



REQUEST FOR PROPOSALS (RFP) for

Special Education Instructional & Related Services

RFP# 5-1-19

Issued by:

MAGNOLIA PUBLIC SCHOOLS (MPS)

250 East 1st Street Los Angeles, Suite 1500, CA 90012

www.magnoliapublicschools.org

Issue Date: May 1, 2019

Closing Date for Submission and Receipt: May 24, 2019 3:00 p.m. PST

Proposals are to be submitted in (2) copies to:

Contact Name: Erdinc Acar

Title: Chief Academic Officer

Address: 250 E 1st St. Suite 1500

Office: (213) 628 – 3634 Fax: (714) 362-9588

Email: eracar@magnoliapublicschools.org

Note: Please use the proposal name above on all RFP correspondence.

MPS reserves the right to revise and amend the specifications prior to the date set for the receipt of proposals. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFP in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFP. It is the responsibility of each Vendor, prior to submitting the Proposal, to contact MPS to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Proposal. Please check the MPS website at https://magnoliapublicschools.org/apps/pages/index.jsp?uREC_ID=284296&type=d to receive any addenda to this RFP. Please submit any questions or comments concerning this solicitation directly in writing to Erdinc Acar at eracar@magnoliapublicschools.org.

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A. Background and Purpose

Magnolia Public Schools (MPS), a charter management organization (CMO), is made up of 10 school sites located throughout Southern California, serving the educational needs of 3,900-4,000 students in grades TK-12.

MPS Charter Management Organization is soliciting proposals to establish a contract through competitive negotiations for the purpose of entering into a contract with a qualified vendor to provide special education and related services in grades TK-12. These services are specifically to be provided as needed to assist an individual with exceptional needs to benefit from special education. Related services will be determined by an IEP team and the IEP will specify frequency and duration of each service. See Exhibit A for IEP, related services and eligibility counts for the 2018-19. The info is shared to be used for estimation purposes only.

Contract Period: Services are to commence with the beginning of the 2019-20 school year, with an implementation plan to be developed in a timely basis in order to use the services for the 2019-20 school year. This proposal addresses the contract period July 1, 2019 through June 30, 2020. The contract may be renewed and extended upon mutual written agreement by both parties.

The services and products would be purchased as a consortium to include all MPS schools. Billing would be managed through Magnolia Public Schools. An itemized invoice would be needed each month, showing the percentage due by the size of each school site. Implementation, training and support would be customized for each individual school. Cost breakdown must be broken down per site in order to calculate for budgeting. Any award / contract is subject to MPS's Board of Directors approval and the availability of funds.

MPS does not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics). [Ref. Education Code Section 47605(d)(1)]

B. Scope of Work and Qualifications

MPS seeks proposals from qualified individuals or firms interested in providing direct and indirect services to students requiring therapeutic and educational services on an "as needed basis". Such service shall include:

- Speech Language Pathologist Services
- Bilingual Speech Language Pathologist Services
- Physical Therapy Services
- Occupational Therapy Services
- DIS Counseling Services
- School Psychologist
- School Nurse
- Paraprofessional support
- Other related services

MINIMUM QUALIFICATIONS: Proposers (specifically, the business that will be contractually bound under the contract with the MPS CMO) will be deemed non-responsive and rejected without any further evaluation if they do not meet the following mandatory qualifications:

1. The Proposer and its key personnel assigned to MPS must have a minimum of one (1) year experience providing services as listed in this RFP.
2. The Proposer and its key personnel must have worked with a minimum of one (1) comparable client that is another K-12 school district.
3. The Proposer must be a Non-Public Agency authorized by the California Department of Education.

PREFERRED QUALIFICATIONS: The Proposer may be evaluated higher if they meet the following qualifications:

1. The Proposer and its key personnel assigned to the MPS must have 5 years' experience providing services as listed in this RFP.
2. The Proposer and its key personnel must have worked with at least three (3) comparable clients that are other K-12 school districts.

