

ADVERTISEMENT FOR BIDS
HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

Notice is hereby given that the HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT will receive SEALED BIDS for the purchase of the following SPECIAL EDUCATION RELATED SERVICES:

1. Psychological Services
2. Speech Therapy -Private School Services
3. Speech Therapy -District Services
4. Occupational Therapy
5. Physical Therapy
6. Applied Behavioral Therapy
7. Educational Interrupter

The district is requesting sealed bid proposals for Special Education Related Services. The Proposal Due Date is July 18, 2024.

RFP Submission Requirements:

Submit 5 copies of the RFP response in one sealed package with Special Education Related Services indicated on the outside of the package by 07/18/2024 to the following address:

Michelle Cage, Business Director
Holmes County Consolidated School District
Post Office Box 630
313 Olive St.
Lexington, MS 39095

A complete bid package which contains bid instructions and general specifications may be obtained by visiting the Holmes County Consolidated School District's website: <https://holmesccsd.org>. All questions regarding the bid specifications shall be emailed directly to

Linda Payne, Special Education Director
Holmes County Consolidated School District
(662) 834-2175 (office)
(662) 834-4002 (Fax)

Please include full contact information, including company name, email address, telephone numbers and contact person in your email request. Within the limitations of Mississippi State Purchasing Law, the Purchasing Entity reserves the right to reject any or all bids received, to waive any informalities or irregularities in the bids received, or to accept any bid which is deemed most favorable.

Advertise 27 June 2024 & 4 July 2024

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

Special Education Related Services

- I. Introduction: The Holmes County Consolidated School District (HCCSD) is located in Holmes County. School facilities consist of seven schools and one central office. The district is requesting bid proposals for special education related services to be provided in the district for the period of August 2024 to June 2025.
2. Purpose of RFP: The district is requesting sealed bid proposals for all special education related services.
3. Tentative schedule of RFP events are as follows:
 - a. Advertisement Dates: June 27, 2024, and July 4, 2024
 - b. Proposal Due Date: July 18, 2024, at 10:00 a.m. Bid Opening: July 18, 2024, at 1:00 p.m.
4. These services shall be provided to the Holmes County Consolidated School District from August 2024 through June 2025.
5. HCCSD reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria. Presentation of services may be requested of vendors as an additional evaluation criterion.
6. General Specifications and Instructions to Bidders:
 - a. A paper copy or an email copy of this document, including any addendums, can be obtained by submitting a request to:

Mrs. Linda Payne, Director of Special Education
Holmes County Consolidated School District
Post Office Box
630 313 Olive
Street
Lexington, MS 39095
(662) 834-2175 (voice)
(662) 834-4002 (fax)
E-Mail: Lpayne@holmesccsd.org

- b. RFP submission requirements: Submit 5 copies of the RFP response in one sealed package with Special Education Related Services indicated on the outside of the package by July 18, 2024, at 10:00 a.m. to the following address:

Mrs. Michelle Cage, Chief Financial Officer
Holmes County Consolidated School District
Post Office Box
630 313 Olive
Street
Lexington, MS 39095

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted in writing to:

Mrs. Linda Payne, Director of Special Education
Holmes County Consolidated School District
Post Office Box 630
313 Olive Street
Lexington, MS 39095
Email: Lpayne@holmesccsd.org

The deadline for submission of written questions is June 28, 2024. All responses to written questions and changes to specification requirements will be communicated via the district's website to all potential bidders in the form of a Q & A document.

All questions, conultents, and requests for clarifications must be in writing. Any oral communication shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

The school district reserves the right to request a presentation of proposed services to the evaluation team.

All addendums and any other correspondence (general information, questions, and responses) to this RFP will be made available **exclusively** through the Holmes County Consolidated School District's website.

Minimum Eligibility Requirements for Contract Award

1. Applicants must provide documentation of a minimum of three (3) years of experience or a proven track record of providing special education related services.
2. Applicants must provide a ~~list~~ of other contracts under which services in scope, size, or discipline to the required services were performed or undertaken within the past three (3) years.
3. Applicants must include abilities, qualifications, and experience of all persons who would be assigned to provide the required services.
4. Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years.
5. Applicants must have financial stability and adequate staff to manage the program.
6. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with "personal injury" coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/ 100 DOLLARS (\$1,000,000.00) on account of bodily injuries to or death of one person and an aggregate of THREE MILLION AND NO/ 100 DOLLARS (\$3,000,000.00) for any one occurrence. **Holmes County Consolidated School District** and **Holmes County Consolidated School District's Interim Superintendent** shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or canceled except upon 30 days written notice to **Holmes County Consolidated School District**. Proof of insurance must be submitted to the **Holmes**

County Consolidated School District at the time the contract is executed.

7. Contractors' staff involved in this project will be required to participate in a criminal background check process as prescribed by the school district or provide documentation of recent criminal background check.
9. Applicants must comply with all applicable qualifications, licensing, and certification requirements specific to the proposed services.
10. Applicants must be in compliance with all applicable City, County, State, and Federal laws, regulation codes, and ordinances.
11. Applicants must comply with all district policies and procedures.
12. All vendors will adhere to the district's COVID-19 guidelines and safety protocols.

