**Hattiesburg Public School District**



**Today’s Learners….Tomorrow’s Leaders**

**HATTIESBURG PUBLIC SCHOOL DISTRICT**

**301 Mamie Street**

**Hattiesburg, MS 83401**

**REQUEST FOR PROPOSALS**

*Exceptional Children Health & Services Providers*

RFP # 05-2019

**Submission Deadline**

May 29, 2019

11:00 A.M.

**Contact: Keonna Howard, Executive Director Exceptional Children Health Services**

**Telephone: (601) 582-5078**

**E-Mail: keonna.howard@hattiesburgpsd.com**

**HATTIESBURG PUBLIC SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

*Exceptional Children Health & Services Providers*

RFP # 05-2019

For Fiscal Year July 1, 2019 – June 30, 2020

1. **Introduction**

The Hattiesburg Public School District invites you or your firm to submit a proposal for Exceptional Children Health and Services Providers for period of July 1, 2019 to June 30, 2020.

It is the intent of this request for proposal (RFP) to seek qualified Service Providers as it relates to educating and providing services to students with disabilities. The following service categories include:

* Occupational Therapy and Assessment
* Speech-Language Therapy and Assessment
* Physical Therapy and Assessment
* Visual Impairment Teacher and Assessment
* Psychological Services
* Adaptive Physical Education and Therapeutic Recreation Consultation
* Independent Educational Evaluation (IEE)

Evaluation of proposals shall be based on what is the best overall solution for the Hattiesburg Public School District. Cost will only be one factor used in determining what is in the best interest of the Hattiesburg Public School District. The district will award contracts to the most advantageous proposal using the criteria contained in this packet.

The Hattiesburg Public School District reserves the right to reject any and all proposals submitted in response to this request.

**2.0 Office of Exceptional Children Overview**

The Hattiesburg Public School District is seeking services to support the Office of Exceptional Children and Health Services to help adhere to federal and state regulations as it related supplementary aids and services for students with disabilities. In accordance with the Individuals with Disabilities Education Act (IDEA), 2004, eligible students ages 3-21 are offered exemplary services to meet their unique needs.

Hattiesburg Public School District Office of Exceptional Children and Health Services (ECHS) support students identified in the following disability categories:

* Autism
* Deaf-Blind
* Developmentally Delayed
* Emotional Disability
* Hearing Impaired
* Language/Speech
* Intellectual Disability
* Multiple Disabilities
* Orthopedic Impairment
* Other Health Impaired
* Specific Learning Disability
* Traumatic Brain Injury
* Visually Impaired

Programming covers a wide variety of center-based through full inclusion as well as related services in the areas of speech therapy, occupational therapy, physical therapy, counseling, health care and specialized transportation.

The overall goals of Hattiesburg Public School District are:

1. Academic Success
2. Community Support and Engagement
3. Safe and Orderly Schools
4. Fiscal Accountability

The Office of Exceptional Children and Health Services ensures that all students with disabilities receive a Free and Appropriate Public Education (FAPE) in their Least Restrictive Environment (LRE).

**3.0 Scope of Work**

The stated scope of work is general in nature for the specific area(s) identified. The scope of work statement will be detailed to approved providers prior to a contract being offered.

* Assistive Technology services to students with disabilities referred for services by the District pursuant to the Individuals with Disabilities Education Act (IDEA), are determined eligible for an Assistive Technology device and referred for services by the District.
* Speech Language services, as defined by the Individuals with Disabilities Act (IDEA) for students who pursuant to the Individuals with Disabilities Act (IDEA) and in accordance with the student’s Individualized Education Plan (IEP).
* Physical Therapy services to students with disabilities referred for services by the District pursuant to the Individuals with Disabilities Act (IDEA) and in accordance with the student’s Individualized Education Plan (IEP).
* Behavioral Assessment/Evaluations for students with disabilities in accordance with recommendation from the student’s Individualized Education Plan (IEP).
* Independent Educational Evaluation (IEE) services to students to determine eligibility for Special Education service in accordance with Individuals with Disabilities Act (IDEA).

**4.0 Qualifications for Service Providers**

All service providers are required to submit the following documents:

1. Resume
2. Work History/Area Specified
3. Valid License/Certification
4. Schedule of Activity
5. Cost of services
6. Providers Information & Signature Sheet
7. Signed Copy of Standard Terms and Conditions For Federal Expenditures

**5.0 Selection Criteria**

* Level of Degree according to service needed
* Knowledge/expertise in topic area
* Professional experience working with K-12 School Districts
* Assessment, Evaluation and Training Experience
* Availability
* Location of Services
* Cost of services

**6.0 Timeline**

|  |  |
| --- | --- |
| May 9, 2019  May 16, 2019 | RFP Issued |
| May 29, 2019 11 AM | Proposal Due |
| May 30,2019 | Begin Evaluation of Proposals |
|  |  |

**7.0 Document Submission**

**The documents requested in section four (4.0) must be received on or before 11:00 A.M. on May 29, 2019.** Interested parties may obtain a copy of the RFP by going to the HPSD website at [www.hattiesburgpsd.com](http://www.hattiesburgpsd.com) or one can be picked up at the Hattiesburg Public School District Administrative Building at 301 Mamie Street or by calling the Office of Exceptional Children at 601-582-5078. If you have additional questions, please contact [keonna.howard@hattiesburgpsd.com](mailto:deonna.howard@hattiesburgpsd.com) via email. All questions should be forwarded via email.

**ONLY hard copy submissions will be accepted.**

The proposal must be mailed or hand delivered to the Hattiesburg Public School District Central Office at 301 Mamie Street, Hattiesburg, MS 39401. The proposal must be in a sealed envelope, clearly marked in the lower left hand corner: RFP: Exceptional Children Health & Service Providers. The proposal must be received no later than 11:00 AM Friday May 29, 2019.

Late proposals will not be accepted.

The Hattiesburg Public School District reserves the right to reject any and all proposals submitted in response to this request.