



**REQUEST FOR PROPOSAL FOR SPECIAL EDUCATION COUNSELING SERVICES**

PROPOSAL DUE DATE: 3:00 pm, Arizona time on Friday, May 17, 2019

EMAIL PROPOSAL TO: Jill Zimmerman, Chief Financial Officer  
[jzimmerman@villamontessori.com](mailto:jzimmerman@villamontessori.com)

Villa Montessori School does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups.

## Notice Requesting Proposal

### Special Education Student Counseling Services

Notice is hereby given that Villa Montessori School (hereinafter referred to as Villa) is requesting proposals from qualified entities (hereinafter referred to as Proposer[s]) to provide counseling services to special education students with disabilities as designated via their respective Individualized Education Programs (“IEPs”), during the 2019-20 school year. Villa may select one or more entities to provide these services.

Proposers may submit their proposal by e-mail to [zimmerman@villamontessori.com](mailto:zimmerman@villamontessori.com). Villa will accept all proposals received on or before May 17, 2019 at 3:00PM Arizona time. Villa may not accept proposals that are received after the deadline.

Villa reserves the right to reject any or all proposals and to waive any errors or corrections in a proposal or in the proposal process. Villa will award the Contract based on a review and analysis of the proposals to determine which proposal best meets the needs of the school.

The process will include a review and evaluation of Proposer’s methodology and the procedures that they will employ to provide the services identified in this RFP. To the extent that a Proposer has past experience providing similar services to this or other educational entities, this information should be indicated in the proposal.

#### I. Overview

**School Information:** Villa Montessori Charter School has an enrollment of approximately 490 students in Kindergarten – 8th-grade. The special education population ranges between 36 – 50 students annually. School based counseling is a supportive service students need in order to learn and/or increase their adaptive functioning in the school setting. It is distinct from therapeutic treatment and long-term counseling and the focus should be skill-based versus exploration of therapeutic issues.

On average, 6 – 8 IEP students per year need counseling services requiring approximately 3 - 4 hours/week. An additional 3 – 4 hours/week are needed for short-term counseling intervention with the general education population. IEP and eligibility meetings are, typically, scheduled for Wednesday and Thursday from 7:30 a.m. – 3:00 p.m. On occasion, due to parent need, meetings may be scheduled at other times or on different days.

Villa uses e-IEP Pro and providers need to be familiar with that system to upload assessment data and progress notes. The Director of Exceptional Student Services coordinates all special education and related services, schedules and facilitates the meetings, and tracks costs associated with special education. It is vital that all services are aligned to Villa Montessori’s philosophy (e.g. the development of the whole child), Conscious Discipline, and a growth mindset.

| School                  | Address   | Estimated IEPs |
|-------------------------|---|----------------|
| Villa Montessori School | 2802 E. Meadowbrook Avenue,<br>Phoenix, Arizona 85016 | 36 - 50        |

## II. Purpose

The purpose of this RFP is to identify a proven Proposer able to offer the professional services listed below. It is expected that these services will lead to significant gains in student achievement and progress in IEP goals or provide sufficient data for eligibility.

Villa will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, and insurance necessary to deliver the proposed service.

**Contract Period:** This proposal addresses the contract period August 1, 2019 through May 20, 2020. The contract may be renewed and extended upon mutual written agreement by both parties.

## III. Scope of Services

The school counselor provides the following services:

- Consultation services/in-services to teachers at the Tier 1 level of intervention per request of the Level Director and/or Head of School;
- Tier 2 level of intervention: peer mentoring, behavior support plan, group counseling for small student groups related to social skills, conflict resolution, and/or pragmatic communication;
- Tier 3 level of intervention: Individual and Intensive services, Counseling for students with IEP needs, Short-term counseling for general education students and/or students on a 504 Accommodations Plan;
- Risk Assessments for Crisis Intervention;
- Attends IEP/Eligibility meetings, Provides documentation for IEP progress notes 2x/year, May provide Extended School Year services for students with an IEP;
- Maintains goal form notes for general education students; and
- Consultation services with classroom teachers as stated in the procedures.

### Proposer Responsibilities:

1. The Proposer agrees not to discriminate against any employee or applicant for employment because of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.
2. Proposer shall provide to Villa a copy of each current license and/or certificate for persons conducting student assessment interventions; consultations and/or evaluations prior to rendering services. Proposer shall ensure that all licenses and certificates remain current throughout the life of any subsequent contract Villa and a Proposer may enter into.

3. Proposer shall comply with all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, Villa 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.
4. Proposer shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check and have a current, valid Fingerprint Clearance Card (FCC) in accordance with any applicable state, federal, or local laws, prior to their commencement of services to Villa. Should there be any change to the personnel's FCC status, Villa must be notified immediately.
5. Proposer shall ensure the documentation of progress and intervention they are permitted to provide to Villa are also available at pre-hearing conferences, administrative hearings, and court proceedings, as needed.
6. Proposer shall provide the services contemplated by this RFP, which includes but is not limited to, attending and participating in eligibility meetings, IEP meetings, 504 meetings, consultations with school personnel and Villa staff, and staff development meetings.
7. Proposer shall adhere to the Villa Montessori Charter School Counseling Policies and Procedures.
8. Proposer shall adhere to the Ethical Standards for School Counselors.
9. Proposer shall provide professional development as designated by Villa for all employees of Proposer.
10. The Proposer will not make any assignments or subcontract for the work without prior written permission from Villa.
11. The Proposer must promptly notify Villa concerning any litigation or claims filed with any federal or Arizona agency involving the Proposer or its parent or subsidiary companies.
12. Proposer must ensure that all employees of Proposer who are providing counseling services to Villa students are certified by DHS, ADE, or appropriate license as required by the state of Arizona.
13. Proposer must indemnify and provide insurance coverage that will minimize and Villa's exposure:
  - a. Workers' Compensation/Employers' Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
  - b. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
  - c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
  - d. Proposer must name Villa as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing Villa as "additional insured" must be provided to Villa prior to commencement of services and kept up-to-date.

