



REQUEST FOR PROPOSAL

SPECIAL EDUCATION INSTRUCTION

SERVICES FOR

MacDowell Preparatory Academy(MPA)

4201 West Outer Drive

Detroit, MI 48221

DUE BY:

May 1, 2024

Contact Info for Questions

Alana Olds

aolds@macdowellprep.com

**Request for Proposals (RFP)
Special Education Services**

School: MacDowell Preparatory Academy- 4201 West Outer Drive, Detroit, MI 48221

Services: Special Education Services

Term of Services: Expected contract term is July 1, 2024 - June 30, 2025.

Proposals Due: May 1, 2024 by 4PM

Questions: Submit questions to Dean of Operations-Alana Olds at aolds@macdowellprep.com. Vendors will receive written responses to all questions submitted by April 29, 2024.

Optional School WalkThrough: Vendors who wish to visit the school campus to inform their proposals should contact Alana Olds at aolds@macdowellprep.com for further details. School walkthroughs will be scheduled for April 29th at 10AM.

Submit Proposal To: Dr. Brian Banks
Superintendent
MacDowell Prep Academy
Via Email to bbanks@macdowellprep.com

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A. Background and Purpose

MacDowell Elementary/Middle School (MPa) is an open enrollment, public charter school located on the northwest side of the city servicing students grades K-8. MPA is self managed and authorized by DPSCD. For more information on MPA, please visit www.macdowellprep.com. These services are specifically to be provided as needed to assist an individual with exceptional needs to benefit from special education. Related services will be determined by an IEP team and the IEP will specify frequency and duration of each service. See Exhibit A for IEP, related services and eligibility counts for the 2018-19. The info is shared to be used for estimation purposes only.

Contract Period: Services are to commence with the beginning of the 2024-2025 school year, with an implementation plan to be developed in a timely basis in order to use the services for the 2024-2025 school year. This proposal addresses the contract period July 1, 2024 through June 30, 2025. The contract may be renewed and extended upon mutual written agreement by both parties.

The services and products would be purchased as a consortium to include all MPA schools. Billing would be managed through MacDowell Prep Academy. An itemized invoice would be needed each month, showing the percentage due by the size of each school site. Implementation, training and support would be customized for each individual school. Cost breakdown must be broken down per site in order to calculate budgeting. Any award / contract is subject to MPA's Board of Directors approval and the availability of funds.

MPA does not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics). [Ref. Education Code Section 47605(d)(1)]

B. Scope of Work and Qualifications

MPA seeks proposals from qualified individuals or firms interested in providing direct and indirect services to students requiring therapeutic and educational services on an “as needed basis”. Such service shall include:

- Licensed Speech Language Pathologist Services
- Licensed Occupational Therapy Services
- School Psychologist
- Board Certified Child & Adolescent Psychiatrist (MD)
- Educational Consultants with Expertise in Behavior
- Educational Consultants with Expertise in Instructional/Intervention Resources
- Paraprofessional support
- Professional/Staff Development for Special Education
- Other Special Education Contracted Services

MINIMUM QUALIFICATIONS: Proposers (specifically, the business that will be contractually bound under the contract with the MPA) will be deemed non-responsive and rejected without any further evaluation if they do not meet the following mandatory qualifications:

1. The Proposer and its key personnel assigned to MPA must have a minimum of one (1) year experience providing services as listed in this RFP.
2. The Proposer and its key personnel must have worked with a minimum of one (1) comparable client that is another K-12 school district.
3. The Proposer must be a Non-Public Agency authorized by the Michigan Department of Education.

PREFERRED QUALIFICATIONS: The Proposer may be evaluated higher if they meet the following qualifications:

1. The Proposer and its key personnel assigned to the District must have 5 years’ experience providing services as listed in this RFP.
2. The Proposer and its key personnel must have worked with at least three (3) comparable clients that are other K-12 school districts.

SCOPE OF SERVICES:

1. Vendor shall ensure compliance with all applicable federal, state, local statutory requirements, including but not limited to State Board of Education and County Department of Health rules, as well as the MPA board policy. Vendor further shall comply with all requirements mandated by the Individuals with Disabilities Education Act (“IDEA”), Family Education Rights & Privacy Act (“FERPA”), applicable court decrees,

MPA 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.

