

WILKINSON COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

SPECIAL EDUCATION CONTRACTED SERVICES

2026-2027 SCHOOL YEAR

Issue Date	August 12, 2026
Proposal Due Date	August 31, 2026
Proposal Due Time	2:00 pm
Contract Period	September 2026 through June 2027

SERVICES REQUESTED

1. Language/Speech Pathologist Services
2. School Psychology/Psychometry Services

1. NOTICE OF REQUEST FOR PROPOSALS

Wilkinson County School District is accepting proposals from qualified individuals, agencies, organizations, and/or companies to provide contracted special education and related services to eligible students during the 2026-2027 school year.

The District seeks qualified providers in the following service categories:

- Category A - Language/Speech Pathologist Services
- Category B - School Psychology/Psychometry Services

Respondents may submit proposals for one or both service categories. The District reserves the right to select different providers for individual service categories when doing so is determined to be in the best interest of the District and its students.

Services shall be provided in accordance with applicable federal and state laws, regulations, professional standards, District policies, and students' Individualized Education Programs (IEPs).

2. DISTRICT PURPOSE

The purpose of this RFP is to secure qualified professional personnel to assist the District in:

- Providing required special education and related services;
- Meeting student IEP requirements;
- Completing evaluations and reevaluations within required timelines;
- Supporting students with behavioral needs;
- Maintaining accurate special education records;
- Supporting IDEA compliance;
- Providing appropriate progress monitoring;
- Supporting Child Find responsibilities;
- Assisting school personnel and families;
- Preventing interruptions in required student services; and
- Maintaining compliance with federal and state special education requirements.

Selected providers are expected to work collaboratively with the Director of Special Education/Special Services, school administrators, teachers, related service providers, parents/guardians, and other appropriate personnel.

3. GENERAL REQUIREMENTS FOR ALL PROVIDERS

1. Maintain all licenses, certifications, credentials, and/or professional qualifications required to perform assigned services.
2. Provide copies of licenses, certifications, and credentials upon request.
3. Complete all background checks, fingerprinting, or other contractor screening required by law and District policy.
4. Comply with IDEA, Section 504, FERPA, applicable Mississippi Department of Education requirements, District policies, and other applicable laws and regulations.
5. Maintain confidentiality of student records and personally identifiable information.
6. Provide services consistent with each student's IEP.
7. Maintain accurate documentation of all services provided.
8. Submit required service logs, evaluation reports, progress reports, invoices, and other documentation within District-established timelines.
9. Participate in IEP, eligibility, reevaluation, manifestation determination, behavior, Child Find, and other meetings when applicable.

10. Communicate promptly with the Director of Special Education/Special Services regarding compliance concerns, missed services, staffing issues, student safety concerns, or circumstances affecting required services.
11. Collaborate professionally with District staff and parents/guardians.
12. Follow District policies regarding student safety, professional conduct, mandated reporting, technology use, confidentiality, and campus procedures.
13. Maintain professional liability insurance and other insurance coverage required by the District.
14. Provide qualified substitute or replacement personnel when appropriate and approved by the District.
15. Correct deficiencies in documentation or service delivery identified by the District.
16. Participate in District orientation or training when reasonably required.

4. CATEGORY A - LANGUAGE/SPEECH PATHOLOGIST SERVICES

4.1 Scope of Services

- Conduct speech and language evaluations and reevaluations;
- Administer appropriate standardized and non-standardized assessments;
- Review existing evaluation data and prepare written evaluation reports;
- Participate in eligibility determination and IEP meetings;
- Develop communication-related present levels, measurable annual goals, and short-term objectives when required;
- Provide individual and/or group speech-language therapy in appropriate educational settings;
- Provide consultation to teachers and parents;
- Monitor student progress and collect data toward IEP goals;
- Prepare progress reports and maintain service documentation;
- Recommend accommodations and assistive communication supports;
- Support students using augmentative and alternative communication (AAC), when applicable;
- Provide compensatory services when authorized by the District;
- Assist with Child Find and speech/language screening activities when requested; and
- Complete other speech-language duties reasonably related to the contracted services.

