

**REQUEST FOR PROPOSALS**  
**2019-2020 Evaluations for Disabilities**

Columbia-Brazoria Independent School District is hereby seeking Request for Proposals for Licensed Specialists in School Psychology or Education Diagnosticians to conduct evaluations for dyslexia, learning disabilities, emotional disabilities, intellectual disabilities and to provide a written report in a specified format from the district. This will be in effect for the 2019 calendar year and 2019-20 school year ending June 2020. In addition, the selected parties will need to consult with school staff, students and parents concerning the results of the evaluations and recommendations for school services.

Proposals need to include requested costs for either hourly services, or per evaluation and case management. Any additional cost need to be listed. Any request for district resources must be listed. Individuals need to provide a copy of their license or certificate qualifying them to conduct evaluations. Individuals will have to clear a background check. Applicants need to ensure that qualified staff is available, able to begin immediately and willing to travel to this area.

Proposals will be accepted until 2:00 p.m. on May 10th and will be opened at that time. Proposals received after that date and time will not be considered. Faxed proposals will not be accepted. Proposals should be submitted to:

Jason Tracy, Director of Business Services  
Columbia-Brazoria ISD  
520 South 16<sup>th</sup> St.  
West Columbia, Texas 77486

Questions regarding the proposal will only be answered through a written format to:

Jennifer Kelly, Director of Special Programs  
520 South 16th St.  
West Columbia, Texas 77486  
or to [jennifer.kelly@cbisd.com](mailto:jennifer.kelly@cbisd.com).

The Columbia-Brazoria ISD reserves the right to reject any and all proposals, to waive any and all formalities, or to accept any proposal deemed advantageous to them.

Complete the Debarment form included in this Request for Proposals.

Envelopes should be clearly marked on the outside: "PROPOSAL 2019-2020 Evaluations for Disabilities"

**PROPOSAL FORM**  
**2019-2020 Evaluations for Disabilities**

Columbia-Brazoria Independent School District is hereby seeking Request for Proposals for Licensed Specialists in School Psychology or Education Diagnosticians to conduct evaluations for dyslexia, learning disabilities, emotional disabilities, intellectual disabilities and to provide a written report in specified format from the district. In addition, the selected parties will need to consult with school staff, students and parents concerning the results of the evaluations and recommendations for school services.

Proposals need to include requested costs for either hourly services, or per evaluation and case management. Any additional cost need to be listed. Any request for district resources must be listed. Individuals need to provide a copy of their license or certificate qualifying them to conduct evaluations. Individuals will have to clear a background check.

Applicants need to ensure that qualified staff is available, able to begin immediately and willing to travel to this area.

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Services able to provide: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hourly cost: \_\_\_\_\_ or Per Eval cost: \_\_\_\_\_

Additional costs: \_\_\_\_\_

District resources requested: \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_ Will provide license or certificate evidence
- \_\_\_\_ Am willing to comply with background check including fingerprinting
- \_\_\_\_ Am available immediately and willing to travel

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Columbia-Brazoria ISD  
SPECIAL PROGRAMS DEPARTMENT**

---

**Certification Regarding Debarment/ Suspension**

---

You are required to provide debarment/ suspension indicating that you are in compliance with the below Federal Executive Order.

**DEBARMENT:**

Federal Executive Order (E.O) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following website: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/farindex.html>

**Your signature certifies that neither you or your company is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone / Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date