PURPOSE of RFP

The purpose of the RFP is to solicit requests from qualified vendors to bid on Special Education Related Services to be conducted in the Holmes County Consolidated School District.

PROBLEM STATEMENT

The Holmes County Consolidated School District provides Special Education Related Services within the district. An integral part of these services involves providing services and/or assessments in the areas of speech, applied behavioral therapy, psychological services, occupational therapy, physical therapy, and educational interpreter services. There is a need for licensed related service providers to provide supportive services as required by IDEA to assist a child with a disability to benefit from special education programs. There is also a need for qualified consultants to provide technical assistance and support to the special education staff in the areas mentioned above.

Scope of Services

1. Service providers will administer either full or partial evaluations of referred students. Full evaluations will generally include a cognitive and educational assessment, although other appropriate assessment instruments may be needed if identified during the evaluation process. Each test is to be given in a manner consistent with standardized administration procedures outlined in the test manual. The person providing services will be responsible for providing test kits and record forms and any other forms needed to complete testing. All testing will be done in the student's regular school or alternate location as determined by the special education director.
2. If applicable, provide psycho-educational reports of testing results after testing has been completed. These reports shall include: (1) reasons for the referral; (2) a listing of relevant background information, including previous psychological evaluation(s) or screening results; (3) behavioral observations during testing; (4) scores and interpretations from all tests administered; and (5) recommendations regarding possible intervention strategies and accommodations. Creating psychological reports will be the responsibility of the contract school psychologist.

3. If applicable, conduct functional behavioral assessments and create behavioral plans. Provide all relevant documentation including but not limited to behavioral logs, behavioral contracts, behavioral observations, etc.
4. Related Service providers will attend IEP and other meetings when requested and provide direct therapy services for those children requiring therapy as a related service for educational benefit as outlined in the student's IEP. The provider will also write goals and objectives that are educationally beneficial and complete progress monitoring.
5. In the event the related service providers elects to use a therapy assistant, and a licensed therapist must provide direct supervision during therapy sessions (as outlined in accordance with the Mississippi State Department of Health regulations), the school district will not be responsible for payment of the supervisory visits.

General Requirements

1. Services can be bid on separately; however, bids must include all aspects of the services that are being requested. For example, an agency can choose to bid on Scope of Services #1 Only. However, the agency's bid must address all services indicated within the Scope of Services #1.
2. Bids must clearly state all fees to be charged for comprehensive evaluations, IEP meetings, travel, professional development, report writing, administrative support, and other comprehensive services.
3. Proposal must include the psychologist's or other consultant licensure status.
4. Bids must specify any services to be provided to Holmes County Consolidated School District.

EXPECTED OUTCOMES:

- To ensure Free and Appropriate Public Education (FAPE) is provided to students with disabilities for the 2024-2025 school year.

TIME FRAME:

- The length of the contract is July 1, 2024- June 30, 2025, with possible renewal for additional services will become effective on the date it is signed by all parties and will end no later than June 30, 2025. The district will have the option to renew the contract annually for up to two (2) additional years based upon successful performance in the first year of the contract with marked improvement in student achievement. Renewal of contracts will be determined by the availability of funds. A contract will be awarded to the vendor whose proposal is determined to be the most advantageous to the district, taking into consideration the price and the evaluation factors set forth in the RFP.

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT SERVICES SCORING METHODOLOGY

HOLMES COUNT CONSOLIDATED SCHOOL DISTRICT
Post Office Box 630106
313 Olive Street
Lexington, MS 39095
(662) 834-21 75

Holmes County Consolidated School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the vendors, as well as any other information available to Holmes County Consolidated School District staff, will be used to evaluate the proposals.

1. Organizational Experience 20 Points

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant's experience and success in conducting similar work
- b) Experience in fulfilling contract of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

2. Program Design 35 Points

Variables considered in evaluating this category will include, but not be limited to the following:

- a) overall approach and the Applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal.
- b) Innovative and creative approach
- c) Connection, representation and sensitivity to cultural and ethnic diversity
- d) Ability to maintain alignment with the Individuals with Disabilities Education Act (IDEA) Timelines, Regulations, and Procedures.
- e) Ability to provide effective and adequate related services to students with disabilities according to their IEP to ensure students receive a Free and Appropriate Public Education (FAPE) in the Holmes County Consolidated School District.

3. Cost Efficiency 20 Points

- a. Total cost of proposed services
- b. Service and support cost.

4. Program Operations 25 Points

- a. Adequacy of resources, including personnel, equipment, financial stability, and other related factors
- b. Management and planning. The quality of procedures and organizational structures proposed for completion of the work
- c. Timeliness of services

Total Possible Score: 100 Points *(Plus *Value Added)*

- A. The applicants should submit their best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.
- C. The HCCSD reserves the right to reject any and all proposals, to negotiate with the best proposed offer to address issues other than those described in the proposal, to award a contract to other than the low offer, or not to make any award if it is determined to be in the best interest of the HCCSD.
- D. The district reserves the right to terminate the contract based on limited time funding.

**Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score*