

**CHAPPAQUA CENTRAL SCHOOL DISTRICT  
66 ROARING BROOK ROAD  
CHAPPAQUA, NY 10514**

**REQUEST FOR PROPOSALS**

**CCSD RFP # 2022-01**

THE BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT (HEREINAFTER REFERRED TO AS THE “DISTRICT”) HEREBY INVITES THE SUBMISSION OF PROPOSALS FOR THE FOLLOWING PROFESSIONAL SERVICES:

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**SPECIAL EDUCATION & RELATED SERVICES**

**2022-2023**

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FORMS FOR PROPOSAL, CERTIFICATION, CONDITIONS, AND SPECIFICATIONS MAY BE OBTAINED AT THE CHAPPAQUA CENTRAL SCHOOL DISTRICT SCHOOL BUSINESS OFFICE LOCATED AT 66 ROARING BROOK ROAD, CHAPPAQUA, NY 10514

IN ALL CASES IT MUST BE UNDERSTOOD THAT CONDITIONS AND SPECIFICATIONS OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT SHALL APPLY. PROPOSAL SUBMISSIONS MUST BE MARKED, “**CCSD RFP # 2022-01, SPEACIAL EDUCATION & RELATED SERVICES**”, AND WILL BE RECEIVED UNTIL 2:00 P.M. ON **MAY 27<sup>TH</sup>, 2022.** IF SENDING A SEALED ENVELOPE PROPOSAL SUBMISSION, IT IS TO BE SENT TO THE CHAPPAQUA CENTRAL SCHOOL DISTRICT, 66 ROARING BROOK ROAD, P.O. BOX 21, CHAPPAQUA NEW YORK, 10514 (IF USING THIRD PARTY COURIER, USE STREET ADDRESS ONLY). IF SENDING A DIGITAL PROPOSAL SUBMISSION, IT IS TO BE SENT ELECTRONICALLY TO BOTH [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org) and [beangelori@chappaquaschools.org](mailto:beangelori@chappaquaschools.org) .

THE BOARD OF EDUCATION RESERVES THE RIGHT TO CONSIDER QUALIFICATIONS, EXPERIENCE, AND REPUTATION IN THE SPECIAL EDUCATIONAL RELATED SERVICES FIELD, AS WELL AS THE SPECIFIC QUALIFICATIONS OF A PROPOSER SET OUT HEREIN, IN CONSIDERING PROPOSALS AND AWARDING THE CONTRACT. THE BOARD OF EDUCATION RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL PROPOSALS AS IT MAY DEEM APPROPRIATE TO DO SO.

**BOARD OF EDUCATION OF THE:  
CHAPPAQUA CENTRAL SCHOOL DISTRICT**

# CHAPPAQUA CENTRAL SCHOOL DISTRICT

## REQUEST FOR PROPOSALS CCSD RFP # 2022-01 SPECIAL EDUCATION AND RELATED SERVICES

DATE OF OPENING: MAY 27<sup>TH</sup>, 2022

TIME: 2:00 P.M.

The Chappaqua Central School District, hereinafter referred to as “the District,” invites proposals from qualified individuals and agencies, hereinafter referred to as “Provider(s)” to perform related educational services for selected students.

### 1. Purpose

The District requests proposals from qualified individuals and agencies interested in providing special educational and related services to selected students of the District for the purpose of soliciting quotes for these services. Quotes will be used for contracts for the 2022-2023 school year, and may be extended annually for up to four additional years pending formal approval by the Board of Education.

### 2. Proposal Submission

Proposals must be clearly labeled and submitted to the Business Office located at 66 Roaring Brook Road, Chappaqua, NY 10514 on or before 2:00 PM, prevailing time, on May 27<sup>th</sup>, 2022. The names of the proposing providers shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Proposals submitted after the stated time and date will not be considered and will be returned to the individual or agency unopened. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred in preparing quotations.