2. Vendor shall ensure compliance with all MPA School campus routines and regulations as well as the MPA Uniform Compliance Procedures.
3. Vendors shall ensure adherence to appropriate safety procedures and report potential health or safety hazards to the campus principal.
4. Vendor 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, prior to their commencement of services to MPA per Exhibit B.
5. Vendor shall provide to MPA a copy of each current license and/or certificate for persons conducting student assessment interventions; consultations and/or evaluations prior to rendering services. Vendor shall ensure that all licenses and certificates remain current throughout the life of any subsequent contract MPA and a Vendor may enter into.

Mental Health department. This service includes, but is not limited to, providing detailed records, time sheets and documentation for support services provided and to meet all reporting requirements for insurance and/or Medi-Cal billing purposes. Records by student, clinician, service and district are to be maintained. Contractor is to work cooperatively with SELPA members as necessary to complete filing of documents in a timely manner.

7. Vendor's assigned staff member shall be responsible for:
 - (a) Providing therapy or nursing services as determined for each assigned student;
 - (b) Attending required meetings including but not limited to eligibility conferences, IEP meetings, staff development meetings, and parent/teacher meetings consultations with parents, school personnel, and MPA staff, pre-hearing conferences, administrative hearings, and court proceedings.
 - (c) Maintaining and submitting individual student reports;
 - (d) Completing or assisting with individual evaluations;
 - (e) Communicating regularly with school staff about student progress and concerns;
 - (f) Providing MPA with the assessment documents, protocols and reports within the legal time limits;
 - (g) Providing Assessment and Service Logs to the designated schools on a monthly basis for auditing purposes; and
 - (h) Assessing all suspected areas of disability for the designated assessment.

8. Vendor shall ensure that their staff maintains thorough records and provide required documentation in accordance with MPA policies, the Vendor's documentation

requirements, as well as local and federal mandates (i.e., Tracking Forms, logs, assessment protocols, reports, IEPs, progress and attendance notes, etc.).

9. Vendor shall provide professional development as designated by MPA for all employees.

10. Vendors shall provide detailed billing reports for each assigned student.

11. Vendor must promptly notify MPA concerning any litigation or claims filed with any federal or State agency involving the Vendor or its parent or subsidiary companies.

12. Vendors must indemnify and provide insurance coverage that will minimize MPA exposure per the limits in Exhibit B.

MacDowell Prep Academy reserves the right to modify the aforementioned schedule at its discretion. Notification of changes in the RFP due date and deadline for questions will be via email. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of MacDowell Prep Academy.

MPA reserves the right to revise and amend the specifications in this RFP prior to the date set for the receipt of proposals. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFP in writing.

Revisions or amendments or clarifications, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have furnished a complete copy of the RFP. It is the responsibility of each vendor, prior to submitting the Proposal, to contact MPA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Proposal. Please check the MPA website at

https://macdowellprepacademy.org/apps/pages/index.jsp?uREC_ID=284296&type=d to receive any addenda to this RFP. Please submit any questions or comments concerning this solicitation directly to Alana Olds at aolds@macdowellprepacademy.com. All questions must be submitted in writing.

C. Proposal Requirements

The desired partner is one who has provided a wide-range of products and services to small, medium and large-sized institutions. It is expected that the selected company will be able to provide the following information:

1. **Company Overview**

a. Provide an overview of your company and services. Attach any relevant marketing materials and data sheets in the Appendices.

b. Describe the features, functions, and capabilities of your services as they relate to these key aspects of MPA.

2. Program Plan: The adequacy and completeness of the plan offered addressing the Scope of Services.

- c. Defined components of service delivery and implementation
- d. Evidence of school-based therapy/ instructional support
- e. Explanation of organizational structure and contacts

3. Contractor's Capabilities: The demonstrated ability of the Contractor to provide services.

- a. Vendor experience and level of knowledge
- b. List of references
- c. Resume(s) of key personnel
- d. Ability to provide all necessary services
- e. Explanation of how the vendor is organized and how its resources will be utilized.

