



Wilkinson County Special Services Department



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Wilkinson County School District

August 15, 2024

Request for Proposal

Psychometrist Services

Services are projected to begin in August 2024 for K-12 students

All proposals should be sealed and clearly marked “Psychometrist Services” and will be received by Wilkinson County School District located in Woodville, MS until Tuesday, August 27, 2024, at 1:00 p.m. Proposals may be mailed to the following address:

Attn: Virginia Everett

P.O. Box 785

Woodville, MS 39669

Educationally yours,

Virginia Everett

Director of Special Services

Purpose

Wilkinson County School District (WCSD) recognizes the importance of administering and scoring of psychological test batteries evaluating cognitive, academic, psycho-educational, and behavioral status, in order to assist the School Psychologists and other special education personnel in the Child Find process. The candidate will also administer standardized testing appropriate to determine school placement, disability categories, and other Child Find decisions.

This Request for Proposal (RFP) is seeking highly qualified providers/agencies to provide the following services to WCSD students:

- Administer and score psychological tests as defined by Mississippi Department of Education (MDE).
- Assist with special groups such gifted testing, speech screeners, early intervention, and head start testing.
- Process referrals and re-evaluations, perform observations, and administer evaluation instruments to individual students.
- Maintain accurate records and other required data, prepare, and submit reports in a timely manner.

Scope of Proposal

Psychometrist services provided to WCSD students in school should be based on the following principles and guidelines:

- Services will be provided by licensed professionals with a valid Mississippi Department of Education License with a Psychometrist Endorsement (213)
- Excellent oral and written communication skills with the ability to foster positive working relationships.
- Must have strong organizational, problem-solving, and time-management skills.
- Service provider's should be willing to build collaborations with school administrators, student services, support staff, teachers, and other school staff.
- Must be able to travel between schools and the central office as required as a condition of the proposal.

Eligible Proposal Format

Section A. Introduction (3 pages max)

- Describe why you believe that your organization, from a business, professional, clinical, administrative, financial, and technical perspective, should be awarded an agreement for the services requested. Describe any distinguishing features WCSD should know about your services and company and provide an overview of your proposal.
- Generally, describe what you propose to do under the scope of services.
- Please provide the consultant's name if your organization uses an outside consultant to assist with the RFP.

Section B. Organizational Background and Expertise (5 pages max)

For this RFP, describe your background and expertise in the following:

1. How long have you provided Psychometrist services to children?
2. Provide a detailed implementation plan, including a timeline, for the services requested.
3. Describe how you will address each of the required elements listed in the Scope of Proposal.

Section C. Quote for Services

Please provide your rate for providing services to individual students (please include mileage and assessments as well).

The services will be rendered for the entire 2024-2025 school year.

Proposal Evaluation

Proposals will be pre-screened to ensure the organization (i) meets the minimum qualifications, (ii) has completed all material sections of the RFP, and (iii) is responsive to the questions. Once a Proposal passes the pre-screen process, it will be reviewed by a Selection Committee designated by WCSD, which may include WCSD staff, school board members, and other stakeholders deemed needed. The top vendor will be selected. An interview process may be utilized to gain additional information and pose questions to providers. Reviewing the proposal will include the extent to which the Proposal meets the stated requirements as set out in this RFP as well as the applicants' stability, experience, and record of past performance in delivering such services.

Other General Information

The following outlines additional information related to the submission of proposals:

- WCSD reserves the right to reject any proposals for any reason, including but not limited to false information in the proposal and discovered by WCSD.
- Any cost incurred by an organization in preparing or submitting a proposal is the vendor's sole responsibility. All materials submitted to WCSD will become the property of WCS and will not be returned.

Proposal open acceptance of sealed bids	August 15, 2024
Deadline for proposal submission 1:00 p.m.	August 27, 2024
Proposals reviewed	August 28-29, 2024
Award of proposal and notification	August 30, 2024

Authorization to Submit Proposal

To the best of my knowledge, my organization can meet all requirements necessary to apply for the services solicited in RFP. I am submitting the attached Proposal, which, to my knowledge, is an accurate and complete representation of the requested materials.

_____ Authorized Signature

_____ Printed Name

_____ Title

_____ Date