

Second Mesa Day School



Request for Proposals for Special Education Services:
Special Education Ancillary/Related Services - Speech and Language Therapist

Public notice is hereby given that the Second Mesa Day School Exceptional Student Services Department is accepting competitive sealed proposals from qualified and eligible (licensed) firms and individuals for school year 2024-2026. All Request for Proposals (RFP) must be submitted prior to the closing date, **May 30, 2025 at 4:00 p.m. (MST)** to be considered for selection. Late proposals will be disqualified. In order to be considered for selection, bidders must submit a complete response to the RFP. RFP packets are available at the SMDS Business Office or via email. For more information, contact **Alice Snyder** at Alice.Snyder@secondmesa.org or call (928)737-2571, ext.4208.

Second Mesa Day School Exceptional Student Services Department reserves the right to reject any and all proposals submitted to waive any information or irregularities and to advertise in its best interest and to request additional information from all proposers. Hopi Owned and Non-Hopi Owned firms and individuals are invited to respond to this RFP. Interested firms and individuals will be evaluated in accordance with the requested proposal and applicable law.

Sealed bids mailed to:

Alice Snyder
Second Mesa Day School - Exceptional Student Services Department
Highway 264 at Texaco Junction
P.O. Box 98
Second Mesa, Arizona 86043



Special Education Services

Synopsis:

This is a combined synopsis/solicitation for commercial items prepared in accordance with FAR Subpart 12.6 as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. Solicitation documents and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-78.

Contractor shall provide all services and incidentals necessary to meet the requirements for Second Mesa Day School.

Authorization:

UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), PUBLIC LAW 108-446 OF 2004 AND 34 CFR, IT SPECIFICALLY STATES THAT STUDENTS WITH DISABILITIES RECEIVING SPECIAL EDUCATION SERVICES BE PROVIDED FREE APPROPRIATE PUBLIC EDUCATION (FAPE) AND IF RELATED SERVICES ARE NEEDED FOR STUDENTS TO IMPROVE THEIR EDUCATION PERFORMANCE THEN THOSE SERVICES WILL ALSO BE PROVIDED.

STATEMENT OF WORK

SPEECH/LANGUAGE THERAPIST

SCOPE

The Bureau of Indian Education (BIE), Special Education Related Services (SERS), Cooperative Agreement Unit (CAU) is in need of a contractor to provide speech/language therapy services for students for School Year 2025-2026 to include the Extended School Year. The following duties will be required:

1. The contractor will work directly with an BIE-funded school to initiate an evaluation or a re-evaluation for students who have been referred as possibly in need of special education and related services, specifically Speech/Language Services. All required consents for new and re-evaluations will be completed by the referring school. The Speech/Language Therapist will schedule and conduct full evaluation within the required time frame.
2. Participates in the development of an Evaluation Team Summary Report (ETSR) which is an accepted report format for the BIE-funded schools' evaluations. It is a consolidated multi-disciplinary team report with recommendations and assists multi-disciplinary teams in eligibility determination and the development of appropriate individual education plans.
3. Participates in multi-disciplinary team interactions. Is available for consultation on Speech/Language Therapy matters to other professionals and parents. Writes appropriate and required reports and maintains documentation of services provided as mandated by the Bureau of Indian Education and ethical standards. Is available to provide technical assistance regarding Speech/Language Therapy methods and strategies/techniques to use with the identified students.
4. Guides and/or supervises the implementation of individual therapy with identified students with

school staff, parents, and other educational assistants. Develops and implements therapy interventions when indicated, makes progress reports to parents and teachers; maintains records in accordance with federal regulations.

5. Completes and documents services provided to each student on the required BIE "Service Logs". These logs are completed for each student served and submitted to the school on a monthly basis within five workdays after a new month begins. Additionally, a copy of the service logs for each student served will be attached to the payment invoice and submitted to the Second Mesa Day School Business Office within five workdays. Payment for services will not be processed unless the service logs are completed and submitted with the invoice.
6. Provides and maintains certification and/or license in the State of Arizona. Also, required to be fingerprinted and have a background check approved by the Bureau of Indian Education/Human Resource Office/Personnel Security. This is a contractor's responsibility as soon as a contract is officially awarded.
7. Provides a monthly schedule of sessions for the teaching staff and Principals' information. Furthermore, Second Mesa Day School requires their visitors to sign in and out for security reasons and contracted workers are required to abide by these school rules.
8. Contractor shall evaluate students to determine eligibility for special education and related services, provide services where necessary, materials and incidental for the school.
9. Contractor shall provide assessments in all areas of therapy, compliance monitoring and program management as needed. Contractor shall also offer training to staff, if needed.

SCHOOL RESPONSIBILITIES

1. Second Mesa Day School will provide a workspace to test and work with students that require Speech/Language services.
2. Release the students for testing and sessions according to the individual student schedule.
3. Collaborate with the Speech/Language Therapist on matters that require immediate attention either through phone, in person, emails or fax prior to the session to allow time for preparation.
4. Inform Speech/Language contractor regarding school closure or other activities that may interfere with sessions and make arrangements for make-up work.
5. Provide orientation to contracting specialist(s) on school rules and a tour of the campus to have staff meet the specialist(s) and become familiar with the school campus.

Period of Performance: School Year 2025-2026 to Include the Extended School Year

1. Base Year: School Year 2025-2026 to include the Extended School Year
 - a. The contracted provider will be working consistently with Second Mesa Day School. The school may need assistance with evaluation and/or services when caseloads start to increase.
 - b. Professional Fee Rate
 1. \$ _____ Per hour rate for Speech/Language Services
 2. \$ _____ Per hour rate for Other (Specify): _____
 3. \$ _____ Other Rate(s) (Specify): _____
 - c. Travel _____ hours round trip times \$ _____ equals \$ _____;
 - d. Mileage at \$0.70 x _____ miles round trip = \$ _____. All mileage rates are subject to change in accordance with the Federal Government mileage rates.

Evaluation factors will be based on the price and following factors technically acceptable process. The evaluation factors will be based on the following:

- j. Technical Capability
- k. Management Capability
- l. Past Performance

Contract will be offered to the lowest priced offer for whose qualification is conforming to the requirements herein and will be most advantageous to the Government; and is fair and reasonable.

FEDERAL TRAVEL REGULATIONS

Travel cost incurred for transportation, lodging, meals, and incidental expenses (as defined in the regulation cited in FAR31.205-46) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set for the in the Federal Travel Regulation. The consultant will be reimbursed for travel to provide support at a government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commencement of travel. Consultant shall provide supporting documentation and a detailed breakdown of incurred travel costs with each invoice.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor.

Place of Performance:

Second Mesa Day School
Hwy 264 at Texaco Junction
PO Box 98
Second Mesa, AZ 86043

Point of Contact(s):

Alice Snyder, Business Technician (928)737-2571 x4208