Questions may be directed to Michael Trnik, Purchasing Agent, by phone: 914-238-7200, Ext. 1013, or email to [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org) and Belinda Angelori, Secretary to Assistant Supt. of Pupil Personnel Services, by phone: 914-238-7200, Ext. 1113, or e-mail to [beangelori@chappaquaschools.org](mailto:beangelori@chappaquaschools.org) no later than 05/27/2022.

### **3. Scope of Services**

Scope of services shall include but may not be limited to the following Special Education, Related Services, and Evaluations:

- Occupational Therapy
- Physical Therapy
- Speech/Language Therapy
- Feeding Therapy
- ABA Services
- Specialized Instruction
- Mobility Training
- Nursing Services
- Personal Care Aide Services
- Parent Counseling and Training
- Tutoring / Home Instruction
- Transition Planning
- Job Coaching
- Internship Development
- Audiology Service
- Assistive Technology
- Psychiatric Evaluation
- Behavioral Consultation
- Psychological/Educational Evaluation
- Hearing Services
- Vision Services

### **4. Term**

The contract term is **July 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2023** with an option to renew for a one-year period, for a second, third, fourth and fifth year, at the discretion of the contracted district. Contract renewal will be subject to any adjustments or agreements between the two parties, but not limited to a maximum increase based on the annual Consumer Price Index (CPI, New York/New Jersey) change that is used for contingent budgets for New York State School Districts. Said C. P. I. is published in April or May of the preceding year.

### **5. Proposals**

For sealed envelope proposal submissions, two copies of each proposal will be accepted. One copy should be marked, “ORIGINAL” and the second should be marked, “COPY,” and should be submitted in a format that permits multiple copying for review by the District. Digital proposal submissions can also be sent electronically.

Each page of the proposal must state:

- Name of the Firm or Individual submitting the proposal.
- Proposal is for the Chappaqua Central School District.
- Page number.

All proposals must be submitted in two parts:

- Part I must consist of responses to the management and qualification items.
- Part II must consist of completed Quotation Sheet(s). **Include separate quotations for each service offered i.e. hourly rate (will be pro-rated per session) for direct service to student(s), consulting rate (defined as service rendered to faculty, administration, parent, attendance at CSE or other meetings), rate per evaluation.**

Incomplete submissions may not be considered for award. Proposals should not be excessively long. All materials submitted in response to this request for quotation shall become the property of the District.

The District reserves the right to reject any or all proposals that they consider not to be in the best interest of the District, as well as to ignore material defects if, in their sole discretion, the District determines that doing so is in its best interest.

## **PART I – Management and Qualifications**

In setting forth its qualifications, each individual or agency submitting a proposal shall:

- Provide evidence of the individual's or agency's credentials (including certifications and/or licenses and security clearance including SED fingerprinting) and qualifications in the area of service to be provided.
- Describe the individual's or firm's experience and expertise providing and supervising the services to be provided.
- State the name(s) of the officer(s) and associate(s) in the firm.
- Identify the nature of any potential conflict of interest the individual or agency might have in providing these services to the District.
- Provide any other information that might be beneficial to the District.
- Provide evidence of Liability Insurance and Worker's Compensation Insurance as per the attached requirements.
- Provide background check clearance documentation for all service providers working under contract with students of the Chappaqua Central School District.

## **PART II – Quotations**

### **A. Cost:**

This section shall include the proposed cost/rate and unit of payment (ex. per hour) to provide the related educational service(s) offered by Provider. Note: if the unit of payment is “per session,” indicate the duration of the session (for comparison). Please clearly delineate the specific service that is to be provided to the District along with the aforementioned price structure.

Include any other cost and price information that would be contained in a potential agreement with the District.

### **B. Termination of Contract:**

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District’s responsibility shall be to pay for unpaid services performed and authorized by the District.

### **C. Right to Reject Proposals:**

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals, to request additional information from all proposers, and to negotiate the terms of the engagement.