4. Financial Proposal:

- a- Reasonable and customary fees for providing services.
- b- Cost breakdown must be broken down per site in order to calculate budgeting.

5. Project Approach:

- a- Describe your firm's understanding of the proposed assignment and the services it will provide.
- b- Provide a complete definition of the process that will be employed to meet the objectives of this project, (e.g., approach to be taken, etc.).
- c- Provide a list of key staff who will support this project and their professional background.
- d- Provide a detailed implementation plan and any limitations.

6. Training and Support:

- a- Describe below the typical training your company provides.
- b- Describe vendor support facilities, services provided with the standard agreement, optional support available at additional cost and the cost for optional support.
- c- Describe vendor users/client's community and what resources are provided to clients (listserv, knowledge base, users conference, best practices, review panel for setting product enhancement priorities, etc.).
- d- Describe additional proposed training and cost breakdown.

7. Additional Services:

List any additional services that your firm may have to offer with a pricing structure.

8. Pricing:

Please provide proposed pricing for the services requested. MPA requires full disclosure of any/all pricing to include any “hidden” or “additional charges”. MPA will not be liable for hidden costs or additional charges not disclosed.

a. **Flat Daily Rate** -Which will include the provision of all services required including but not limited to the provisions provided in this document. Please provide details as to what specifically the daily rate includes.

b. **Flat Hourly Rate** - Which will include the provision of all services required including but not limited to the provisions provided in this document. Please provide details as to what specifically the hourly rate includes.

c. **Specific Cost per service:**

- Price for Direct Therapy/Service: Per hour / per student / other
- Price for Consultative Therapy/ Service: Per hour / per student / other
- Price for Supervision of Staff: Per hour / per student / other
- Price for Evaluation & Written Report: ____ each evaluation and report. Specify the report, maximum hour and price.
- Price for Development or Amending of Student IEP's: _____ each IEP (per hour or fraction thereof.)
- Price for Attending or Conducting Eligibility Meetings:
- Price for Completion of Medicaid Paperwork: ___ per completion of forms.
- Price for providing in service:
Price for providing in home training:

9. Assurances and Insurance requirements

a- Vendor shall meet the insurance requirements as in Exhibit B

b- Vendor shall comply with the requirements as in Exhibit C

c- Vendor shall comply with HIPPA/FERPA and related laws including Student Online Personal Information Protection and Student Data Privacy Agreement.

D. Submission Guidelines

Proposals for furnishing the services described herein will be received until: May 1, 2024 at 4:00 p.m. Vendors are responsible for the delivery of their proposal. Proposals received after the official date and time will be rejected.

Proposals must be submitted in email or hard copy formats. Email proposals must be in PDF format, digitally signed. Email proposals should be addressed to Dr. Brian Banks at bbanks@macdowellprepacademy.com. The RFP proposal submission deadline must

clearly appear on the cover of the proposal. All questions should be submitted to aolds@macdowellprep.com by April 24, 2024.

Submission Format

Bidders should submit their response in the preferred format:

1. Provide letter of Introduction
2. Table of Contents. Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.
3. Organization's name, contact person, address, telephone number(s), fax number and qualifications of the firm. A brief introduction of the company and/or managing staff. Bids should be signed by the person(s) authorized to bind the company to their proposed offer (RFP response).
4. Attach other information as required by the RFP including past parent and student feedback, key staff bios or resumes, and other relevant information. Including Letters of recommendation from schools and parents.
5. Proposal Content. Full details of the bidder's Proposal including: general approach, methods, and explanations of how all RFP specifications will be achieved.
6. Cost breakdown including add-ons. Bidders should include various cost models associated with program operation and delivery.
7. Appendices
8. Bidders will provide with their Proposal three (3) references, including contact information of the end-user for services of a similar nature, including the dollar value where available.
9. Vendor Services Agreement: Vendor should include any proposed contract and maintenance agreement language for review.

E. RFP Conditions

Evaluation Criteria

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the individual(s) or firm(s) submitting the lowest price proposal. Award(s) will be made to the individual(s) or firm(s) submitting the best responsive proposal satisfying the requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all individuals or firms to give an oral presentation to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completing oral presentations or

discussions. Contractors may be requested to revise any or all portions of their proposals.

