to:**  
Kamille Dye, Finance & HR Officer, Rainier Prep  
[kdye@rainierprep.org](mailto:kdye@rainierprep.org)

## Schedule

Scheduled Event	Date
RFP Release:	4/30/2021
Questions about program and RFP may be submitted via email to <a href="mailto:kdye@rainierprep.org">kdye@rainierprep.org</a> by:	5/7/21
Pre-Bid Phone Conference at 1:30PM:  <b>Dial by your location</b> +1 253 215 8782 US (Tacoma) +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York) <b>Meeting ID: 933 6078 6663</b> <b>Passcode: 735868</b> Find your local number: <a href="https://zoom.us/j/aeCuBmWXkd">https://zoom.us/j/aeCuBmWXkd</a>	5/14/21
Proposals Due by 4PM:	6/1/21
Proposals Scored By:	6/4/21
Notification of Apparent Successful Proposer:	6/14/21
Contract Signed and Executed:	6/28/21
Providers start work as soon as (may include staff training/introductions):	8/1/21

***If necessary, Rainier Prep may adjust above dates***

### About Rainier Prep Public Charter School

Rainier Prep is a 5<sup>th</sup> – 8<sup>th</sup> grade middle school in the Highline area focused on college prep for all students. Approved as one of Washington State’s first charter schools, Rainier Prep opened its doors for the first time in the fall of 2015. Modeled on some of the highest performing charter schools around the country, Rainier Prep’s outstanding faculty and staff are transforming the expected educational outcomes for low income, students of color and immigrant students, committing to college and career readiness for each of our students.

Year	Anticipated Student Enrollment
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FY 2021-2022	340
FY 2022-2023	340
FY 2023-2024	340
FY 2024-2025	340

## **Equal Opportunity**

Equal employment opportunity and respect in the workplace are fundamental principles at Rainier Prep. Rainier Prep prohibits and does not tolerate harassment, intimidation, bullying, discriminatory, or retaliatory behavior. All aspects of your employment are based upon your personal capabilities and qualifications, without regard to race, color, religion/creed, sex/gender (including pregnancy and gender identity), sexual orientation or perceived sexual orientation, national origin, alienage or citizenship status, disability, age, military status, marital status, partnership status, status as a victim of domestic violence, genetic predisposition or carrier status, or any other protected class as established by federal, state, or local law.

## **Request for Proposals**

### **Overview**

Rainier Prep is located in South Seattle. For the 2021-2022 school year, Rainier Prep will have an enrollment of approximately 340 students in grades 5-8 . The purpose of this RFP is to find and identify a proven Proposer(s) able to offer the professional services listed below. It is expected that these services will lead to significant gains in student achievement.

Rainier Prep Public Charter School is seeking responses from qualified entities to provide special education services to students with disabilities as designated via their respective Individualized Education Programs ("IEPs), during the 2021-2022 school year. Rainier Prep Public Charter School may select one or more entities to provide these services. The process will include a review and evaluation of a Proposer’s methodology and the procedures that they will employ to provide the services contemplated by this RFP. To the extent that a Proposer has past experience providing similar services to other educational entities, this information should be highlighted and included in their proposal.

### **Purpose**

Rainier Prep seeks proposals from qualified respondents (the "Proposers") interested in providing special provider services as described in this proposal.

Rainier Prep will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed service and response to this proposal.

The Proposer is responsible for day-to-day special provider operations (refer to Scope of Services on next page). Rainier Prep expects Proposer to have the staffing, resources, and expertise

necessary to complete the service required as well as a plan to deliver high-quality, dependable services. Proposers are to have a management structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with the Rainier Prep operations team and parents. Proposers are expected to offer the requested service at a competitive price, and all of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, provide positive references, and have sound business practices that show fiscal responsibility. Proposer assumes all costs incurred in submitting a response to this RFP.

Rainier Prep makes no representation as to the size or scope of its special provider needs as student counts are still being finalized; there will be no penalties assessed against Rainier Prep in connection with increases or decreases in the numbers of students.

### **Contract Period**

This proposal addresses the contract period August 1, 2021 through July 31, 2022. The contract may be renewed and extended upon mutual written agreement by both parties.