The District intends to select individuals or agencies that, in their opinion, best meet the District’s needs, and not necessarily the firm(s) whose fees are the lowest.

Proposals shall be evaluated based upon the following:

- A. Professional Qualifications
- B. Prior experience
- C. Total proposed price for the District
- D. Proposer’s demonstrated capabilities (financial solvency, location, past experience)
- E. Length of time in business
- F. Client references
- G. Staffing

The evaluation process is designed to award the proposal(s) not necessarily to the proposers of least cost, but rather to the proposers with the best combination of attributes for the needs of the target student population, based on the evaluation criteria.

## **5. Iran Divestment Act**

By submission of this RFP, each firm and each person signing on behalf of any firm certifies, and in the case of a joint RFP, each party thereto certifies as to its own organization , under penalty of perjury, that to the best of its knowledge and behalf that each bidder is not on the list created pursuant to paragraph (b) of subdivision3 of the section 165-a of the state finance law.

<b>CHAPPAQUA CENTRAL SCHOOL DISTRICT</b>
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**REQUEST FOR PROPOSALS  
CCSD RFP # 2022-01  
SPECIAL EDUCATION & RELATED SERVICES**

**QUOTATION SHEET**

(Use a separate sheet for each proposal being submitted by Provider)

Name of Provider: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Website/Email: \_\_\_\_\_

Type of Service: \_\_\_\_\_

**Rate information that would be included in a potential agreement with the District must be submitted for each proposal.**

**CHAPPAQUA CENTRAL SCHOOL DISTRICT  
66 ROARING BROOK ROAD  
P.O. BOX 21  
CHAPPAQUA, NEW YORK 10514**

## **CCSD RFP # 2022-01: SPECIAL EDUCATION AND RELATED SERVICES**

### **RFP CHECKLIST**

#### **LIST OF REQUIRED ITEMS TO BE CHECKED OFF AND INCLUDED IN SEALED RFP ENVELOPE OR ELECTRONIC PROPOSAL SUBMISSION**

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- 1) ☐ IF SENDING SEALED ENVELOPE PROPOSAL SUBMISSION, TWO (2) COPIES OF THE FIRM'S PROPOSAL. IF SENDING ELECTRONIC PROPOSAL SUBMISSION, ONE (1) COPY OF THE FIRM'S PROPOSAL.
- 2) ☐ IF SENDING SEALED ENVELOPE PROPOSAL SUBMISSION, TWO (2) COPIES OF COMPLETED INSURANCE CERTIFICATION FORM. IF SENDING ELECTRONIC PROPOSAL SUBMISSION, ONE (1) COPY OF COMPLETED INSURANCE CERTIFICATION FORM.
- 3) ☐ IF SENDING SEALED ENVELOPE PROPOSAL SUBMISSION, TWO (2) COPIES OF THE PROOF OF INSURANCE CERTIFICATE AS PERSCRIBED IN THE INCSURANCE REQUIREMENTS DOCUMENT. IF SENDING ELECTRONIC PROPOSAL SUBMISSION, ONE (1) COPY OF THE PROOF OF INSURANCE CERTIFICATE AS PERSCRIBED IN THE INCSURANCE REQUIREMENTS DOCUMENT.
- 4) ☐ IF SENDING SEALED ENVELOPE PROPOSAL SUBMISSION, TWO (2) COPIES OF COMPLETED HOLD HARMLESS AGREEMENT. IF SENDING ELECTRONIC PROPOSAL SUBMISSION, ONE (1) COPY OF COMPLETED HOLD HARMLESS AGREEMENT.
- 5) ☐ IF SENDING SEALED ENVELOPE PROPOSAL SUBMISSION, TWO (2) COPIES COMPLETED AND SIGNED RFP PROPOSAL CERTIFICATION/NON-COLLUSION FORM. IF SENDING ELECTRONIC PROPOSAL SUBMISSION, ONE (1) COPY OF RFP CERTIFICATION SHEET.

