

Request for Proposal
School-aged Special Education and Related Services
Issued by the Catskill Central School District
of Catskill, New York

PURPOSE

The Catskill Central School District is soliciting multi-year (3 yr.) proposals to secure services provided for students attending district schools as well as private, parochial and charter schools to include: teacher of the visually impaired, consultant teacher services, occupational therapy, physical therapy and bilingual speech therapy. This RFP will also include summer program services and those students on home based instruction.

RFP INFORMATION

RFP Due Date: Proposal must be received by the Business Office at Catskill Central School District no later than: 2:00 pm, Monday, May 3rd, 2021.

Responders shall submit sealed Proposals to:

Business Office
ATTN: Lissa Jilek, Business Manager
Catskill Central School District
347 W. Main Street
Catskill, NY 12414

The package shall be marked "RFP FOR School-aged Special Education and Related Services; TO BE OPENED BY ADDRESSEE ONLY". Please ensure your organization's name is included on the outside of the package.

If you are using a commercial delivery company that requires the use of their shipping package or envelope, your Proposal must be placed within a second sealed package labeled as detailed above. This will ensure your Proposal is not prematurely opened. Facsimile and/or email proposals will not be accepted.

Responders are expected to respond directly within the RFP format and may additionally include suggestions and comments as relevant to the stated organization objectives. Proposals not received by the Business Office by the time and date shown above will not be considered and shall be disqualified. There will be no exceptions.

It is herein understood that the district intends to enter into a contract for the services of a particular vendor to provide the services addressed in this RFP.

In order to be considered for the award, RFP's must be clearly labeled, concise, and easy to follow.

COMMUNICATIONS/CORRESPONDENCE PRIOR TO SUBMISSION

All communications/correspondence relative to this proposal should be sent by e-mail to:

Lissa Jilek, Business Manager
Email: ljilek@catskilled.org
Phone: (518) 943-4550 ext. 1415

VENDOR QUESTIONS

To assist any and all vendors in obtaining a clear understanding of the requirements of this proposal, vendors may present clarifying questions. Questions regarding this Proposal must be submitted in writing via e-mail to Lissa Jilek by Monday, April 26, 2021. Responders must also provide in writing one working email address of where the school district should direct its response to any questions. These addenda will become part of the Proposal and any subsequent contract. Clarifying questions will be answered via e-mail by Friday, April 30, 2021.

The school district is not responsible for non-working email addresses.

TIME FRAME

The following timeline is subject to change by the District:

<u>ACTION</u>	<u>DATE COMPLETED</u>
Issue Request for Proposal	April 12, 2021
Final Day for Clarification Questions	April 26, 2021
Response to clarifying questions	April 30, 2021
Deadline for Receipt of RFP Responses 2:00 pm EST	May 3, 2021
Review of Application/Submittals	May 10, 2021
Anticipated Board of Education Acceptance of Proposal	May 18, 2021

Contract will commence on 7/1/2021 and be annually renewed until 6/30/2024.

ANTICIPATED SCOPE OF SERVICES AND STAFFING

2020-2021 current level of contracted staffing 10 month programs:

- COTA: 1 FTE
- Occupational Therapist: 1 FTE
- Physical Therapist: 1 FTE

Other Responsibilities May Include:

- Student screenings, written evaluations, Medicaid compliance.
- Individual Education Plan (IEP) development via IEP Direct software.
- Attendance at Annual Review/CSE meetings
- Must be skillful in working with students on the spectrum
- Be able to evaluate, develop sensory diet plans, support student teams in this area
- Must fully equip sensory rooms at all locations (3), Elementary, Middle and High School

Minimum Qualifications:

- Proposer must have successfully provided service(s) of a similar type and specifications and to have a minimum of at least three (3) years, not limited to a school district, prior to the submission of this proposal.
- Occupational Therapist must be a Licensed Occupational Therapist and provide license upon the district's request.
- Physical Therapist must be Licensed Physical Therapist and provide license upon the district's request.