SCOPE OF SERVICES:

1. Vendor shall ensure compliance with all applicable federal, state, local statutory requirements, including but not limited to State Board of Education and County Department of Health rules, as well as the MPS board policy. Vendor further shall comply with all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, MPS 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.
2. Vendor shall ensure compliance with all MPS School campus routines and regulations as well as the MPS Uniform Compliance Procedures.
3. Vendor shall ensure adherence to appropriate safety procedures and report potential health or safety hazards to the campus principal.
4. Vendor shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check in accordance with any applicable state, federal, or local laws, prior to their commencement of services to MPS per Exhibit B.
5. Vendor shall provide to MPS a copy of each current license and/or certificate for persons conducting student assessment interventions; consultations and/or evaluations prior to rendering services. Vendor shall ensure that all licenses and certificates remain current throughout the life of any subsequent contract MPS and a Vendor may enter into.
6. Vendor must maintain all necessary documents for Local Educational Agency (LEA), Medi-Cal billing and/or full-scope Medi-Cal Specialty Mental Health billing through the County Mental Health department. This service includes, but is not limited to, providing detailed records, time sheets and documentation for support services provided and to meet all reporting requirements for insurance and/or Medi-Cal billing purposes. Records by student, clinician, service and schools are to be maintained. Vendor is to work cooperatively with SELPA members as necessary to complete filing of documents in a timely manner.

7. Vendor's assigned staff member shall be responsible for:
 - (a) Providing therapy or nursing services as determined for each assigned student;
 - (b) Attending required meetings including but not limited to eligibility conferences, IEP meetings, staff development meetings, and parent/teacher meetings consultations with parents, school personnel, and MPS staff, pre-hearing conferences, administrative hearings, and court proceedings.
 - (c) Maintaining and submitting individual student reports;
 - (d) Completing or assisting with individual evaluations;
 - (e) Assisting CMO staff with their assigned student's quarterly progress reports;
 - (f) Communicating regularly with school staff about student progress and concerns;
 - (g) Providing Magnolia with the assessment documents, protocols and reports within the legal time limits;
 - (h) Providing Assessment and Service Logs to the designated schools on a monthly basis for auditing purposes; and
 - (i) Assessing all suspected areas of disability for the designated assessment as outlined in IDEA
8. Vendor shall ensure that their staff maintains thorough records and provide required documentation in accordance with MPS policies, the Vendor's documentation requirements, as well as local and federal mandates (i.e., Tracking Forms, logs, assessment protocols, reports, IEPs, progress and attendance notes, etc.).
9. Vendor shall provide professional development as designated by MPS for all employees of Proposer.
10. Vendor shall provide detailed billing reports for each assigned student.
11. Vendor must promptly notify MPS concerning any litigation or claims filed with any federal or State agency involving the Vendor or its parent or subsidiary companies.
12. Vendor must indemnify and provide insurance coverage that will minimize MPS exposure per the limits in Exhibit B.

C. Key Dates and Deadlines

RFP Issue Date	May 1, 2019
Deadline for Questions	May 15, 2019 to Erdinc Acar (213) 628 – 3634 eracar@magnoliapublicschools.org
Submit Sealed Proposals By	May 24, 2019 3:00 p.m. PST All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.
Board Approval	June 13, 2019 – MPS Board will act on staff recommendation for approval

Magnolia Public Schools reserves the right to modify the aforementioned schedule at its discretion. Notification of changes in the RFP due date and deadline for questions will be via e-mail. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of Magnolia Public Schools.

MPS reserves the right to revise and amend the specifications in this RFP prior to the date set for the receipt of proposals. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFP in writing. Revisions or amendments or clarifications, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFP. It is the responsibility of each vendor, prior to submitting the Proposal, to contact MPS to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Proposal. Please check the MPS website at https://magnoliapublicschools.org/apps/pages/index.jsp?uREC_ID=284296&type=d to receive any addenda to this RFP. Please submit any questions or comments concerning this solicitation directly to Erdinc Acar at eracar@magnoliapublicschools.org. All questions must be submitted in writing.

