

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SPECIAL EDUCATION AND RELATED SERVICES**

I. GENERAL

- A. The Pocantico Hills Central School District is requesting proposals for services beginning with the 2018-2019 school year to provide Special Education and Related Services to its students with disabilities, per IEPs/504 Plans, from qualified service providers. Proposers may bid on any or all of the services for which they qualify.
- B. The Pocantico Hills Central School District, hereinafter referred to as the “District” invites said Requests for Proposals from qualified individuals or companies to provide the following Special Education and Related Services:
- Occupational Therapy
 - Occupational Evaluations
 - Physical Therapy
 - Bi-lingual Evaluation Services
 - Psycho-educational Evaluations
 - Teacher-of-the Hearing Impaired Related Services

All providers shall, in their individual fields, hold and maintain the appropriate and necessary licensure and certification to perform these services as required by New York State, including the State Education Department, and any other applicable governing authority. It is understood and agreed that all services provided pursuant to this Agreement shall be in coordination with the Supervisor of Student Support Services or designee. All reports and documents generated in connection with this Agreement shall be provided to the Supervisor of Student Support Services or designee.

- C. Services will be provided at the Pocantico Hills Central School District, or at an off campus site approved by the Pocantico Hills Supervisor of Student Support Services or designee.

II. PROPOSAL REQUIREMENTS

- A. Proposals must be submitted by **Tuesday, August 7, 2018 at 1 o'clock PM**. Proposals shall be sent to:

Pocantico Hills Central School District
599 Bedford Rd
Sleepy Hollow, NY 10591
Attention: Marianne Heslin

- B. Proposals received after this date and time will be returned unopened to the provider.
- C. Proposals should be submitted in a sealed envelope and clearly marked “REQUEST FOR PROPOSAL: SPECIAL EDUCATION AND RELATED SERVICES”.
- D. Please submit three (3) copies of your proposal.
- E. Incomplete submissions will not be considered for award.

III. EVALUATION OF PROPOSALS

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SPECIAL EDUCATION AND RELATED SERVICES**

Proposals will be evaluated by the Supervisor of Student Support Services or designee, based on the following:

- A. Quality and completeness of proposal
- B. Experience and qualifications of the proposer - Consideration will be given to Proposers demonstrating strong capabilities, experience and reputation in providing the professional services described in this RFP. At least three (3) years experience in the provision of the proposed service(s) for school districts and/or similar organizations is required. Preference will be given to providers with experience in school settings.
- C. Staffing – the individual capabilities, experience and reputation of the proposed staff will be considered.
- D. Capabilities of provider and staff with regard to specific requirements of children
- E. Cost to the District

IV. CONTRACT

- A. Term of Contract: The period of the Special Education and Related Services contract(s) will be for the 2018-2019 school year, and may be renewed for successive one-year periods by mutual agreement of the parties.
- B. Services: The District reserves the right to award a contract for any and all of the proposed services. Services will be provided to the District on an as-needed basis. A contract award does not guarantee that the service will be utilized during the contract term. The District may award more than one contract for the same service in order to assure availability of providers for a given service throughout the contract term.

The Board of Education reserves the right to:

- Request additional information from any provider who submits a valid proposal
- Negotiate with one or more of the finalists, the fees and terms of the engagement
- Reject, without prejudice and for any reason, any and all RFPs or any parts of any proposals
- Reject staff assigned who the District believes does not have the appropriate experience or qualifications or for any other valid reason
- Select the provider that, in its opinion, best meets the District's needs - this is not necessarily the one whose fees are the lowest

V. PROPOSAL FORMAT AND CONTENTS

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SPECIAL EDUCATION AND RELATED SERVICES**

Proposals must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. The proposal and any supporting information will not be returned to any Proposer. Each page should state the name of the Proposer in the upper right hand corner.

All proposals are requested to include the following structure:

1. Transmittal Letter (signed by authorized representative)
2. Proposer Qualifications
3. Price Proposal
4. Appendices (as appropriate)

1. *Transmittal Letter*

Provide a transmittal letter, signed by an authorized individual. The letter should identify the Proposer's point of contact for the duration of this RFP process, and should delineate that the contents of the Proposal are valid for at least 90 days.

2. *Proposer Qualifications*

Provide a summary that includes:

- Background, organization, and experience of the Proposer - include documentation that the provider and any staff assigned to the District maintain appropriate licensure and certification as required by New York State and any other applicable governing authority to perform these services in a school district. Resumes for key staff must be included. The final staff assigned to the District is subject to approval by the District.
- Number of institutions in New York State where Proposer provides similar services
- References from at least three school districts or institutions, preferably in Westchester County or New York State. Include the name of the district or institution, contact name, address, phone number, email, size of the district or institution, and a brief description of the services provided.

3. *Price Proposal*

Provide your best price for meeting the needs of this RFP. Prices should be noted as hourly or half-hourly rates. Include detailing descriptions of all that is included for the prices noted.

4. *Appendices (if any)*

Include any other information you feel to be important for your proposal.

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SPECIAL EDUCATION AND RELATED SERVICES**

If you provide Special Education and Related Services in addition to the services listed in this RFP, please list those services and include appropriate pricing in hourly or half-hourly rates. The District, at its discretion, may award contract(s) according to the same terms and conditions as noted herein for any of the additional services.

VI. TERMINATION OF CONTRACT

Any contract awarded under this Request for Proposal is subject to termination by either party, for any reason, upon thirty (30) days written notice to the other party. In the event of termination of the contract, the District's responsibility shall be limited to payment for services performed until the date of termination.

VII. INDEMNIFICATION

The successful provider shall defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

VIII. INSURANCE REQUIREMENTS

If this RFP results in a contract between the District and the company, the company will be **required** to agree to the terms below and provide evidence of minimum insurance of the types and the amounts listed.

- A. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the Pocantico Hills Central School District as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, N.Y. State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
- B. The policy naming the district as an additional insured shall indemnify the district for any applicable deductibles and self-insured retentions.
- C. Required Insurance:
 - 1. **Commercial General Liability Insurance**
 - a. \$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - 2. **Workers' Compensation and N.Y.S. Disability**
 - a. Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - b. A self-employed person and certain partners and corporate officers are excluded from the definition of "employee" pursuant to Workers' Compensation Law Section 2(4). As such, individuals in such capacity are excluded from

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SPECIAL EDUCATION AND RELATED SERVICES**

Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the state. The form may be completed and submitted online: http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

3. Professional Errors and Omissions Insurance

- a. \$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the company performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

4. Excess Insurance

- a. \$1,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis

- A. Company acknowledges that failure to obtain or maintain such insurance on behalf of the district constitutes a material breach of contract. The company must provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the award of the contract. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.
- B. The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The company further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

IX. INQUIRIES

All inquiries regarding this RFP should be directed to:

Mrs. Marianne Heslin
Assistant Superintendent for Business and Operations
599 Bedford Rd
Sleepy Hollow, NY 10591
914-631-2440 x 711
mheslin@pocanticohills.org