Payments:

- The District will make payment only after receipts and acceptance by the District of service(s) rendered.
- Vendor Invoices shall be mailed to: Catskill Central School District, Business Office 347 W. Main Street Catskill, NY 12414
- The Catskill Central School District is exempt from federal, state, or municipal sales/excise taxes therefore Proposal shall not include any such tax.

RFP TERMS AND CONDITIONS

Responders Default - Failure of the Responders to comply with any of these provisions may be considered reason for rejection of the Proposal.

1. The issuance of this RFP request constitutes only an invitation to submit a response to the District. If the school district chooses to award the RFP to a selected vendor, the vendor must complete a contract with the school district.
2. Any and all information presented herein, including, specifications, instructions, policies, questionnaires, methodologies, etc., which is a part of this Proposal request package, or disclosed during the selection process, is the property of the District, and shall not be duplicated or disclosed except to those employees of the recipient who have a need to know in order to prepare the response.
3. The District neither makes nor assumes any contractual obligation by issuing this RFP request, receiving and evaluating Responders responses, or making preliminary Responder selections. Providing a response as provided herein shall neither obligate nor entitle a Responder to enter into a contract with the District.
4. This Proposal request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Responders shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this Proposal request or otherwise.
5. The District reserves the right to determine in its sole and absolute discretion: whether any aspect of the vendor's submission satisfactorily meets the criteria established in this RFP request, the right to seek clarification from any Responder(s) and the right to cancel and or amend, in part or entirely, the RFP request, at any time prior to a written contract.
6. In the event that a provider is unable to perform their contractual duties, the district should be notified. The therapy sessions should be made-up by the therapist or a qualified substitute should be provided to the district. This determination will be made at the district's discretion.
7. It is understood that any submission received and evaluated by the Catskill Central School District will be used as the basis for the cost and terms of a contract between the District and the particular Responder. In submitting a response, it is understood by the Responder that the District reserves the right to accept any submission, to reject any and all submissions and to waive any irregularities or informalities that the District deems is in its best interest.
8. The District is not obligated to respond to any submission submitted nor is it legally bound in any manner whatsoever by the submission of a response.
9. Upon submission, all responses become the property of the District. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP request, whether or not the submission is accepted.

10. Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP request. The District has the option of requesting the responder to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the Proposal. A proposal may be disqualified for lack of response to such a request.
11. RFP's submitted to the District must be valid for a period of at least 120 days from the deadline for receipt of Proposal responses as defined in the time frame section of this document.
12. The selected vendor's Proposal will become part of any resulting legal contract, should contracts be awarded.
13. Each Proposal must include the appropriate corporate officer's approval signature.
14. It is a requirement that Responders indicate specifically in the response any sub-contract, alliance, partner, franchise, or other "non-employee" relationship with any resource(s) they will consider or bring to bear if they are chosen as the selected agent. Note: The District reserves the right to approve and designate sub contractors to be used in any of the services being proposed.
15. Proprietary material must be specifically identified by page and paragraph number in all responses.
16. The Catskill Central School District reserves the right to introduce additional factors not contained in this RFP request in order to obtain the most suitable solution. After submitting a Proposal, each respondent must be prepared to have the operational aspects of their Proposal reviewed in detail by District representatives.

REFERENCES

Please provide a list of three client references, including name, address, phone number and any other pertinent contact information that your company has provided services for similar to those in this RFP, over the past three years.

This list of references is a required part of the response to this RFP.

EVALUATION PROCEDURES

A. EVALUATIONS

All submitted proposals will be evaluated by the Business Manager, Board of Education, the Superintendent, and the Assistant to the Superintendent for Special Education..

B. EVALUATION CRITERIA

Proposals will be evaluated using two sets of criteria. Businesses meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualification and price. The following represent the principal selection criteria which will be considered during the evaluation process.