4.2 Required Qualifications

- Proposed providers must possess all licenses, credentials, and/or certifications required to legally provide the proposed services in Mississippi schools.
- The respondent shall identify whether each proposed provider is a licensed Speech-Language Pathologist, appropriately credentialed/certified educational provider, SLP Clinical Fellow if applicable, or appropriately supervised Speech-Language Pathology Assistant if proposed and legally permissible.
- Any supervision arrangement must be clearly described in the proposal.

4.3 Service Documentation

- Student name or identifier; date of service; type of service; duration/minutes; individual or group setting; IEP goal/skill addressed; student response/performance; progress data when appropriate; missed services and reason; and provider signature/verification.

5. CATEGORY B - SCHOOL PSYCHOLOGY/PSYCHOMETRY SERVICES

5.1 Scope of Services

- Review referral information and existing evaluation data;
- Conduct psychoeducational assessments, including cognitive and academic achievement measures;

- Conduct social-emotional, behavioral, and adaptive behavior assessments when within professional scope;
- Conduct observations, interviews, and educational record reviews;
- Assist with functional behavioral assessments when qualified;
- Integrate multiple sources of evaluation data and prepare comprehensive written reports;
- Participate in multidisciplinary evaluation, eligibility, and reevaluation meetings;
- Provide educational programming recommendations and interpret evaluation results;
- Consult with teachers, administrators, parents, and special education staff;
- Assist the District with evaluation timelines and Child Find evaluations;
- Support manifestation determination reviews when appropriate; and
- Perform other evaluation-related responsibilities within professional scope.

5.2 Required Qualifications

- Providers must possess appropriate Mississippi credentials, licenses, certifications, permits, or other authorization applicable to the services proposed.
- The respondent must identify each proposed evaluator, professional title, license/certification, qualified assessment areas, school-based evaluation experience, IDEA eligibility experience, and experience preparing educationally and legally defensible reports.

5.3 Evaluation Timelines

- Complete evaluations within District-established and legally applicable timelines;
- Immediately notify the Director of Special Education/Special Services of circumstances that may jeopardize a timeline;
- Submit completed reports sufficiently in advance of scheduled meetings;
- Correct errors or incomplete reports promptly; and
- Maintain an evaluation tracking system acceptable to the District.

6. SERVICE DELIVERY

Services may be required in District-approved settings, including:

- District campuses;
- General education classrooms;
- Special education classrooms;
- Therapy/service rooms;
- Alternative educational locations;
- Homebound locations when authorized;
- Virtual settings when legally appropriate and specifically approved; and
- Other District-approved locations.

The District reserves the right to determine whether services will be provided onsite, virtually, or through a combination of service-delivery methods.

7. MISSED SERVICES AND PROVIDER ABSENCES

The selected provider shall immediately notify the District of any circumstance resulting in missed or interrupted IEP services.

1. Document missed services and the reason;
2. Notify designated District personnel;
3. Participate in determining whether make-up or compensatory services are appropriate;
4. Provide approved make-up services when required; and

5. Maintain documentation demonstrating completion of approved make-up services.

Repeated provider absences or inability to provide required services may constitute grounds for corrective action or contract termination in accordance with the final contract.

8. PROPOSAL REQUIREMENTS

A. Cover Letter

- Legal name of respondent;
- Business address;
- Telephone number;
- Email address;
- Primary contact person;
- Service category/categories proposed.

B. Organization/Provider Background

- Years in operation/practice;
- Organizational structure;
- Experience serving public schools and students with disabilities;
- Experience working with Mississippi school districts, if applicable;
- Experience with IDEA compliance.

C. Personnel

- Name and professional title;
- Resume;
- Degree(s);
- License(s)/certification(s);
- Years of experience;
- Relevant school-based experience;
- Areas of specialization.

