



KIPP DELTA PUBLIC SCHOOLS

415 Ohio Street
Helena-West Helena
Arkansas, 72342

Phone: 870.753.9035
Fax: 870.753.9440

www.kippdelta.org

KIPP Delta Public Schools

Request for Proposals

Purpose: KIPP Delta Public Schools is requesting proposals from vendors interested in providing the special education and/or related services (speech/language, occupational, and/or physical therapy) outlined below to our students, as legally mandated by their Individualized Education Program (IEP). The schedule for services needed is listed under the Description of Requested Services and/or Goods on page five of this RFP. Proposals may be received for individual services or a combination of services. However, the ideal candidate would be able to provide a combination of all three services requested.

KIPP Delta Public Schools is seeking proposals from both private and public non-profit entities and for profit organizations, agencies, hospitals, clinics and other interested entities duly registered to conduct business within the State of Arkansas. Those students who will receive educational related services attend KIPP Delta Public Schools located within a Region consisting of six schools in three cities covering a 150-mile radius and range in age from 5 – 21 years.

The KIPP Delta Public Schools in need of educational related services are listed below:

KIPP Delta Elementary Literacy Academy
1020 Plaza Street
Helena-West Helena, AR 72390

KIPP Delta College Preparatory School
514 Missouri Street
Helena-West Helena, AR 72342

KIPP Delta Collegiate High School
320 Missouri Street
Helena-West Helena, AR 72342

KIPP Forrest City College Preparatory School
637 South Washington Street
Forrest City, AR 72335

KIPP Blytheville College Preparatory School
1124 Moultrie Drive
Blytheville, AR 72315

KIPP Blytheville Collegiate High School
1200 Byrum Road
Blytheville, AR 72315

Request for Proposals (RFP)

Release Date: July 17, 2017

Proposals Due Date: July 26, 2017, 12:00PM CST

Contact Persons:

Traci Davis, Regional Director of Special Education
traci.davis@kipdelta.org
870.714.2168
415 Ohio Street | Helena-West Helena, AR 72342

Amy Charpentier, Chief Academic Officer
amy.charpentier@kipdelta.org
870.714.0042
415 Ohio Street | Helena-West Helena, AR 72342

Charity Hallman
charity.hallman@kipdelta.org
870.714.0580
415 Ohio Street | Helena-West Helena, AR 72342

**KIPP Delta Public Schools
Request for Proposals for
Special Education and/or Related Services – Speech, Occupational and Physical Therapy
Proposal Transmittal Form**

(The vendor responding to this RFP fills out this page)

Company name:

Company address:

Primary contact:

Email address:

Phone number:

By my signature below, I hereby represent that I am authorized to bind the applicant to the provisions of the attached Proposal. The undersigned offers and agrees to provide the specified services in accordance with the provisions set forth in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.

Signature

Printed Name and Title

Date

Proposal Due Date:

Two hard copies and one electronic copy must be received
by **TUESDAY, JULY 25, 2017, 12:00PM CST**

KIPP Delta Public Schools

Attn: TRACI DAVIS

Regional Director of Special Education

415 Ohio Street | Helena-West Helena, AR 72342

traci.davis@kipdelta.org

Section 1 - Advertisement

KIPP Delta is soliciting information proposals from qualified Speech, Occupational and Physical Therapists interested in providing speech, occupational and physical therapy services.

Two hard copies and one electronic copy of the RFP response must be received no later than **TUESDAY, JULY 25, 2017, 12:00PM CST**. Responses should be submitted to the attention of TRACI DAVIS, Regional Director of Special Education at traci.davis@kipdelta.org ~ 415 Ohio Street, Helena-West Helena, AR 72342. KIPP Delta Public Schools reserves the right to select, re-advertise and/or reject any proposal for any reason including apparent conflicts of interest.

Section 2 - Introduction

Founded in 2002, KIPP Delta Public Schools aspires to lead high performing college preparatory schools in the Arkansas Delta where students discover and pursue their passions. We provide a rigorous and aligned Pre-K-12 program built upon college-ready academic standards, effective instructional practices, and meaningful curricula and assessments. As a growing network of free, open-enrollment, public charter schools, KIPP Delta serves over 1,500 students across six schools in Helena, Blytheville and Forrest City, Arkansas, and is expanding in the coming years. Rooted in an assets-based approach to teaching, leading, and coaching, KIPP Delta Public Schools is poised to transform lives and uplift the communities it is serving. KIPP Delta has four core values: Humility, High Expectations, Beyond Z, and Care and Love. Our work is rooted in these values.