Mandatory Criteria

- The proposer possesses qualified individuals who can provide all services listed in the Scope of Services Section of the RFP
- The proposer has no conflict of interest with regard to any other work performed by the proposer for the District;
- The proposer provides services according to the student's Individual Education Program (IEPs).
- The proposer adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- The proposer fully equips sensory rooms at all locations
- The proposer must evaluate, develop and support student teams with sensory diet plans.

Technical Criteria

- The proposer's past experience and performance on comparable school district engagements
- The quality of the proposer's personnel (if any) to be assigned to the engagement and the quality of the proposer's management support personnel to be available for technical consultation.

C. ORAL PRESENTATIONS

During the evaluation process, the District may, at their discretion, request any or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any questions the District may have on their proposal. Not all proposers may be asked to make such oral presentations.

D. FINAL SELECTION

The Board of Education will select the provider based upon the recommendation of the Business Manager, Superintendent, and the Assistant to the Superintendent for Special Education.

E. RIGHT TO REJECT PROPOSALS

Submission of proposal indicates acceptance by the proposer of the conditions contained in this request for proposal. This acceptance shall be confirmed in the contract between the proposer and the District. The District reserves the right without prejudice to reject any or all proposals.

F. PROOF OF INSURANCE

The successful applicant shall provide to the School District with a **Certificates of Insurance** properly executed by an authorized representative of the insurance carrier for the following:

- **Workers' Compensation** as required by New York State Law for all employees and required subcontractors.
- **Professional Liability** (Malpractice/Errors-Omission) - Minimum of \$1,000,000
- **Broad Form - Property Damage Liability Insurance and Broad Form Contractual Liability Insurance Coverage**,- Coverage to be provided by applicant:
 - a) **BODILY INJURY** (including wrongful death)
\$1,000,000 for any 1-person \$2,000,000 aggregate limit
 - b) **PROPERTY DAMAGE**
\$1,000,000 for any 1- person \$2,000,000 aggregate limit
- **Disability Insurance** as required by New York State Law for all employees and required subcontractors.
- **Auto Liability** - evidence of Automobile Liability Coverage is required where applicable by certificate of insurance or by providing a copy of your automobile policy for verification purposes.
- **Commercial General Liability** - The required insurance shall name the School District as an Additional Insured. The required insurance shall be issued by a company authorized to write insurance in New York State. Insurance policies shall state thirty (30) days-notice prior to any material change, cancellation or non-renewal; of the responsible insurance. Certificates must be delivered to the District prior to the commencement of work.

G. FINGERPRINTING CLEARANCE

If the term of employment or contracted services is greater than five days and individuals or employees of contract service providers have direct contact with students under the age of 21, then fingerprinting is required. This requirement must be completed prior to the commencement of services and any costs associated with such requirement will be borne by the Consultant. Information on this requirement is provided in Part 87 of the Regulations of the Commissioner of Education and the Safe Schools Against Violence in Education (SAVE) legislation (Chapter 180 of the laws of 2001).

RFP Rate Proposal for Services

* Multiple years (3yr) contracts will be considered

*1 unit = 30 minutes

	2021-2022	2022-2023	2023-2024
Pricing for 1 unit of COTA contracted services	\$ _____/ per unit	\$ _____/ per unit	\$ _____/ per unit
Pricing for 1 unit of Occupational Therapy contracted services	\$ _____/ per unit	\$ _____/ per unit	\$ _____/ per unit
Pricing for 1 unit of Physical Therapy contracted services	\$ _____/ per unit	\$ _____/ per unit	\$ _____/ per unit
Total pricing for 1 unit of each indicated service	\$ _____/ per unit	\$ _____/ per unit	\$ _____/ per unit

Date: _____
(Date)

Quote Submitted by: _____
(Signature)

Company Represented: _____
(Company Name)

Printed Name of Company Representative: _____
(Company representative)

Addendum # _____ Acknowledged By: _____ Date: _____

Addendum # _____ Acknowledged By: _____ Date: _____

Addendum # _____ Acknowledged By: _____ Date: _____

FORM A

VENDOR IDENTIFICATION

Name of Organization: _____

Contact Person and Title: _____

Address of Organization: _____

Phone number (with extension if applicable): _____

Are you incorporated: () Yes () No

a) If yes, in what State are you incorporated? _____

b) If you are not incorporated in New York State, are you authorized to do business in New York?