D. Proposal Requirements

The desired partner is one who has provided a wide-range of products and services to small, medium and large-sized institutions. It is expected that the selected company will be able to provide the following information:

- 1. Company Overview**
 - a. Provide an overview of your company and services. Attach any relevant marketing materials and data sheets in the Appendices.
 - b. Describe the features, functions, and capabilities of your services as they relate to these key aspects of MPS.
- 2. Program Plan:** The adequacy and completeness of the plan offered addressing the Scope of Services.
 - c. Defined components of service delivery and implementation
 - d. Evidence of school-based therapy/ instructional support
 - e. Explanation of organizational structure and contacts
- 3. Contractor's Capabilities:** The demonstrated ability of the Contractor to provide services.
 - a. Vendor experience and level of knowledge

- b. List of references
- c. Resume(s) of key personnel
- d. Ability to provide all necessary services
- e. Explanation of how the vendor is organized and how its resources will be utilized.

4. Financial Proposal:

- a- Reasonable and customary fees for providing services.
- b- Cost breakdown must be broken down per site in order to calculate for budgeting.

5. Project Approach:

- a- Describe your firm's understanding of the proposed assignment and the services it will provide.
- b- Provide a complete definition of the process that will be employed to meet the objectives of this project, (e.g., approach to be taken, etc.).
- c- Provide a list of key staff who will support this project and their professional background.
- d- Provide a detailed implementation plan and any limitations.

6. Training and Support:

- a- Describe below the typical training your company provides.
- b- Describe vendor support facilities, services provided with the standard agreement, optional support available at additional cost and the cost for optional support.
- c- Describe vendor users/client's community and what resources are provided to clients (listserv, knowledge base, users conference, best practices, review panel for setting product enhancement priorities, etc.).
- d- Describe additional proposed trainings and cost breakdown.

7. Additional Services:

List any additional services that your firm may have to offer with a pricing structure.

8. Pricing:

Please provide proposed pricing for the services requested. MPS requires full disclosure of any/all pricing to include any "hidden" or "additional charges". MPS will not be liable for hidden costs or additional charges not disclosed.

a. **Flat Daily Rate** -Which will include the provision of all services required including but not limited the provisions provided in this document. Please provide details as to what specifically the daily rate includes.

b. **Flat Hourly Rate** - Which will include the provision of all services required including but not limited the provisions provided in this document. Please provide details as to what specifically the hourly rate includes.

c. Specific Cost per service:

- Price for Direct Therapy/Service: Per hour / per student / other
- Price for Consultative Therapy/ Service: Per hour / per student / other

- Price for Supervision of Staff: Per hour / per student / other
- Price for Evaluation & Written Report: ____ each evaluation and report. Specify the report, maximum hour and price.
- Price for Development or Amending of Student IEP's: _____ each IEP (per hour or fraction thereof.)
- Price for Attending or Conducting Eligibility Meetings:
- Price for Completion of Medicaid Paperwork: __ per completion of forms.
- Price for providing in service:
Price for providing in home training:

9. Assurances and Insurance requirements

- a- Vendor shall meet the insurance requirements as in Exhibit B
- b- Vendor shall comply with the requirements as in Exhibit C
- c- Vendor shall comply with HIPPA/FERPA and related laws including Student Online Personal Information Protection and Student Data Privacy Agreement.

E. Submission Guidelines

Proposals for furnishing the services described herein will be received until: May 25, 2019 3:00 p.m. PST. Vendors are responsible for the delivery of their proposal. Proposals received after the official date and time will be rejected.