Impact: With a mission to empower students from underserved communities to pursue a college education, 99% of our high school graduates have been accepted to college and 79% have graduated or are persisting in college. Our founding class is on track to quadruple the six-year graduation rate for educationally under-served students, which is just ten percent nationally. Our first six graduating classes have earned over \$5 million in college scholarships. KIPP Delta Collegiate High School in Helena, Arkansas has consistently been ranked in the top ten high schools in the state by U.S. News and World Report over the last five years.

Academic Vision: KIPP Delta welcomes all teaching candidates who strive to balance high expectations with a genuine love for our students, families, staff, and resources. We do this by challenging students, acknowledging their hard work and achievements, and never underestimating their intellect or desire to learn. We seek to create a joyous struggle in all students by planning rigorous lessons while differentiating to meet students' needs. We know our job has been done well when our students leave our classrooms exhilarated and craving more. We acknowledge this work is hard, and we provide each other with the support and respect needed to fuel this very important effort.

For more information about the organization please visit www.KIPDelta.org.

Section 3 – Scope of Work & Timeline

Description of Requested Services and/or Goods

As part of an Interdisciplinary Team, all contracted therapists are expected to:

- Conduct evaluative assessments to determine student needs and develop goals, objectives, and classroom accommodations/modifications based on those areas of need
- Develop treatment plans, interventions and/or educational materials based on IEP goals for the purpose of remediating students' skill deficits and ensuring compliance with regulatory requirements
- Provide services at multiple work sites for the purpose of providing direct therapy interventions for each area of skill development as it relates to student participation and performance with respect to classroom routines and additional assistance as required
- Prepare a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, annual review summaries, IEPs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Participate in meetings (e.g. training, workshops, seminars, IEP conferences, team meetings, etc.), as required, for the purpose of conveying and/or gathering information
- Maintain files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance
- Collaborate with groups and/or individuals (e.g. parents, teachers, physicians, administration, team members, other professionals, etc.) for the purpose educational planning/programming, communicating information, resolving issues, and providing services in compliance with established guidelines
- Consult with teachers, parents, other personnel, and/or other professionals for the purpose of providing requested information, developing plans for services, making recommendations, and/or coordinating speech/occupational therapy services with those of other disciplines
- Develop adaptations and/or implement the use of equipment/assistive technology to encourage student participation in activities, increase development of functional skills, and provide training to and support to staff and parents in order to implement related services recommendations
- Complete paperwork in compliance with therapy service requirements for the Developmental Disability Service/Medicaid requirements.
- Maintain confidentiality concerning information related to participants and the School

All services delivered by a contracted therapist will adhere to approved curriculum standards and will be provided in an integrated, collaborative manner, both within the classroom and therapy room environments.

All services delivered by a contracted therapist will be recorded in the individual student records. The contracted therapist(s) for all eligible students must also maintain therapy logs. Additional time for routine professional documentation is not included in the therapy hours assigned for pupil services. It is the therapists' responsibility to complete therapy logs outside of the service hours to students.

***Sites Requiring Educational Related Services**

KIPP School	Service Type	# Hours/Week Offered**	# Hours/Week Accepted***	Vendor Rate/Hour
DELA Helena	Speech	9.5		
	Occupational	33		
	Physical	13		
DCPS Helena	Speech	8		
	Occupational	6		
	Physical	2		
DCH Helena	Speech	3.75		
	Occupational	0		
	Physical	0		
FCCPS Forrest City	Speech	14		
	Occupational	4		
	Physical	0		
BCPS Blytheville	Speech	1		
	Occupational	2		
	Physical	1		
KBC Blytheville	Speech	2.5		
	Occupational	1		
	Physical	0		

**Please include a copy of this chart as an attachment with your proposal indicating the rate per hour for the services requested.*

***This is the approximate number of therapy hours that are needed to be scheduled during the week.*

****This is the approximate number of therapy hours that the bidder commits to providing during the week.*

Timeline

All services will be provided within established Regional timelines. As part of managing the delivery of related services, the Regional Director of Special Education Services will provide the contracted provider with a copy of the caseload assignment, schedule of service delivery, and a copy of the school calendar.

The Regional Director of Special Education will approve the distribution of therapy hours during the week. Therapists will be required to be at the facility between the hours of 8:30AM and 3:30PM. Therapists will be compensated for no more than six hours per day unless otherwise approved by the Chief Academic Officer.

