



Request for Proposals

Special Education Related Services

Duanesburg Central School District is seeking a qualified agency to provide special education related services for students in the Elementary and Jr./Sr .high school. This contract would begin for the 2024-25 school year, from September 01, 2024 to June 30, 2024. Renewal of agreement will be based on ability to provide quality services as proposed.

Duanesburg Central School District desires the agency to provide:

- Occupational Therapy (0.6)
- Speech and Language Pathology (1.0 Elementary, 0.5 Jr/Sr High School)
- Physical Therapy (0.2)

Schenectady County preschool evaluator approved agencies preferred.

The successful proposers shall provide services in their respective fields, consisting of, but not limited to the following: a. Service based on individual student IEPs; b. The implementation of goals and objectives for the educational services provided as per each individual student's IEP; c. The completion of progress reports regarding student achievement of objectives as per report card schedules; d. Provide the Committee on Special Education (CSE)/Committee on Preschool Special Education (CPSE) with annual progress reports for each individual student receiving service to be reviewed at each student's CSE/CPSE meeting; e. Complete evaluations as per the request of the Director of Special Education on an as needed basis. f. Consult with educational and other related services staff to maximize services, therapy or intervention, as the case may be and ensure carryover of treatment goals. g. Upon referral, the successful Proposer shall administer individual evaluations to determine the individual student's need for specific services as an educationally related service. h. In connection with services rendered to Medicaid-eligible students, provide attendance records, notes and assistance to the District for Medicaid billing. i. Attend CSE/CPSE meetings.

All services shall be provided in strict compliance with the student's IEP. The successful Therapists/Service providers shall provide the District with a copy of any progress reports, testing and/or observation reports prepared in connection with the students served. The successful Proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful Proposer shall adhere to all requirements and protocols as established by the District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful Proposer further agrees and understands that all teachers and/or professional service providers must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE Legislation prior to providing services to the District. In the event that the successful Proposer sends a provider to the District who has not obtained fingerprinting clearance with the State Education Department, the District shall have the right to immediately terminate the within contract.



To be considered, proposal submissions must be sent by May 03, 2024. Proposals can be sent to:

Jeffrey Rivenburg
Duanesburg Central School District
133 School Drive
Delanson, NY 12053

Background

Duanesburg Central School District is a rural district located in Delanson, NY and encompasses seven different towns. The elementary school houses students in pre-kindergarten through sixth grade. The Jr./Sr. High School houses students from seventh to twelfth grade. Duanesburg Central School District believes in placing students in programs that are in the least restrictive environment, a belief that is consistent with New York State Education Department (NYSED) regulations.

Proposal Requirements

Agencies interested in submitting a proposal must submit a written proposal by May 03, 2024. Their submission should include:

- A title page showing the request for proposal's subject; the agency's name; the name, address and telephone number of the contact person; and the date of the proposal.
- A signed letter of transmittal briefly stating the responder's understanding of the work within the time period, a statement why the agency is qualified to perform the engagement.
- Provide as much information as possible regarding the qualifications, experience and training of specific staff to be assigned to the engagement. Indicate how quality of staff over the term of the agreement will be assured.
- Enclosed should be a dollar cost bid that would include any and all fees associated with completing the contract.

During the evaluation process, the district reserves the right to request additional information or clarifications from proposals. The district reserves the right to reject any proposals submitted.

Any inquiries about the proposal should be directed to Danielle Schneible (dschneible@duanesburg.org), Director of Special Education.

The Board of Education will approve an agreement with the selected agency based upon the recommendation of the Director of Special Education and the Assistant Superintendent of Management Services. It is anticipated that an agency will be selected by May 07, 2024.



PROPOSAL SHEET:

Organization/Agency: _____

Related Service(s) interested in providing:

Occupational Therapy

Physical Therapy

Speech and Language Pathology

Please attach a written proposal with all requirements.



NON-COLLUSIVE CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

- a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.



NON-COLLUSIVE CERTIFICATION (cont.)

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER NAME: ADDRESS: PHONE #: FAX #:
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Authorized Signature

(Sign) _____

(Name & Title of Signer) _____

Notary

Sworn to before me this _____ day of _____, 2023

(Notary Public)



FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

1. Does any Duanesburg Central Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Duanesburg Central School District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the Duanesburg Central School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Print Name: _____ Signature: _____

Title: _____ Date: _____