### **Rainier Prep Authorities and Options**

- Rainier Prep reserves the right to reject any and all proposals for any reason.
- Rainier Prep reserves the right to negotiate any and all proposals for any reason.
- Rainier Prep reserves the right to adjust this proposal at any time for any reason.
- Rainier Prep has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from Rainier Prep.
- Final prices will be negotiated between the Proposer and Rainier Prep.

### **Scope of Services**

The scope of services shall include the ancillary support of Rainier Prep students with disabilities as designated via their IEPs and in accordance with all applicable laws.

Ancillary and Related Services shall include, but may not be limited to, the following:

- Speech Language Providers;
- School Psychologists;
- School Occupational/Physical Therapists;
- School Nurse;
- Student Support Counselor;

### **Proposer Responsibilities**

#### **Staffing**

The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification.

Proposer shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check in accordance with any applicable state, federal, or local laws, and prior to their commencement of services to the Rainier Prep Public Charter School.

Proposer shall provide to Rainier Prep Public Charter School, a copy of each current license and/or certificate for persons conducting student assessment interventions; consultations; and/or evaluations prior to rendering services. Proposer shall ensure that all licenses and certificates remain current throughout the life of any subsequent contract Rainier Prep Public Charter School and a Proposer may enter into.

Proposer shall provide professionally qualified personnel to perform the services contemplated by this RFP, which includes but is not limited to, attending and participating in eligibility conferences, providing services to eligible students, consulting with parents, and working with Rainier Prep Public Charter School staff.

Proposer shall ensure the availability of any evaluators and/or report writers they may provide to Rainier Prep Public Charter School at pre-hearing conferences, administrative hearings, and/or court proceedings. Proposer shall also ensure that the aforementioned personnel is available to respond to any and all requests Rainier Prep Public Charter School may have for student records and/or consultations.

Proposer shall ensure that staff is available to attend IEP meetings and staff development meetings, and parent/teacher meetings if requested by Rainier Prep.

Proposer shall ensure that all providers and supervisors attend professional development required by Rainier Prep on topics, including but not limited to, school culture or behavior management.

The Proposer is responsible for the hiring, assigning, training, and managing of all personnel. Both regular and substitute personnel shall be assigned as consistently as possible.

Proposer shall ensure that their staff maintains thorough records and provide required documentation in accordance with Rainier Prep Public Charter School policies, the Proposer's documentation requirements, as well as local and federal mandates (i.e., Encounter Tracking Forms, assessment protocols, reports, IEPs, progress and attendance notes, signature logs, and document retention etc.).

Proposer shall provide professional development as designated by Rainier Prep Public Charter

School for all employees of Proposer.

The Proposer will, at the request of a Rainier Prep administrator, immediately remove from providing services to Rainier Prep any person who, in the opinion of Rainier Prep, has been conducting himself or herself improperly. The Proposer will not permit a person so removed to remain on or return to any Rainier Prep location unless prior written consent is provided by Rainier Prep.

### **Student Behavior and Discipline**

The Proposer shall collaborate with Rainier Prep to establish best practices regarding student behavior and discipline.

### **Assignments**

The Proposer will not make any assignments or subcontract for the work without prior written permission from Rainier Prep.

### **Legal**

The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, Washington State Charter School Commission policies, Rainier Prep Public Charter School policies, as well as any other applicable state and federal laws related to the performance of both initial and re-evaluation of suspected student disability. The Proposer must promptly notify Rainier Prep concerning any litigation or claims filed with any federal or Washington State agency involving the Proposer or its parent or subsidiary companies.

### **Insurance**

Proposer must indemnify and provide insurance coverage that will minimize Rainier Prep its employees, agents, directors, and representatives exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Proposer must name Rainier Prep as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing Rainier Prep as "additional insured" must be provided to Rainier Prep prior to commencement of services and kept up-to-date.

### **Pricing**

All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment B must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with N/A. For any service that the Proposer includes in a price on another line, please indicate such with INC (for "Included in the price") and

reference the applicable line. Provide details as requested in all boxes and additional information as necessary.

## **Additional Terms and Conditions**

### **Invoices and Payments**

Rainier Prep's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month.

In the event the Proposer presents Rainier Prep with invoices, statements, reports, etc. that are incomplete, or inaccurate, Rainier Prep may be required to perform substantial research which could result in delay of payment. Rainier Prep will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

### **Contract Type**

The preferred contract type to be awarded is a fee per service contract. However, if the Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer is encouraged to offer that better pricing option as an alternative in its submitted proposal. Rainier Prep will consider that type of contract as it compares with other recommended contract options. The contract type providing the best value, over the longest period of time is what Rainier Prep seeks.