D. Proposed Service Delivery Model

- Scheduling procedures;
- Anticipated availability;
- Onsite versus virtual availability;
- Provider absence/vacancy procedures;
- Supervision structure;
- Communication and documentation procedures;
- Quality-assurance procedures.

E. Compliance Approach

- IEP service compliance;
- Evaluation timelines;
- Accurate documentation and progress monitoring;
- FERPA/confidentiality;
- Parent communication;
- Professional credentials;
- Other applicable special education requirements.

F. References

- Provide at least three professional references, preferably public school districts or educational agencies for which similar services have been provided. Include organization, contact person, telephone, email, and services provided.

9. COST PROPOSAL

Respondents shall provide clear pricing for each category proposed and identify all additional charges. Costs not disclosed in the proposal may not be reimbursable unless subsequently authorized by the District in writing.

Category A - Language/Speech Pathology

Service	Proposed Rate
SLP hourly rate	\$ _____
SLP daily rate, if applicable	\$ _____
Speech/language evaluation	\$ _____
Meeting/consultation rate	\$ _____
Virtual service rate	\$ _____
Travel/mileage, if applicable	\$ _____
Other	\$ _____

Category B - School Psychology/Psychometry

Service	Proposed Rate
School psychologist hourly rate	\$ _____
Psychometrist hourly rate	\$ _____
Psychoeducational evaluation	\$ _____
Record review/REE service	\$ _____
Meeting/consultation rate	\$ _____
Travel/mileage	\$ _____
Other	\$ _____

10. EVALUATION OF PROPOSALS

Proposals may be evaluated using the following criteria. The District may evaluate each service category independently.

Criteria	Maximum Points
Professional qualifications and credentials	20
Experience providing school-based special education services	15
Understanding of IDEA/special education compliance	15
Proposed service-delivery model	15
Staffing capacity and provider availability	10
Documentation and quality-assurance procedures	10
Cost/value to District	10
References/past performance	5
TOTAL	100

11. INTERVIEW/PRESENTATION

The District reserves the right to request interviews, presentations, clarification, additional documentation, or negotiations with one or more respondents before making a final recommendation. Participation does not guarantee contract award.

12. CONTRACT AWARD

The District may award all services to one respondent; award individual service categories to different respondents; award services to multiple respondents within the same category when necessary; reject any or all proposals; request clarification; negotiate allowable terms; cancel or amend the solicitation as permitted; or reissue the RFP when determined to be in the District's best interest. No proposal shall constitute a binding contract until a final agreement has been properly executed and approved.

13. INDEPENDENT CONTRACTOR STATUS

The selected provider and its employees or subcontractors shall function as independent contractors and shall not be considered employees of the District unless expressly provided otherwise in a properly executed agreement. The contractor is responsible for applicable taxes, insurance, licensing, supervision, compensation, and employment obligations.

14. CONFIDENTIALITY AND STUDENT RECORDS

The selected provider shall protect confidential student information and comply with FERPA and other applicable confidentiality requirements. Student records created or maintained in connection with District services shall be handled according to applicable law, District policy, and the final contract.

15. DATA OWNERSHIP AND RETURN OF RECORDS

All District student records, service documentation, evaluation information, progress-monitoring data, behavioral data, IEP-related documentation, and other educational records created or maintained as part of contracted services shall be provided to the District as required. Upon termination or expiration, the provider shall return or securely transfer District records as directed.

16. INSURANCE

Prior to beginning services, successful respondents may be required to provide evidence of professional liability insurance, general liability insurance, workers' compensation coverage when applicable, automobile liability insurance when applicable, and other coverage required by District policy or the final contract.

17. SUBCONTRACTING

Respondents shall disclose any proposed subcontractors. No subcontractor may provide services without District approval. The primary contractor remains responsible for approved subcontractors' performance, qualifications, conduct, documentation, confidentiality, and compliance.

