



KIPP DELTA PUBLIC SCHOOLS

PO Box 743
Helena-West Helena
Arkansas, 72342
www.kippdelta.org

KIPP Delta Public Schools Request for Proposals

Project: *KIPP DELTA PUBLIC SCHOOLS SEEKS PROPOSALS FOR SPECIAL EDUCATION RELATED SERVICES (SPEECH/LANGUAGE, OCCUPATIONAL, AND/OR PHYSICAL THERAPY)*

Request for Proposals (RFP)

Release Date: *JUNE 15, 2018*

Proposals Due Date: *JULY 13, 2018*

Contact Persons:

PRIMARY CONTACT

- (1) AMY CHARPENTIER
EMAIL: AMY.CHARPENTIER@KIPPELTA.ORG
PHONE: 870.714.0042 (PLEASE CALL WEEKDAYS DURING THE HOURS OF 3 PM – 5 PM)
MAIL: PO Box 743, Helena, AR 72342

SECONDARY CONTACTS

- (2) CHARITY HALLMAN
EMAIL: CHARITY.HALLMAN@KIPPELTA.ORG
PHONE: 870-714-0580
MAIL: PO Box 743, Helena, AR 72342
- (3) JANELLE JENKINS
EMAIL: JANELLE.JENKINS@KIPPELTA.ORG
PHONE: 870-714-1895
MAIL: PO Box 743, HELENA, AR 72342

Section 1 – Project Overview and Submission Instructions

KIPP Delta is seeking proposals for speech/language, occupational, and/or physical therapy services from licensed practitioners in order to meet our students' individualized education programs (IEP). The schedule for services is detailed in Section 3 – Scope of Work and Timeline. Proposals will be accepted for individual services or a combination of services. The ideal vendor would be able to provide a combination of all three services requested. Vendors must be registered to conduct business within the State of Arkansas. Additionally, the ideal vendor would be willing to renew for a second year of services assuming satisfactory performance.

Students who will receive special education-related services are between the ages of five and twenty-one years old and attend one of six KIPP Delta Public Schools in Helena, Forrest City, and Blytheville, Arkansas, a distance of approximately 150 miles. KIPP Delta has approximately 160 special education students.

The following KIPP Delta schools are in need of special education related services:

KIPP Delta Elementary Literacy Academy
1020 Plaza Street
Helena-West Helena, AR 72342

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

KIPP Delta Collegiate High School
215 Cherry 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

Interested vendors should read this package thoroughly and **return signed copies of sections 8, 9, and 10 along with their proposal and a copy of their w-9.**

One electronic copy of the RFP response must be received no later than **05:00 PM CT, July 13, 2018. Electronic responses** should be submitted to the following employees:

1. Amy Charpentier, AMY.CHARPENTIER@KIPPELTA.ORG
2. Charity Hallman, CHARITY.HALLMAN@KIPPELTA.ORG
3. Janelle Jenkins, JANELLE.JENKINS@KIPPELTA.ORG

Paper responses should be mailed to the attention of: Amy Charpentier and Finance Department at PO Box 743, Helena, AR 72342

Reservations and Proprietary Information

Bids/proposals do not commit KIPP Delta to pay any cost incurred in the preparation thereof. further, KIPP Delta reserves the right to accept or reject any or all bids/proposals or any part of a bid/proposal. All bid/proposal information, applications, briefs, sales brochures, etc., will become the property of KIPP Delta when submitted in response to this RFP. All bid/proposal documents submitted by the bidder shall be available for inspection after the bid/proposal opening, at the appropriate time. ***Bidder should carefully mark each page that is considered proprietary so that it can clearly be identified as such.***

Clarification

Any interpretation or correction of the bid/proposal documents/specifications will be made only by addendum and will be e-mailed or delivered to each prospective bidder of record. KIPP Delta will not be responsible for any oral explanations, assumptions, or interpretations of a bid/proposal at any point. All questions concerning a bid/proposal must be addressed to Charity Hallman, KIPP Delta Finance Department, PO Box 743, Helena, Arkansas 72342 (870) 714-0580.

All bids and proposals shall be for public opening. Bids and proposals shall not be subject to public review until after the evaluation has been completed.

Section 2 – Overview of KIPP Delta

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 1,300 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. 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.

For more information about the organization please visit www.KIPPDelta.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 (approximately 65% of our special education students are in Helena, 10% in Forrest City, and 25% in Blytheville) 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. As appropriate, bill Medicaid or insurance providers.
- 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. Therapy logs must also be maintained by the contracted therapist(s) for all eligible students. 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 student

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 or the superintendent's designee will provide the contracted provider with a copy of the caseload assignment, schedule of service delivery, and a copy of the school calendar.