## **Villa Responsibilities**

1. Referral of students for services.
2. Access to space within the school building during regular school hours when/if necessary and when and if available, and only as scheduled and coordinated with school building personnel
3. Designated point of contact at each school to help facilitate and coordinate service delivery.

## **Proposal Requirements**

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must address each of the required sections indicated below. Please label and separate each section, and number all pages to allow for ease of review. The content and sequence of the proposal will be as follows:

## **Sections**

### **1. Executive Summary**

*Villa may reject the proposal if the Proposer fails to include the following required information:*

- a. Name of responding company
  - b. Organizational structure of the responding company (e.g., corporation, partnership, etc.)
  - c. A statement detailing the Proposer's qualifications and special expertise to provide the services requested, including availability of staff and other required resources to meet all deliverables as described in this RFP (2 page Maximum)
  - d. The following certification:  
By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.
- ### **2. Company Overview/Fiscal Responsibility Summary**
- a. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state of Arizona)
  - b. Proposer's Federal Employee Identification Number and complete W-9
  - c. Liability Insurance Certificate
  - d. Copy of Department of Health Endorsement Document, if applicable
- ### **3. General Organization Policies and Procedures**
- a. Staff training/professional development program
- ### **4. Performance History & Preparedness for Villa**
- a. Proposer's references (3 minimum from other schools or districts where possible)
    - i. Provide organization name, client representative name, address, email address, and telephone number.
- ### **5. Customer Service Proposal**
- a. Management/supervision structure
  - b. How Proposer plans to monitor, measure, and communicate service quality
  - c. Contingency/coverage plan for expected and unexpected absences or staff turnover
  - d. Other methods for ensuring high-quality service
- ### **6. Implementation Plan for Villa**

- a. Employee recruiting and/or existing staff transition plan
  - b. Training/on-boarding plan
  - c. Proposed implementation timeline
- 7. Cost/Pricing Proposal**
- a. Please specify pricing for bundled services and individual services separately
- 8. Signed Contact Information—Complete Attachment A**
- Only the individual(s) authorized to bind the Proposer contractually may sign the contact information, which shall be a part of the proposal package.

#### **IV. Evaluation Criteria**

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

1. **Service Capability Plan:** Proposer has the staffing, resources, and documented approach to school-based special education supports necessary to complete the service required.
2. **Performance History and Reputation:** A proven track record in providing school based special education services as evidenced by references.
3. **Compatibility with Villa:** Villa operates under the Montessori philosophy, which is unique and distinct. Provider's methods must be a good match with Villa's culture, curriculum and philosophy.
4. **Personnel and Management:** Qualifications, background, and experience of provider/providers personnel, including experience in dealing effectively with students in middle schools.
5. **Customer Service and Management Methodology:** Proposer's management and supervision structure will ensure high quality customer service.
6. **Price:** Proposer offers the requested services at a competitive price.

#### **V. Schedule**

- Friday, April 19, 2019 - Release RFP
- Friday, April 26, 2019 - Proposer question submission deadline
- Monday, May 7, 2019 - Villa provides answers to questions
- Friday, May 17, 2019 - Deadline for submission of proposal
- Monday, May 20 - Friday, May 24, 2019 - Proposals evaluated
- Tuesday, May 28, 2019 - Winning proposal selected

Villa will use every effort to adhere to the schedule. However, Villa reserves the right to amend the schedule, as it deems necessary.

#### **Villa Authorities and Options**

- Villa reserves the right to reject any and all proposals for any reason.
- Villa reserves the right to negotiate any and all proposals for any reason.
- Final prices will be negotiated between the Proposer and Villa.

**Attachment A**

**CONTACT INFORMATION**

|   |  |
|---|--|
| Primary Contact Name                    |  |
| Primary Contact Phone Number            |  |
| Primary contact email address           |  |
| Company Legal Name                      |  |
| Company Address                         |  |
| Company phone number                    |  |
| Company website                         |  |
| Year company founded                    |  |
| Years operating in state of Arizona     |  |
| Number of clients                       |  |
| Number of employees                     |  |
| <b>BID AUTHORIZATION</b>                |  |
| Authorized contract representative name |  |
| Authorized representative signature     |  |

**Attachment B**

**CHECKLIST OF REQUIRED ELEMENTS**

| <b>ITEM</b>   | <b>PAGE</b> | <b>INCLUDED<br/>(y/n)</b> | <b>INITIALS</b> |
|---|-------------|---------------------------|-----------------|
| Executive summary   |             |                           |                 |
| Company Overview/Fiscal Responsibility Summary              |             |                           |                 |
| Insurance Certificates                                      |             |                           |                 |
| Copy of Licenses and Certifications                         |             |                           |                 |
| W-9 (if not provided previously)                            |             |                           |                 |
| General Organization Policies and Procedures                |             |                           |                 |
| Performance History & Preparedness for Villa                |             |                           |                 |
| Customer Service Proposal                                   |             |                           |                 |
| Implementation Plan   |             |                           |                 |
| Cost/Pricing Proposals                                      |             |                           |                 |
| Signed Contact Information/Bid Authorization – Attachment A |             |                           |                 |
| Checklist (This Document) – Attachment B                    |             |                           |                 |
| Electronic Copy   | NA          |                           |                 |