18. INVOICING AND PAYMENT

Invoices shall be submitted according to District procedures and include sufficient documentation to verify services, including provider, service category, dates, hours/days, contractual rate, authorized travel, completed deliverables, and total amount due. The District may withhold payment for undocumented, unauthorized, incomplete, or disputed services until resolved.

19. CONTRACT MONITORING

The Director of Special Education/Special Services or designee will monitor educational and programmatic performance through review of service logs, evaluation timelines, IEP services, student progress, file audits, credentials, observations, invoices, feedback, corrective-action requests, and periodic contractor performance meetings.

20. TERMINATION

The final contract shall establish applicable termination provisions. Grounds may include failure to provide contracted services, repeated missed services, loss/expiration of credentials, falsification of documentation, breach of confidentiality, failure to maintain insurance, failure to correct deficiencies, conduct jeopardizing student health or safety, material violation of District policy, or material breach of contract. Contract can also be terminated based on availability of funds.

21. PROPOSAL SUBMISSION

Proposals must be received no later than:

Date: August 31, 2026

Time: 2:00 PM

Location/Method: WCSD Central Office/WCSD SPED Office/Email

Proposal packages should be clearly identified: RFP - SPECIAL EDUCATION CONTRACTED SERVICES 2026-2027.

Respondents should identify the categories for which they are submitting:

- ☐ Category A - Language/Speech Pathologist Services
- ☐ Category B - School Psychology/Psychometry Services

Late proposals may be rejected in accordance with District procurement procedures.

22. QUESTIONS REGARDING THE RFP

Contact: Dr. LaTanya Gaines-Herrington

Title: Director of Special Services

Email: lherrington@wilkinsonk12.org

Telephone: (601) 888-1039

Questions Due Date: August 21, 2026

Questions Due Time: 2:00 PM

Respondents shall not contact Board members, evaluation committee members, or other District employees regarding the selection process except as authorized in the solicitation.

23. ANTICIPATED PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	August 14, 2026
Deadline for Vendor Questions	August 21, 2026
District Responses/Addendum Issued	August 25, 2026
Proposals Due	August 31, 2026
Evaluation of Proposals	September 1-3, 2026
Interviews, if needed	September 7-8, 2026
Notice of Intended Selection	September 9, 2026
Board Consideration/Approval	Next regularly scheduled Board meeting following September 10, 2026
Contract Execution	Within 3–5 business days following Board approval
Services Begin	Immediately following contract execution or as mutually agreed

Dates are subject to modification by the District.

24. RESPONDENT CERTIFICATION

By submitting a proposal, the respondent certifies that the information is accurate; proposed personnel possess represented qualifications; the respondent can provide services during the stated period; applicable laws and District requirements will be followed; all proposed costs are disclosed; submission does not guarantee award; and final award is subject to applicable District and Board approval requirements.

Company/Provider: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT A - SERVICE CATEGORY SELECTION

- ☐ Language/Speech Pathologist Services
- ☐ School Psychology/Psychometry Services

ATTACHMENT B - PROVIDER PERSONNEL LIST

Provider	Position	License/Certification	Years Experience	Onsite/Virtual	Availability

ATTACHMENT C - COST PROPOSAL

Total estimated cost, if applicable: _____

Additional fees: _____

Travel/mileage charges: _____

Minimum billing requirements: _____

Cancellation charges: _____

ATTACHMENT D - REFERENCES

Reference 1

District/Organization: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Reference 2

District/Organization: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Reference 3

District/Organization: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

ATTACHMENT E - CONFLICT OF INTEREST DISCLOSURE

The respondent shall disclose any actual, potential, or perceived conflict of interest involving the respondent, its owners, employees, subcontractors, District employees, District administrators, or members of the Board of Education.

- ☐ No known conflict exists.
- ☐ A potential or actual conflict exists and is explained on an attached page.

Authorized Representative: _____

Signature: _____

Date: _____