Proposals must be submitted in both email and hard copy formats. Email proposal must be in PDF format, digitally signed. Email proposals should be addressed to eracar@magnoliapublicschools.org. Hard copy formats (2) copies should be mailed to:

Contact Name: Erdinc Acar
 Title: Chief Academic Officer
 Address: 250 E 1st St. Suite 1500, Los Angeles CA 90012
 Office: (213) 628 – 3634
 Fax: (714) 362-9588
 Email: eracar@magnoliapublicschools.org
www.magnoliapublicschools.org

The RFP proposal submission deadline must clearly appear on the cover of the proposal. All questions should be submitted to eracar@magnoliapublicschools.org by May 15, 2019. This solicitation & any addendum are posted on our website at: www.magnoliapublicschools.org There will be an optional public bid opening at the aforementioned time and place (attendance at the bid opening is not required.)

Submission Format

Bidders should submit their response in the preferred format:

1. Provide letter of Introduction
2. Table of Contents. Should include a list of all sections and appendices in the RFP response and

- indicate corresponding page numbers, if appropriate.
3. Organization’s name, contact person, address, telephone number(s), fax number and qualifications of the firm. A brief introduction of the company and/or managing staff. Bids should be signed by person(s) authorized to bind the company to their proposed offer (RFP response).
 4. Attach other information as required by the RFP including past parent and student feedback, key staff bios or resumes, and other relevant information. Including Letters of recommendation from schools and parents.
 5. Proposal Content. Full details of the bidder’s Proposal including: general approach, methods, and explanations of how all RFP specifications will be achieved.
 6. Cost break down including add-ons. Bidder should include various costs models associated with program operation and delivery.
 7. Appendices
 8. Bidders will provide with their Proposal three (3) references, including contact information of the end-user for services of a similar nature, including the dollar value where available.
 9. **Vendor Services Agreement:** Vendor should include any proposed contract and maintenance agreement language for review.

F. RFP Conditions

Evaluation Criteria

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the individual(s) or firm(s) submitting the lowest price proposal. Award(s) will be made to the individual(s) or firm(s) submitting the best responsive proposal satisfying the requirements, price factors considered.

The committee evaluating the proposals submitted in response to this RFP may require any or all individuals or firms to give an oral presentation to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completing of oral presentations or discussions. Contractors may be requested to revise any or all portions of their proposals.

MPS will evaluate each individual’s or firm’s proposal in the areas of the proposal plan, experience, service capabilities, product quality, cost and best value on the pre-determined evaluation criteria below.

Evaluation Criteria	Maximum Points
<p>1. Program Plan: The adequacy and completeness of the plan offered addressing the Scope of Services.</p> <p>a. Clearly defined components of service delivery and implementation b. Evidence of school-based therapy/ instructional supports c. Clear explanation of organizational structure and contacts</p>	<p>30</p>

<p>2. Contractor’s Capabilities: The demonstrated ability of the Contractor to provide services.</p> <p>a. Vendor experience and level of knowledge</p> <p>b. List of references</p> <p>c. Resume(s)</p> <p>d. Ability to provide all necessary services</p> <p>e. Explanation of how the vendor is organized and how its resources will be utilized</p>	40
<p>3. Financial Proposal: Reasonable and customary fees for providing services.</p>	30
<p>Total Allowable Points</p>	100

Acceptance of Proposal

- Bid will be awarded in writing to the bidder whose Proposal is determined to be the best fit for individual school goals, as determined under the sole discretion of the school’s evaluation committee and approved by the Board afterwards.
- The MPS and the Board reserve the right to reject any or all Proposals or to waive any formality or technicality in the best interest of each school.

Specific Information

Proposals shall be signed by an authorized representative of the bidder. All information requested must be submitted. Failure to submit all information requested may result in MPS requiring prompt submission of missing information and/or receipt of a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Proposals should be organized in the order in which the requirements are presented in the RFP. Information which the bidder desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.

Bids must be valid for at least 120 days from the bid opening. Submission of a response to the request for proposal constitutes an acknowledgement and acceptance of all bid specifications by the responding vendor.

Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time. Disclosure All documents submitted by bidders shall become the property of MPS. Proposal information is proprietary and as such shall be treated as confidential until such time as a Provider is selected by MPS and an award is made, when all submissions considered by MPS become public record.

Information pertaining to the schools obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from MPS.