Educational Programs operate 180 days per year. The allocation of therapy hours shall be delivered in a collaborative manner, in accordance with students' IEPs and the school calendar.

A therapist's responsibilities will be carried out during contracted hours and on program sites. Providers must give prior notice to the Regional Director of Special Education Services of planned absences. All providers must supply approved substitute therapists during an absence (e.g. vacation, sick days, emergency and maternity leaves, etc.). Non-contact/professional development days, holidays, center closings, and transportation cancellation days will not be reimbursed by KIPP Delta and cannot be rescheduled. In addition, lunch breaks and mileage to and from sites will not be reimbursed.

Therapy hours, which are not provided due to student absence, shall not be rescheduled and shall not accrue. In the event of a therapist's absence, therapy hours shall be rescheduled with the approval of the Regional Director of Special Education Services.

Since there may be changes in enrollment and/or students' therapy needs as specified in their IEPs between the time that the RFP is issued and the time that the contracts are awarded, modifications in the number of contracted hours may be made. Furthermore, during the term of the contract, if changes occur in enrollment and/or in students' therapy needs as specified in their IEPs, modifications in the number of contracted hours may have to be made. Since the level of service is tied to student enrollment and student needs as outlined in IEPs, there is no guarantee regarding the number of service hours and some fluctuation in service hours is to be expected during the contract period.

Section 4 – Proposal Requirements

Firm Information (20 Points)

Provide agency's name, address, website, and telephone number. Include name, title, and e-mail address of the individual who will serve as agency's primary contact. Include a brief description and history of your firm.

Services Approach (40 Points)

Please explain your service approach, style and process. In your explanation, describe specific methods, which will be used by contracted therapists to implement related services in educational settings. Discuss the application of evidence-based practices and describe specific strategies for:

- Environmentally based functional assessments within the classroom setting (including information regarding assistive technology and/or augmentative communication);
- Collaboration with instructional staff and other disciplines within the planning and implementation of services; and
- Therapeutic intervention for supporting educational goals and objectives (including information regarding assistive technology and/or augmentative communication).

Therapists must be clinically and culturally competent and responsive, with training and experience necessary to manage complex cases. Therefore, please also describe your procedures/mechanisms for the provision of:

- Professional development;
- Contract management and complaint resolution;
- Performance review of contracted therapists; and
- Supervision of Physical Therapy Assistants (PTA) and Certified Occupational Therapy Assistants (COTA).

Provide biographies of key staff (5 points)

- Please include a summary of experience of all key staff.

Experience (20 points)

- Proposals should include copies of therapists' licenses/certifications and the organization's licensure status (if appropriate), evidencing that the organization and all therapists are legally credentialed to provide the requested services in the State of Arkansas.
- Please attach resumes for all therapists' who will be providing services and one personal letter of recommendation for each from a family member of a child provided services within the last year.
- Please also provide no more than three, current letters of support for your firm, dated no earlier than 2016
- Provide proof of current malpractice insurance.

Service Timeline (10 points)

- Proposals should include the information on proposed service timelines for tasks described in the scope of work section.

Cost (5 points)

- Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the schedule/timeline, including variations in price for assessments, if any.

Section 5 – Assurances and Disclosures

I, _____ hereby state:

1. I am the duly authorized agent of _____, the Proposer submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between Proposers and Region officials, as well as facts pertaining to the giving or offering of things of value to Region personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

3. Neither the Proposer nor anyone subject to the Proposer’s direction or control has been a party:
 - a. To any collusion among Proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. To any collusion with any Region official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or
 - c. In any discussions between Proposers and any Region official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

4. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the Region.

Certification and Violations Disclosure -

1. Is the company or any employees who will be working on this contract presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency?
 _____ Yes _____ No

2. Has the company or any of its employees within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property? ____ Yes ____ No

3. Is the company or any of its employees presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in item 2 of this disclosure?
_____ Yes _____ No
4. Has the company or any of its employees, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract? _____ Yes _____ No
5. Does the company or any of its employees have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract? _____ Yes _____ No
6. Has the company or any of its employees within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance? _____ Yes _____ No

(If the answer is yes to any of the above questions, provide details in a separate attachment to this form.)

