

**Hiawatha Academies Public Charter School  
Request for Proposal to provide Special Education Services**

**Proposal Due Date:** April 21<sup>st</sup>, 2017 at 6:00 PM

**Submission Information:**

1. Email a PDF copy of the proposal for providing Special Education services for Hiawatha Academies to Alex Gallagher ([agallagher@hiawathaacademies.org](mailto:agallagher@hiawathaacademies.org)), Director of Student Support Services, by **April 21<sup>st</sup>, 2017 at 6:00 PM**. Please only consider the bid received when you received a confirmation email.
2. Questions on the proposal should be directed to: Alex Gallagher ([agallagher@hiawathaacademies.org](mailto:agallagher@hiawathaacademies.org))
3. Hiawatha Academies reserves the right to reject any bids and to waive any informality in bidding and/or make the award for all or part of the work to be done, as appears to its best interests.

**Purpose and Objectives:**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified special education service providers in the areas of **Speech/ Language Pathology** and **Occupational Therapy** to contract with Hiawatha Academies Charter Schools (HA) to provide services as outlined in this RFP.

The District has identified the following services to be provided by special education service providers:

- Provide all mandated services in the service area for students receiving special education services in the areas of **speech/ language pathology** and/or **occupational therapy**, under IDEA part B, in accordance with the student's Individualized Education Programs (IEP)
- Conduct appropriate components of comprehensive evaluations to determine students' eligibility for the special education services
- Complete all due process activities related to the implementation of students' IEPs, including, but not limited to, attending IEP meetings, writing IEP goals and present levels of performance, and completing regular IEP progress reports
- Maintain session notes and records, and complete necessary documentation for Medical Assistance reimbursements, when appropriate
- Provide support and training to special education and general education staff to integrate therapeutic practices into the general education classroom setting
- Consult with the school's Child Study Team (CST) to identify pre-referral interventions and data collection methods for students

**Background:**

Hiawatha Academies (HA) is a public, charter school network located in south Minneapolis and primarily serving the south Minneapolis community. HA currently has four school facilities—

two elementary schools (K-4), one middle school (5-8), and one high school (9-12). Additionally, the district will be opening a second middle school in the 2018-19 school year, which will grow at the rate of one grade level a year, until fully grown in the 2021-22 school year.

HA serves a diverse student populations which is 65% English-language learners, 98% students of color, and over 90% free and reduced lunch. Approximately 12% of the student population receives special education services. The table below shows the projected enrollment for the next three school years as well as an estimate for the total population of students with IEPs.

School Year	Projected Enrollment	Projected population of Students with IEPs
2017-18	1431	172
2018-19	1620	195
2019-20	1704	205

**Evaluation Criteria:**

Requests for proposals will be evaluated by the Director of Student Support Services, Director of Special Education, and Senior Director of Program. HA will base its evaluation on the following criteria:

1. Price
2. Completeness and timeliness of Proposals
3. Demonstration that the agency meets the requirements listed below (see Agency Requirements section)
4. Demonstration of complete, thorough and high quality work
5. Experience and proven track record with providing services to diverse and historically underserved student populations

**Agency Requirements:**

Bidding agencies must demonstrate (as described in the proposal section) that they are able to meet the following requirements:

- All service providers are fully licensed in the state of Minnesota in the area of service
- All service providers submit and pass a background check
- The agency can ensure all services, even if cases where there are personnel changes for the provider

**Proposals:**

By **April 21<sup>st</sup> at 6:00 PM**, applications should submit service proposals to Alex Gallagher containing fall of the following items and attachments:

- **Section 1: Contractor information:**
  - Agency's name
  - Agency's address
  - Agency's contact number
  - The primary point of contact at the agency
  - Are you a women-owned and/or minority-owned business?
- **Section 2: Proposed services and unit price:**

- Identify which service(s) the agency proposes providing to HA (i.e. Speech/Language services and/ or Occupational Therapy)
- Provide an hourly rate for services (If the agency includes any differential pricing, include all applicable rates) *[Please list prices as cost per 1 hour units of service]*
- **Section 3: Supervision and training:** Provide short responses (less than 300 words) to the following questions:
  - What on-going training and supports do staff receive to maintain competency in their area of practice?
  - What is the supervision model for your staff?
  - Provide a list of training topics for service providers from the past year.
  - Provide a list of in-services and trainings you have provided for school staff.
- **Section 4: Staffing Assurances:** Based on current student need, HA anticipates the following number of total service hours per week:

Service	Projected Weekly Hours
Speech/ Language Pathology	120 hours
Occupational Therapy	75 hours

- Does your agency have the staff to provide the required weekly hours?
- Would your agency continue to be able to provide services if one of your staff members left or took a leave of absence?
- **Section 5: Other information:** Provide short responses (less than 300 words) to the following questions:
  - What experience does your staff have working with diverse student populations?
  - What steps does your staff take to avoid the disproportional identification of English language learners and students of color?
  - What are your policies and practices regarding communication with school staff? (i.e. timelines for responding to email, practices for scheduling meetings, etc.)
  - [For Speech/ Language providers only] Are you willing to case manage students with the primary disability of Speech/ Language Impairment?
- **Section 6: References:** Please provide 2 references of other schools with whom you have provides services. Include the school's name, contact person, and phone number.
- **Section 7: Addendums:** Please attach the following items to the bid:
  - A copy of MDE license for service providers
  - Documentation of liability insurance
  - 2 anonymized evaluations in your area of service [For Speech/ Language, please include at least one from an English-language learner]