



**REQUEST FOR PROPOSAL
Student Support Services**

KIPP DC (All Campuses)
2600 Virginia Ave NW #900
Washington, DC 20037

April 15, 2016

I. INTRODUCTION

KIPP DC is soliciting proposals from qualified general contracting firms for occupational therapy, audiology, homebound/tutoring services, vision serves, physical therapy, assistive technology services and evaluations as needed. The RFP can be found on KIPP DC's website at <http://www.kippdc.org/procurement>. All proposals should be uploaded to the website no later than 5:00 P.M., EST, on May 6, 2016. Questions can be addressed to dana.lourie@kippdc.org.

These services will be provided across six school campuses:

- Benning Campus: 4801 Benning Road, SE
- Smilow Campus: 5300 Blaine Street, NE
- Douglass Campus: 2600 Douglass Road, SE
- Hamilton Campus: 1401 Brentwood Parkway, NE
- Shaw Campus: 421 P Street, NW
- Webb Campus: 1375 Mt. Olivet Road, NE

II. KIPP DC

KIPP DC is a network of high performing public charter schools whose mission is to create and sustain the highest quality college preparatory school system for the most underserved communities in Washington, D.C. KIPP DC students develop the knowledge, skills, and character necessary to become thoughtful, influential and successful citizens in the competitive world. KIPP, generally hailed as the country's most successful experiment in educating low-income minority youths, came to the District in 2001 when KIPP DC: KEY Academy opened in a church basement in Anacostia with a group of 80 5th graders.

KIPP DC currently consists of sixteen schools located across the District at six campuses, and is serving over 5800 students. Over the next few years, KIPP DC will grow to serve over 6,000 students at its current campuses.



III. SCOPE & REQUIREMENTS

Scope of Work:

It is the intention of KIPP DC to engage the services of a contractor to support our robust special education services for an indeterminate number of students and evaluations for the following services:

- Comply with all Federal and State Special Education Law/requirements
- Occupational Therapy (if needed)
- Vision services
- Physical therapy
- Audiology Service
- Assistive Technology
- Evaluations (as needed) including but not limited to Physical Therapy Evaluation, assistive technology evaluation Auditory Processing Evaluation
- Homebound/tutoring instruction
- Translation Services (including translation services for sign language)

Responses should be based on the ability to provide services as needed as well as the following criteria:

- Utilize a variety of research-based intervention strategies, continually assessing the students response to intervention and make modifications as needed to ensure all children are successful,
- Work collaboratively with school based staff.
- Provide evidence of individual's licensure including background checks
- Providers should be familiar with SEDS data base and be able to update IEP goals and present levels of performance.
- Provide itemized record of services rendered
- Provider should perform discharge summaries for students no longer qualifying
- Providers should be willing and able to complete all paperwork related to Medicaid
- Providers will work with compliance manager to schedule students.
- Proposal should outline all costs including services and cost per evaluation



- Experience working with other high performing charter Schools in the procurement of related services
- Confirmation/commitment to below timeline
- Provider should write progress notes every trimester or quarter.

IV. **PROJECT TIMELINE**

May 6: Proposals/Quotes due

June 1: Winning bid(s) will be announced

August 10: Services start

IV. **INSTRUCTIONS TO BIDDERS**

1. Bid Submission: **Bids shall be submitted no later than Friday, May 6th at 5:00pm.** **Bids must be uploaded** to the KIPP DC website at www.kippdc.com/procurement. Proposals should be made out to:

Dana Lourie
KIPP DC
2600 Virginia Ave NW #900,
Washington, DC 20037

Proposals received after this time are subject to rejection.

For questions please contact: Dana Lourie (dana.lourie@kipfdc.org)

2. Proposal Evaluation/Award: KIPP DC will award services to the firm which, in KIPP DC's judgment, is in KIPP DC's own best interest. KIPP DC reserves the right to reject any and/or all Proposals when such rejection is in the interest of KIPP DC in its sole and absolute discretion.
3. Part I of your proposal should highlight management and qualification items.
 - Provide evidence of the agency's credentials— including certification and/or licenses and security clearance.
 - Describe the individual's or firm's experience and expertise in performing the services to be provided.
 - State the names of the officers and associates in the firm.
 - Identify the nature of any potential conflict of interest the individual or agency might have in providing these services to KIPP DC
 - Provide evidence of liability insurance and Workers compensation insurance as per the attached requirements.
 - Provide two references that speak to the quality of services.



4. Part II should include cost proposal and the ability to provide services for indeterminate number of students or evaluation. Include separate quotations for each service to students, including hourly rate or flat rate per evaluation.
 - Include any other cost and price information that would contained in a potential agreement.

V. KIPP DC RESERVATION OF RIGHTS

Any proposal not providing the required information, or not conforming to the format specified in this RFP, may be disqualified on that basis.

KIPP DC reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause.

KIPP DC further reserves the right to waive any irregularity or informality in the RFP process or any proposal.

KIPP DC further reserves the right to make corrections or amendments due to errors identified in proposals by **KIPP DC** or the bidder.

KIPP DC further reserves the right to modify and/or amend the final contract in negotiation with the contractor.

KIPP DC further reserves the right to select one or more bidders to perform the service