Conflict of Interest Disclosure:

1. Does any school board member or employee of the Region have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? _____ Yes _____ No
2. Does any school board member or employee of the Region have a family relationship with anyone employed by your business? _____ Yes _____ No

(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)

Did you or your company assist the Region or any agent of the Region with the development of the bid specifications? _____ Yes _____ No

If yes:

- a. Were you or your company compensated? _____ Yes _____ No
- b. Is your company's name or identity included anywhere within the specifications?
_____ Yes _____ No
- c. Were you offered any preferential treatment in the bid evaluation process? _____ Yes _____ No

RFP Award Criteria

Total cost of scope and quality of materials will be considered during review and award of the contract. Proposals submitted to KIPP Delta Public Schools will be reviewed by the Regional Proposal Evaluation Committee including Scott Shirey-Executive Director; Janelle Jenkins-Chief

Operating Officer, Amy Charpentier-Chief Academic Officer, Charity Hallman-Director of Finance, and Traci Davis-Regional Director of Special Education.

KIPP Delta Public Schools will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- The application was received on or prior to the stated deadline
- The application was signed and authorized by the applicant's Chief Executive Officer or equivalent
- The application is complete in its entirety, including all required attachments and appendices
- The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals will be submitted to the aforementioned Regional Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

Upon acceptance of the proposal and provided that all other requirements herein are satisfied, KIPP Delta will issue a contract for services to the successful candidate. Once all applicable parties have signed the contract, service delivery may begin.

Procedures for Delivery of the Proposal

Packages of the proposal must be received by KIPP Delta on or before **TUESDAY, JULY 25, 2017, 12:00PM CST**. All submitted proposals become the property of KIPP Delta and will not be returned.

Submission Address:

Two hard copies of the proposal should be sent to the following address:
 KIPP Delta Public Schools
 Attn: TRACI DAVIS, Regional Director of Special Education
 415 Ohio Street, Helena-West Helena, AR 7234

An electronic copy of the proposal should be emailed to TRACI DAVIS, Regional Director of Special Education at traci.davis@kipdelta.org.

Response to Proposals

KIPP Delta will respond to all vendors in writing with a decision after all proposals are reviewed.

Conditions of Solicitation

The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate KIPP Delta Public Schools to execute a contract with any other party. The contractor shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the RFP shall be in writing.
2. KIPP Delta Public Schools will not be liable for any costs associated with the preparation of proposals.
3. KIPP Delta Public Schools reserves the right to accept any proposal as submitted without substantive negotiation of offered terms, services, or prices. Therefore, all applicants are advised to propose their most favorable terms initially. Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for the bid for the purpose of clarification to assure full understanding of and responsiveness to solicitation requirements, but proposals may be accepted without such discussions
4. Applicants may designate those portions of the proposal, which contain trade secrets or other proprietary data.
5. KIPP Delta Public Schools reserves the right to cancel this solicitation in writing when it is determined to be in the best interest of KIPP Delta Public Schools.
6. Any proposal or modification of a proposal received after the due date and time is considered late and will not be considered for acceptance unless the receipt is delayed by the action or inaction KIPP Delta Public Schools personnel directly or is in response to a negotiation of the bid.
7. The applicant represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth by the Arkansas Department of Finance and Administration Rules and Regulations.

Independent Contractor:

The applicant shall perform all services as an independent contractor and shall at no time act as an agent or employee of KIPP Delta Public Schools. No act performed or representation made, whether oral or written, by the applicant to third parties shall be binding to KIPP Delta Public Schools.

Applicable Law:

The contract shall be governed by and construed in accordance with the laws of the State of Arkansas. The applicant shall comply with applicable federal and state laws and regulations.

Authority to Contract:

The applicant warrants (a) that it is a validly organized entity with valid authority to enter into this agreement; (b) that it is qualified to do business and is in good standing in the state of Arkansas; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) that notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

Contract Disclosure:

The successful applicant will be required to complete forms associated with the Governor's Executive Order 98-04 before the award of a contract. Information on Governor's Executive Order 98-04 can be found on the following web site:

<http://www.dfa.arkansas.gov/offices/accounting/internalaudit/Pages/ExecutiveOrder98-04.aspx>

Failure to make any disclosures required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this grant. Any applicant who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal sanctions available to the ADE.

Confidentiality Information:

Respondents are advised that materials contained in proposals are subject to the Arkansas Freedom of Information Act and may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Arkansas Freedom of Information Act must place all confidential documents in a sealed envelope(s) clearly marked "Confidential" and must indicate on the outside of their proposal package that confidential materials are included. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Arkansas Freedom of Information Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent(s). If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent(s). The State will not determine prices to be confidential information.