The distribution of therapy hours during the week will be approved by the Regional Director of Special Education Services or the superintendent's designee. 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 approximately 185 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

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

- Please explain your approach, style and process. Please also discuss prior experience and ability to meet treatment goals.

Provide biographies of key staff and proof of insurance

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

Experience

- 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 also provide three current letters of support dated no earlier than 2017 and contact information for the letters of support. Please also provide proof of current malpractice insurance.

Service Timeline

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

Cost

- Proposals must include the estimated hourly rate per service provided.
- Pricing quotes must remain valid for at least sixty (60) days from the proposal submission deadline. Once contract is written, rates must remain consistent for the twelve-month contract.

Section 5 – Award Criteria and Submission Instructions

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 Amy Charpentier, Chief Academic Officer, the Director of Finance, and Chief Operating Officer. Proposal will be evaluated on the criteria identified below.

Factors	Description	Maximum Points
Cost	Cost of services	30
Competence	Experience of vendor and staff assigned to the project as demonstrated in application and through references/letters of support	15
Prior results	Demonstrated ability to meet treatment goals across a diverse range of student needs	15
Scope of Work	Ability to provide the range of services	30
Completeness	Quality and completeness of the submitted proposal	10
		100

Upon acceptance of all proposals, KIPP Delta will review, score, and select a vendor.

Response to Proposals

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

Section 6 – Disclosures

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 a 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.

Indemnity:

The selected Vendor "Contractor" agrees to defend, indemnify and hold KIPP Delta, Inc. harmless from any liability or claim for damage because of bodily injury, death, property damage, sickness, disease or loss and expense arising from the Contractors' arising out of or related to the performance of the construction Contract. Each Contractor is acting in the capacity of an independent Contractor with respect to KIPP Delta Public Schools. The Contractor further agrees to protect, defend and indemnify KIPP Delta Public Schools from any claims by laborers, subcontractors or material men for unpaid work or labor performed or materials supplied in connection with the Construction Contract.

The successful bidder, vendor, and/or contractor must protect all property of KIPP Delta Public Schools (i.e. floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broomclean and finished condition acceptable to KIPP Delta Public Schools. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

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.

Section 7 – Bidding Protest Procedures

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract by KIPP Delta may protest to the Executive Director in accordance with procedures established by the Board of Directors.

KIPP Delta's protest procedures are as follows:

- (1) The Executive Director has authority from the Board of Directors to settle and resolve a protest of an aggrieved person concerning the solicitation or award of a contract;
- (2) Any person aggrieved by KIPP Delta's solicitation or award of a contract shall submit such a protest in writing within seven (7) calendar days after the aggrieved person knows or should have known of the facts given rise to the protest;
- (3) The Executive Director shall give written notice to all persons involved and give those persons an opportunity to respond to the protest issues in writing;
- (4) The Executive Director shall issue a written decision to all interested parties concerning the protest. The decision must state the reasons for the action taken;
- (5) The Executive Director shall promptly notify, in writing, the aggrieved party and any other affected party of the impact of the protest on continuing with the solicitation or award of the KIPP Delta contract pending the resolution of the protest;
- (6) The Executive Director's written decision shall address the award of costs with regard to successful protests; and
- (7) A decision on a protest under these procedures shall be final and conclusive.

Section 8 – Proposal Transmittal Form

KIPP Delta Public Schools

Project: *KIPP DELTA PUBLIC SCHOOLS SEEKS PROPOSALS FOR SPECIAL EDUCATION RELATED SERVICES (SPEECH/LANGUAGE, OCCUPATIONAL, AND/OR PHYSICAL THERAPY)*

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.

Printed Name and Title

Signature

Date

Proposal Due Date: 05:00PM, July 13, 2018. Central Standard Time

Hard copies or Electronic copies are acceptable.

KIPP Delta Public Schools

Amy Charpentier

EMAIL: Amy.Charpentier@kipdelta.org

Janelle.Jenkins@kipdelta.org; and Charity.Hallman@kipdelta.org

PHONE: 870-714-0042

MAIL: PO Box 743, HELENA, AR 72342

Section 9 – Vendor Profile

Legal Business Name or Entity: _____

Doing Business as: _____

Nature of Business: _____

Number of years in operation: _____

Veteran owned business? Yes/No

Small-business? Yes/No

Woman-owned business? Yes/No

Minority-owned business? Yes/No

Printed Name and Title

Signature

Date

Section 10 – 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 in the last five years ever been found in violation of the Equal Opportunity Clause? _____ Yes _____ No
3. 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

4. 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
5. 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
6. 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
7. 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

Printed Name and Title

Signature

Date