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. Rainier Prep will pursue negotiations with the highest scoring proposer(s). If, for some reason, Rainier Prep and the highest scoring proposer(s) fail to agree to a contract, then Rainier Prep may commence contract negotiations with other Proposers. Rainier Prep may decide, at any time, to start the RFP process again.

## **Proposal Requirements**

***Carefully read all instructions, requirements, and specifications. Fill out all sections completely.***

**Please submit the following documents as part of your proposal:**

1. Executive Summary detailing qualifications (2 page maximum)
2. Company Overview Summary
  - a. Experience in the education industry and in Seattle and the surrounding areas
  - b. Organization chart
  - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
  - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
  - a. Employee sourcing, screening, and hiring procedures
  - b. Frequency and type of background checks performed

- c. Staff training/professional development program
4. Performance History & Preparedness for Rainier Prep
  - a. Proposer's references (2 minimum from other school districts where possible)
  - b. Summary of ability to take on the additional workload expected by the Proposer
5. Customer Service Proposal
  - a. Management/supervision structure including all relevant contact information
  - b. How Proposer plans to monitor, measure, and communicate service quality
  - c. Contingency/coverage plan for expected and unexpected absences or staff turnover
  - d. Expected response times
  - e. Other methods for ensuring high-quality service
6. Implementation Plan for Rainier Prep
  - a. Employee recruiting and/or existing staff transition plan
  - b. Training/on-boarding plan
  - c. Proposed implementation timeline
7. Cost/Pricing Proposal – Attachment A
8. Contact Information – Attachment B
9. Checklist of Required Elements – Attachment C

This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, shall be kept by Rainier Prep and made part of a file or record, which shall be open to public inspection.

If a proposal contains any information that is considered a trade secret, Rainier Prep upon written request by the Proposer, shall exempt from public inspection and copying such proprietary data, trade secrets, or other information contained in the bidder's proposal that relate to the bidder's unique methods of conducting business or of determining prices or premium rates to be charged for services under terms of the proposal. Each sheet of such information shall be marked with the following caption:

"This data constitutes a trade secret and shall not be disclosed except in accordance with the Washington State Public Records Laws."

Sheets containing trade secret information must not contain any non-trade secret material. A violation of this requirement shall result in the entire sheet being subject to public disclosure. Rainier Prep will not be held liable in the disclosure of trade secret material, especially when it is not properly marked or separated from non-trade secret material.

## **Evaluation Criteria**

### **Evaluation**

A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during

the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Price (25%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- **Service Capability Plan (25%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- **Performance History and Reputation (20%):** Proposer has a demonstrated track record of success in the industry and/or in Washington State and provides positive references.
- **Personnel and Management (20%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel policies and procedures that support staff development and outline expectations for experience, training, licensing, safety adherence, and professional conduct.
- **Customer Service and Management Methodology (10%):** Proposer's management structure will ensure high quality customer service.

## Attachment A

### Cost/Pricing Proposal

#### Proposal Pricing

Proposers must use the below chart to indicate their proposed unit prices. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, and any other costs necessary to provide special provider services. If pricing structure is different than below chart, please attach an additional pricing menu to proposal):

#### Cost for individual services, hourly rates.

	Rate for full hour	Rate for time over an hour	Overtime Rate
Speech Language Pathologist			
Physical and/or Occupational Therapist			
SLPA, PTA and/or COTA			
School Nurse - RN/LPN (with BSN certification)			
Psychologist			
One-on-One Student Support Specialist			
Other: _____			

**Attachment B**

**CONTACT INFORMATION**

**Primary Contact Name**  
**Primary Contact Phone Number**  
**Primary Contact Email Address**

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**Company Legal Name**  
**Company Address**  
**Company Phone Number**

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**Company Website**

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**Year Company Founded**

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**Years Operating in Washington State**

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**Number of Clients**

--

**Number of Employees**

--

--

**Authorized Representative Name**

--

**Authorized Representative Signature**

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**Date**

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## Attachment C

### Checklist of Required Elements

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for Rainier Prep			
Customer Service Proposal			
Implementation Plan			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	N/A		