EXHIBIT A: Magnolia Public Schools 2018-19 Related Services and Eligibility Info

Table 1: 2018-2019 Estimate of IEP and Related Services Counts

School	IEP	Speech	OT	APE	Couns	DHH	Health	Psych	AT	PT	BIC	BID	BII
MSA-1, Reseda	93	27	1	1	10	2				1			
MSA-2, Valley	88	14		1	24	1							
MSA-3, Carson	60	2						YES					
MSA-4, Venice	39	9	5	1	10	1					1		
MSA-5, Valley	50	8	2	2	16	3							1
MSA-6, Palms	31	4			3	2		YES					
MSA-7, Northridge	42	26				1		YES					
MSA-8, Bell	48	15	4	3	17	3							
MSA-Santa Ana	93	55											
MSA-San Diego	59	17	14	2	16		1-CNA, LVN	YES	1	1			
Total	603	177	26	10	96	13	1	4	1	2	1	0	1

Table 2: 2018-2019 Eligibility Info

School	IEP Count	SLD	SLI	HOH/DHH	AUT	OHI	OI	ID	VI	ED
MSA-1, Reseda	93	71	8	2	4	7	1			
MSA-2, Valley	88	46	5	1	8	15	1	1		
MSA-3, Carson	60	37	1		10	8		1		2
MSA-4, Venice	39	21	1	1	7	12				
MSA-5, Valley	50	25	9	2	6	8				
MSA-6, Palms	31	21	1	1	3	6			1	
MSA-7, Northridge	42	13	18		6	1	1	1		
MSA-8, Bell	48	32	3	3	5	6	1		1	
MSA-Santa Ana	93	44	17	1	20	14	0	1	0	2
MSA-San Diego	59	27	3	1	6	23	1			
Total	603	337	66	12	75	100	5	4	2	4

EXHIBIT B: Insurance Requirements

This applies to Special Education Services provided by licensed or certified individuals, such as Consultants, Diagnosticians, Therapists, etc.

PROFESSIONAL SERVICE CONTRACTS - BASIC INSURANCE REQUIREMENTS MAY VARY DEPENDING ON CONTRACT REQUIREMENTS AND ACTUAL SCOPE OF WORK.

INSURANCE LIMITS:

COMMERCIAL GENERAL LIABILITY

Per Occurrence Limit	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products & Completed Operations Aggregate	\$3,000,000
General Aggregate Limit	\$3,000,000
Fire Damage (Any One Fire)	\$100,000
Medical Payments (Any One Person)	\$5,000

COMMERCIAL AUTO POLICY

Combined Single Limit
\$1,000,000

*All owned, hired and non-owned autos, if no owned autos, only hired and non-owned is required.

WORKER'S COMPENSATION STATUTORY

Employer Liability \$1,000,000

*Sole proprietors with no employees are exempt from providing WC coverage, but must provide a signed waiver statement.

ERROR'S & OMISSIONS (E&O)

Per Occurrence \$1,000,000

General Aggregate Limit \$1,000,000 *Professional Liability coverage is required for all professional services and consulting

*All owned, hired and non-owned autos, if no owned autos, only hired and non-owned is required.

EXHIBIT C: Fingerprinting, Clearances and Mandated Trainings

The contractor (entity), shall comply with the requirements of Education Code Section 45125.1, including but not limited to the following:

Background Clearance Requirements:

1. Obtain California Department of Justice (CDOJ) clearance for contractor employees as required by EC 45125.1.
2. Prohibit its employees from coming in contact with pupils until CDOJ clearance is ascertained as required by EC 45125.1(f).
3. Certify in writing to the SELPA and provide the certification for this contract that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony as required by EC 45125.1(g).
4. Provide a list of the names of its employees who may come in contact with pupils to the MPS administrator for this contract. This list shall be revised in a timely manner and shall be by school site, as appropriate.
 - (a) Include Dates of DOJ Clearances, T.B. Clearances and Child Abuse Training must be on the list of names.
 - (b) This list must be updated as adjustments are made which include changes in assigned personnel.