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**ALL ITEMS ON THIS LIST MUST BE SUBMITTED IN SEALED  
ENVELOPE PROPOSAL OR ELECTRONIC PROPOSAL.**

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## Insurance Certification

**Bid or Project No. #** \_\_\_\_\_ **Name of Project:** \_\_\_\_\_

Your insurance representative must completed the form below in order to be considered for the award of this bid or project, and it is important that you complete the Bidder's Acknowledgment section of this form. Please note that a certificate of insurance must accompany your bid submission in order for your bid to be considered.

**Insurance Representative's Acknowledgment:**

We have reviewed the insurance requirements set forth in the bid and are capable of providing such insurance to our insured in accordance with such requirements in the event the contract is awarded to our insured and provided our insured pays the appropriate premium.

Insurance Representative: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you an agent for the companies providing the coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Insurance Representative*

**Bidder's Acknowledgment:**

I acknowledge that I have received the insurance requirements of this bid and have considered the costs, if any, of procuring the required insurance and will be able to supply the insurance required in accordance with the bid, if it is awarded. I understand that a certificate of insurance must be submitted with my bid; and if it is not, the Chappaqua CSD may reject my bid and award to the next lowest bidder. Firm Name:

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Bidder's Signature*

**CHAPPAQUA CENTRAL SCHOOL DISTRICT  
66 ROARING BROOK ROAD  
CHAPPAQUA, NY 10514**

**REQUEST FOR PROPOSALS  
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SPECIAL EDUCATION & RELATED SERVICES**

**INSURANCE REQUIREMENTS**

The Special Education & Related Services Contractor, at its sole cost and expense, shall provide the District with the following insurance coverage:

The Special Education & Related Services Contractor selected by the District is to maintain the following minimum insurance coverage:

- 1) Professional liability insurance (errors and omissions) in an amount no less than \$2,000,000.00
- 2) Worker's compensation in amounts required by law.
- 3) General liability insurance in a single limit amount of no less than \$1,000,000.00

Coverage's shall be maintained without interruption from the date of commencement of the fiscal school year beginning July 1<sup>st</sup>, 2022 until the date of June 30<sup>th</sup>, 2023.

Please provide proof of the minimum insurance coverage with RFP submission.

**CHAPPAQUA CENTRAL SCHOOL DISTRICT**

**CCSD RFP # 2022-01: "SPECIAL EDUCATION & RELATED SERVICES"**

**HOLD HARMLESS AGREEMENT**

The undersigned hereby agrees to defend, indemnify, and save harmless the Chappaqua Central School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the contractor, whether such claims shall be made by an employee of the contractor or by a third party. The contractor covenants and agrees that they will pay all costs and expenses arising there from and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Contractor shall at this own expense satisfy and discharge the same.

By: \_\_\_\_\_  
(Signature of Authorized Representative of Corporation)

Print Name & Title: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CCSD RFP # 2022-01: SPECIAL EDUCATION & RELATED SERVICES**  
**RFP PROPOSAL CERTIFICATION/NON COLLUSIVE PROPOSAL CERTIFICATION**

FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE OF BID \_\_\_\_\_

- I. General Proposal Certification – The proposal certifies that he/she will furnish, at the prices herein quoted, the material, equipment, and/or services as proposed on this bid.

II. Non-Collusive Proposal Certification

By submission of this proposal, the firm certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) By submission of this proposal, each firm and each person signing on behalf of any firm certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other firm or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly discussed by the firm and will not knowingly be disclosed by the firm prior to opening directly or indirectly, to any other firm or to any competitor;
- (3) No attempt has been made or will be made by the firm to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A proposal shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the firm cannot make the foregoing certification, the firm shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a firm (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any proposal hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the firm, and such authorization shall be deemed to include the signing and submission of the firm and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_