MPA will evaluate each individual's or firm's proposal in the areas of the proposal plan, experience, service capabilities, product quality, cost and best value on the predetermined evaluation criteria below.

Evaluation Criteria	Maximum Points
<p>1. Program Plan: The adequacy and completeness of the plan offered addressing the Scope of Services.</p> <p>a. Clearly defined components of service delivery and implementation b. Evidence of school-based therapy/ instructional supports c. Clear explanation of organizational structure and contacts</p>	30

<p>2. Contractor's Capabilities: The demonstrated ability of the Contractor to provide services.</p> <p>a. Vendor experience and level of knowledge b. List of references c. Resume(s) d. Ability to provide all necessary services e. Explanation of how the vendor is organized and how its resources will be utilized</p>	40
<p>3. Financial Proposal: Reasonable and customary fees for providing services.</p>	30
<p>Total Allowable Points</p>	100

F. Additional Information

Acceptance of Proposal

- Bid will be awarded based upon best overall value and responsibility of the proposer(s).
- MPA reserves the right to reject any and all proposals received in response to this solicitation.
- Proposal will be valid for a period of 180 days from the submission date.
- Proposals are subject to acceptance or rejection within the 180 day period.
- The Proposer acknowledges and agrees that the decision of MPA is final and binding in all matters relating to the selection of successful proposer(s) and award of contracts(s).

Bid Protest Procedures

- If a vendor is aggrieved in connection with the solicitation, award, or proposed award of any contract, it may protest to MPA's Board.
 - Protests must be in writing and submitted to the Superintendent within ten (10) days after the aggrieved vendor knows or should have known the basis for the protest.
 - MPA's Superintendent shall provide written notice of the protest and the proposed resolution of the protest to the aggrieved vendor within ten (10) days after receipt of the protest.
 - If the Superintendent does not resolve the protest to the satisfaction of the aggrieved vendor, the vendor may appeal to MPA's Board of Directors.
 - All decisions of the Board shall be final and binding.
 - Participation in a protest and appeal does not extend or otherwise affect the time within which a protest or appeal must be made or any other time frame applicable to this RFP.
 - A protest or appeal must be resolved within thirty (30) days of its receipt.
- For more information on the RFP please contact Dr. Brian Banks, Superintendent at bbanks@macdowellprep.com

SIGNATURE PAGE

This form must be returned, properly executed. Please use this page as a cover sheet for your bid proposal.

In compliance with the Request for a Proposal made by MacDowell the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFP. The undersigned also asserts that:

- This proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud.
- No member of the MacDowell Board of Directors nor any officer, employee or person whose salary is payable in whole or in part by the respective boards is directly or indirectly interested in this proposal or in the services to which it relates, or in any portion of the profits thereof.
- All prices herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Said bidder clearly understands that MacDowell will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFP.

Company _____

Name: _____

Signature of above _____

Title: _____

Address: _____

Telephone: _____

Date: _____

Are you a small business? Yes _____ No _____

Are you a minority business? Yes _____ No _____

If yes, list minority: _____

BID SUBMISSION SHEET

Special Education \$ _____ Total Bid \$ _____

_____ Name/Title

Company Name

_____ Telephone

Number Address

_____ Approximate
Installation Date City/State/Zip

Exceptions, additions or deviations from specifications

I, _____, a duly authorized representative of
the (please print name)

Bidding firm, agree to provide all goods and services included in this bid submission in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold MacDowell harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

_____ Signature Title

CONFLICT OF INTEREST AFFIDAVIT

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, and sub-paragraph (d), as listed below:

(3) The advertisement for bids (and proposals) shall do all of the following: State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW:

List and describe all existing Conflicts of Interest. (Attach an additional page if necessary.)

To the best of my knowledge, no conflict of interest exists.

Print name of bidder:

Signature:

Name of Company:

City: _____ State/Zip: _____

*****NOTARY: State of County of*****

Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ Day of _____, 20__ .

Notary Public: _____

My commission expires: _____

ASSURANCES AND CERTIFICATIONS

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared

ineligible, or voluntarily excluded from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. MacDowell as a Michigan public entity is required to follow Public Act 517 of 2012.

Signature: _____

Date: _____