Request for Qualifications

For
Special Education Services

Professional Services

Including

Behavior Management Services
Structured Mental Health Day Program Services
Birth - Three Services
Physical Therapy
Nursing Services
Speech & Language Services
Vision Services
Occupational Therapy
Independent Education Evaluations
Orientation and Mobility Services

The period covered by this Request for Qualifications will be
September 1, 2017 thru August 31, 2022.

Marysville School District #25
4220 80th Street NE
Marysville, WA 98270
Phone: 360.965.0106

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I. Introduction

Marysville School District (District) is requesting Statements of Qualifications for the following Special Education Services:

- Behavior Management Services (On Site)
- Speech & Language Services (On Site & Off Site)
- Vision Services (On Site & Off Site)
- Structured Mental Health Day Program Services
- Birth - Three Services (On Site & Off Site)
- Occupational Therapy (On Site)
- Orientation & Mobility Services
- Physical Therapy (On Site & Off Site)
- Independent Education Evaluations
- Nursing Services (On Site & Off Site)

The District intends to pre-qualify firms from each discipline in order to maintain a Consultant Roster, and subsequently select pre-qualified Consultants as needed for each project at the appropriate time.

This Request for Qualifications (RFQ) describes the selection process and the documentation required for submittals. The selection of the consultants for these services will proceed in the following manner:

A. The District will begin to review qualification packets beginning May 30th, 2017.

B. An evaluation of the qualification submittals will result in a list of pre-qualified firms.

C. In order to select the most qualified firm for a project, the Special Education Services Directors may conduct telephone interviews with qualified firms when initiating a contract.

All information shall be submitted to:

Gregg Kuehn
Purchasing Manager
Marysville School District
4220 80th St. NE
Marysville, WA 98270

Telephone: 360.965.0106
Fax: 360.965.0108

Any questions or requests for clarifications regarding this Request for Qualifications during the submittal preparation period must be addressed to the above.

II. Selection Process

A. Schedule

Date	Selection Process
05-03-17	Advertisement for RFQ Published (First Notice)
05-10-17	Advertisement for RFQ Published (Second Notice)
Continuous	Screening of Submittals

B. Method of Selection

1. An initial evaluation of the submittals will be conducted to identify those firms deemed to be the most qualified for the identified services, resulting in an alphabetical list without ranking.

2. Telephone or in-person interviews may be conducted by the Special Education Services Directors to confirm qualifications, or to determine the ability of a pre-qualified service provider to perform services for a selected student or program.

3. The following general selection criteria will be used in determining pre-qualification:

   - Professional qualifications necessary for satisfactory performance of required services;
   - Specialized experience and competence in the requested services;
   - Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules;
   - Location in the general geographical area in relation to the district.

C. Notifications

Upon request, the District will provide the completed Consultant Roster to firms responding to the RFQ.

D. District Right to Reject

The District reserves the right to reject any and all submittals and, if deemed necessary, re-advertise the Request for Qualifications. All costs incurred in the preparation of the submittals and participation in the RFQ process shall be borne by the proposing firms. Proposals submitted in response to the RFQ shall become the property of the District and will be considered public documents under applicable Washington State laws.

E. Procedures Requirement

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

III. Submittal Requirements

The Statement of Qualifications portion of the submittal shall be limited to a maximum of fifteen (15) pages (8-1/2 x 11") single sided, not smaller than 12-point type. Submittals exceeding the page limits are non-responsive.

Submittals shall include the following in the specified format:

A. Cover Letter (maximum 1 page)

B. Table of Contents (maximum 1 page)

C. **Separate Section with a tab**: Statement of Qualifications, (maximum 15 pages)

1. **Separate Section with a tab**: Executive Summary

   Provide a summary highlighting the firm's qualifications for consideration of inclusion on the District pre-qualified Special Education professional services roster.

2. **Separate Section with a sub tab**: Firm Profile

   (a) Identification of firm including address, telephone number, and date firm(s) were established.
   (b) Areas of specialization of the firm.
   (c) A firm organization chart.

3. **Separate Section with a sub tab**: References

   Provide the Client name, address, and client's project representative and telephone number, for the firm's three most recent contracts that most closely relate to the firm's qualifications for school district related contracts.

IV. Contract and Contracting Provisions

A. Contract Term

The period covered by this Request for Qualifications will be September 1, 2017 thru August 31, 2022.

B. Equal Opportunity

Marysville School District is an Equal Opportunity Employer. Marysville School District complies with all federal and Washington State rules and regulations and will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender

expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator - Gregg Kuehn, Risk Management Supervisor, gregg_kuehn@msd25.org, 360.965.0109; Title IX Officer - Jason Thompson, Executive Director of Human Resources, jason_thompson@msd25.org,360.965.0070; Section 504 Coordinator, Stephanie Zikopoulos, Director of Categorical Programs, stephanie_zikopoulos@msd25.org, 360.965.0049; ADA Coordinator - James Stevens, Executive Director of Special Education,james_stevens@msd25.org, 360.965.0170. Address: 4220 80th Street NE, Marysville, WA 98270. www.msd25.org. **Marysville School District is a drug- and tobacco-free workplace.**

C. Insurance

Proof of applicable insurance will be required prior to contracting with provider.

END OF REQUEST FOR QUALIFICATIONS