() Yes () No

If you are not incorporated, please check the appropriate line below:

____ Partnership

____ Sole Proprietorship

____ Unincorporated Association

____ Other (please specify) _____

	<i>Firm wide Totals</i>	<i>Responsible Office</i>
No. of Shareholders		
No. of Principals		
No. of Managers		
No. of Seniors		
No. of Staff		
No. of Support Staff		
Accounting firm is:		

FORM B

CLIENT REFERENCES

BOCES / School District: _____

No. years contracted / provided services for: _____

Contact Person Name: _____

Contact Person Phone Number: _____

BOCES / School District: _____

No. years contracted / provided services for: _____

Contact Person Name: _____

Contact Person Phone Number: _____

BOCES / School District: _____

No. years contracted / provided services for: _____

Contact Person Name: _____

Contact Person Phone Number: _____

BOCES / School District: _____

No. years contracted / provided services for: _____

Contact Person Name: _____

Contact Person Phone Number: _____

BOCES / School District: _____

No. years contracted / provided services for: _____

Contact Person Name: _____

Contact Person Phone Number: _____

THE CATSKILL CENTRAL SCHOOL DISTRICT

**PROPOSER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT OF 2012**

In accordance with General Municipal Law §103-g, which generally prohibits the School District from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

Proposer's Certification

- By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created by the Office of General Services (OGS) pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: _____, 20__

Name of Bidder/Proposing Company: _____

Signature of Authorized Official: _____

Printed or Typed Name of Official and Title: _____

Sworn to before me this ____ day of _____, 20__

CATSKILL CENTRAL SCHOOL DISTRICT

NON-COLLUSIVE CERTIFICATION

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-D of the General Municipal Law as follows:

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other persons, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

A bid shall not be considered for award nor shall any award be made where A (1), (2), and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where A (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determine that such disclosure was not made for the purpose of restricting competition. The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers or proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute without more, a disclosure within the meaning of subparagraph one (a). Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulations, or local law, and where such bids contain the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein or the certificate as to non-collusion as to the act and deed of the corporation.

Authorized Signature: _____

Printed or Typed Name of Authorized Representative: _____

Title: _____

Company / Business Name: _____

Company / Business Address: _____

Telephone Number: _____

CATSKILL CENTRAL SCHOOL DISTRICT

NON – BIDDER’S RESPONSE

For purposes of maintaining accurate bidder’s lists and facilitating your firm’s response to our invitation for bid, the Catskill Central School District is interested in ascertaining reasons for prospective bidders’ failure to respond to invitations for bids. If you firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Catskill CSD Attn: Purchasing Agent, 347 West Main Street, Catskill, New York 12414 or fax: (518) 943-7108. Failure to either submit a bid proposal or return this form will result in removal of your firm’s name from our bidder’s list. Thank you for your cooperation.

Name of Business: _____

Signature of Representative: _____

Printed Name of Representative & Title: _____

Date: _____

We are not responding to this invitation for bid for the following reason(s):

___ Items or materials requested not manufactured by us or not available to our company.

___ Our items or materials do not meet specifications.

___ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

___ Quantities too small.

___ Insufficient time allowed for preparation of the bid.

___ Incorrect address used. Correct Mailing address is:

___ Our branch/division handles this type of bid.

Correct name and mailing address is:

___ We are unable to bid at this time but would like to continue to receive invitations for bids.

___ We are unable to bid and wish to be removed from the bidder’s lists.