



**Mecklenburg County Public Schools
RFP # 2024-SPED-01
School Psychologist Services**

Request for Proposal Issued:

Aug 2, 2023

**Deadline for Submitted Proposals:
4:30pm EDT Friday, August 18, 2023**

Introduction/Mission

The mission of the Mecklenburg Public School Division, in partnership with family and community, is to provide all students with a quality education within a safe environment supporting the development of intellectual growth, effective communication, wellness, and life-long learning in a rapidly changing society.

Purpose

The purpose of this Request for Proposal (RFP) is to invite vendors to submit a proposal for school psychologist services.

General Terms and Conditions

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

- All proposals shall be submitted electronically only by Friday, August 18, 2023, at 4:30 PM EDT to the email address mhodges@mcpsweb.org
- Be certain to quote on the exact quantity, services, and other items specified.
- Mecklenburg County Public Schools is tax-exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.
- All proposals submitted shall remain firm for a period of forty-five (45) days upon receipt.
- The vendor shall include warranty information for all equipment offered with the proposal.
- The vendor shall include three references for the proposal.
- Project must be completed between August 14, 2023 and June 1, 2024, unless Mecklenburg County Public Schools secures a full time psychologist. At that time, a 30 day notice would be provided to the vendor.
- Vendor must have a valid Virginia School Psychologist license.

Contract Awards

Mecklenburg County Public Schools reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of Mecklenburg County Public Schools, best suited for use in said schools and the best value for the amount expended.

Mecklenburg County Public Schools will not necessarily be bound by the proposal with the lowest price. Quality, value, and performance of the system shall be considered at all times and Mecklenburg County Public Schools shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between Mecklenburg County Public Schools and the successful vendor(s) will be in form and substance acceptable to Mecklenburg County Public Schools, and will include, but not be limited to the specifications referenced below.

Scope of Project

- Mecklenburg County Public Schools is in search of a qualified provider for school psychologist services to eligible students K-12. Also of benefit is experience working in the school environment to accommodate various student/teacher schedules. We are very interested in a provider with an understanding of the special education pre-referral, referral, and evaluation process as well as the responsibilities associated with being a member of the student's Individualized Education Plan (IEP) team to provide timely assessment reports and

recommendations. The school psychologist would monitor the completion of case study evaluations and participate in Individual Education Plan (IEP) conferences and problem-solving meetings designing systems, programs and services that maximize students’ social, emotional, and educational success. We are interested in a provider who can provide services from a school-based and/or virtual perspective at an affordable cost. We would also expect the therapists to follow school division policies and procedures and assure student confidentiality. The contractor must provide documentation of the therapist's qualifications and licensure. Division is highly interested in cost at per evaluation.

- Awards will be made to the responsible and responsive proposer(s) whose proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the government body, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below:

Financial Considerations (Price of goods and Services)	50%
Work Plan/Business and Technical Experience	20%
Vendor Strength, stability and expertise	15%
Company references (Demonstrated customer service, quality and support)	15%
Total	100%

Quote Submission

- All proposals shall be submitted electronically only by Friday, August 18, 2023, at 4:30 PM EDT to the email address mhodges@mcpsweb.org
- It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
- All proposals should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than forty-five (45) days from the proposal due date.
- The written proposal will be the basis for selection. However, following initial screening of all proposals received, Mecklenburg County Public Schools may request additional information, clarification, or an on-site Presentation.
- Structure your proposal based on the information requested above. Please ensure to address each section and item; it is your responsibility to address all questions in this proposal. Failure to address all aspects of this proposal may result in disqualification at the sole discretion of Mecklenburg County Public Schools.
- Mecklenburg County Public Schools reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. Mecklenburg County Public Schools reserves the right to award any resultant contract(s) as a whole or split award between competing parties. Mecklenburg County Public Schools reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to Mecklenburg County Public Schools. Mecklenburg County Public Schools reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. Mecklenburg County Public Schools reserves the right to determine if an

alternate item(s) is equal to the specified item and will meet Mecklenburg County Public Schools' requirements.

- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the proposal.
- By submitting a proposal, the Proposer represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
- Each proposal shall be made on the form provided and signed by the individual authorized to make such a Proposal.
- The selected vendor(s) will indemnify Mecklenburg County Public Schools and the agents and employees, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this proposal, except for matters caused solely by Mecklenburg County Public Schools' negligence.
- Failure to submit a proposal response on time may constitute grounds for the rejection of the proposal.

General Rules Applicable to The Selection Process

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring Mecklenburg County Public Schools of the quality of workmanship, materials, equipment, and service, Mecklenburg County Public Schools will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project, when applicable.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- Mecklenburg County Public Schools reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- Vendor shall submit three (3) references which will be included in the proposal.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by Mecklenburg County Public Schools.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to Mecklenburg County Public Schools, taking into consideration price and other evaluation factors set forth in the specifications.
- Mecklenburg County Public Schools reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.

The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by a Mecklenburg County Public Schools official who is authorized to issue orders. Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.

The vendor shall submit an invoice upon acceptance of completed services, payment will be made within Forty-Five (45) days.

All communications regarding this RFP should be referred to the contact below:

Mary Hodges

Director of Special Education
mhodges@mcpsweb.org