

July 15, 2022

**RE: RFP for Speech Language Services (evaluations and therapy) (8/10/2022 through 6/30/2023)**

Attention Interested Parties:

Center City Public Charter Schools, Inc. operates six public charter school campuses in the District of Columbia. Each campus serves approximately 225 PreK to 8<sup>th</sup> grade students (250 students at capacity). Center City PCS would like to engage a contracted speech language pathologist to support evaluations and direct student services at one (1) or two (2) campuses with a total caseload of ten (10) to twenty (20) students.

The goal is to enter into a contract with a professional and dynamic company that is able to meet all requirements identified below.

***OBJECTIVE AND SCOPE OF WORK***

The objective of the RFP is to determine the most qualified organization or individual to:

- Provide assessment using appropriate diagnostic tools as part of the initial special education and reevaluation process.
- Prescribe and implement speech language therapy as written on the IEP.
- Conduct ongoing evaluation to determine prognosis and recommendation.
- Consult with teachers to discuss students suspected of having speech or language delays and those currently receiving services as outlined on their IEP.
- Provide RTI services in consultation with the campus team and Director of Special Education.
- Participate in MDT meetings.
- Keep records of student progress; communicate progress in session notes and quarterly IEP Progress Reports and during MDT meetings.
- Maintain required documentation and meet deadlines for service trackers, evaluations, draft IEPs, and other items as outlined.

***Service Contracts Requirements***

- The contract must be for eleven (11) months to align with the end of Center City's fiscal year. The contract will commence on 8/1/2022 and expire on 7/30/2023 and there should not be any penalties for cancellation on or after the expiration date. An optional one-year renewal clause may be included.
- Contractors will create their own schedule based on student caseload. Contractors will be paid hourly for direct student services, meetings, and documentation.
- Invoices must be sent monthly to the Director of Special Education and the Accounts Payable department via email at [ap@centercitypcs.org](mailto:ap@centercitypcs.org). Invoices should be itemized to include student names. Invoices will not be paid unless student service trackers are finalized in EasyIEP/SEDS.
- Services and evaluations beyond what have previously been prescribed must be approved by the Director of Special Education prior to being provided/invoiced.
- Contractor must communicate with Director/Coordinator regarding any planned or unplanned absences. Missed services must be made up.

***Proposal Requirements***



1. Firms or individuals should provide a proposal for any individual project listed above, or a proposal to address all projects listed above.
2. Firm or individual should have appropriate licensure to provide direct therapy and assessment in the District of Columbia.
3. A proposal must include the cost of evaluations, direct services, and paperwork. Preference will be given to proposals whose therapy fee schedule is *per hour* versus *per student*.
4. Bidders must include at least two school references.
5. Contractor should be willing to engage in a one-year contract with a one-year renewal option.
6. All employees scheduled to work in the schools must have completed criminal and sex offender background checks administered by the contractor.
7. Contractor must meet all requirements identified above.

### ***Proposal Process***

Firms or individuals are encouraged to contact Center City PCS to gather information about our mission, values and culture. Additionally, firms are invited to contact Director of Special Education, Miakoda Atkins-Mose, to learn more about this proposal.

All proposals should be addressed to:  
Miakoda Atkins-Mose  
Director of Special Education  
mmose@centercitypcs.org

Please submit all proposals by **Monday, July 25th at 5:00 p.m.** Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you for considering this request for proposal.

Sincerely,

Miakoda Atkins-Mose