



Request for Qualifications (RFQ)

#32-SPED-0524

Special Education Instructional & Related Services-Louisiana

Closing Date:

2:00 PM CST

Thursday, March 28, 2024

IDEA Public Schools Louisiana, Inc. (herein referred to as IDEA or the organization) is seeking Statements of Qualifications from qualified Respondents or individuals in response to this Request for Qualifications (RFQ) for **Special Education Instructional & Related Services**. The qualified Respondent must be able to execute duties and provide services with the utmost diligence, cooperation, and ethical behavior in addition to being knowledgeable of industry standards as it relates to special education instructional & related services for public schools. The chosen Respondent should also demonstrate high levels of trust, competence, and integrity.

IDEA reserves the right to revise and amend the qualifications prior to the date set for the receipt of the Statement of Qualifications. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFQ in writing. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFQ. It is the responsibility of each respondent, prior to submitting the Statement of Qualifications, to contact IDEA to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Statement of Qualifications.

Please contact solicitations@ideapublicschools.org to submit questions or comments concerning this solicitation, or to determine if addenda were issued and, if so, to obtain applicable addenda. The e-mail subject line should read: **Questions - #32-SPED-0524 Louisiana - Special Education Instructional & Related Services Louisiana.**

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PART I – GENERAL INFORMATION AND INSTRUCTIONS

IDEA Public Schools Louisiana, Inc. (“IDEA”) is a Louisiana nonprofit corporation and a tax-exempt organization pursuant to the Section 501(c)(3) of the Internal Revenue Code. Pursuant to La. R.S. 17:3971, et seq. and its Contract for Charter with the East Baton Rouge Parish School System, as renewed by the Parish Superintendent of Education, IDEA is an open-enrollment charter holder, governmental entity and public school system. IDEA prepares Louisiana students from underserved communities for success in college and citizenship. IDEA is a growing network of 3 high-performing charter schools serving approximately 3000 students located throughout East Baton Rouge Parish. Although IDEA’s growth is rapid, it is also carefully planned. Schools begin with select grade levels and eventually reach full scale as a Pre-K-12 campus as grade levels are added to accommodate the students’ advancement.

IDEA’s mission is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low-income and one of every three students is the first in their family to go to college. Since the first graduating class in 2007, 100% of seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country, win national awards and scholarships, and complete college at a rate six times the national average for low-income students.

Note: While IDEA’s affiliates serve students in other states, this Request for Qualifications and any subsequent contract is only for goods or services provided to IDEA’s Louisiana based charter school and campuses.

Scope of Services

IDEA Public Schools Louisiana, Inc. is seeking Statement of Qualifications from Respondents qualified and experienced in providing exemplary special education instructional & related services that will be essential to scholar growth and development in schools within **IDEA Public Schools Louisiana, Inc.** Qualified Respondent will be placed on a list of qualified vendors available for campus/departamental use. Respondents should be able to meet and uphold the following standards and qualifications as specified in this RFQ:

- a) Vendor shall ensure compliance with all applicable federal, state, local statutory requirements, State Board of Education and Department of Health & Human Services rules, as well as IDEA’s local board policy with respect to special education and/or related aids and services.

- b) Vendor shall ensure adherence to appropriate safety procedures and report potential health or safety hazards to the designated campus administrator.
- c) Vendor’s assigned staff members shall be responsible for the following, as applicable:
 1. Providing special education and/or related aids and services as determined for each assigned student;
 2. Maintain logs and therapy notes for student services ;
 3. Provide logs with invoices for therapy;
 4. Attending ARD meetings;
 5. Maintaining and submitting individual student reports to IDEA Regional SPED Teams (LSSPs/SLPs/Leads);
 6. Completing or assisting with individual educational plans (IEP);
 7. Completing progress reports for services;
 8. Consulting with school staff;
 9. Completing evaluations, IEPs, and Progress reports on the Frontline system;
 10. Assisting IDEA staff with their students’ IEP progress reports;
 11. Assisting school staff with equipment orders if applicable;
 12. Creating collaborative relationships on school campuses; and
 13. Tracking services on eSHARS or similar platform for each assigned student, if applicable.
 14. Attend On-Boarding (required)
- d) To guarantee uninterrupted service delivery and minimize any potential delays or disruptions bidders shall ensure they have a qualified and available staff in place at the time the contract is implemented to meet the contract’s demands and service students promptly and efficiently. Awarded vendor(s) shall also bill for each school/region by sending invoices to Accounts Payable (payableLA@ideapublicschools.org), Special Programs Grant and Budget Manager, Elianey Moya (elianey.moya@ideapublicschools.org), and the Regional Director. Respondent is proposing to serve in **Louisiana including Baton Rouge**.

Requested Services

IDEA is requesting the following Special Education Instructional & Related Services in **Louisiana** for the 2024-2025 school year:

- Certified Special Education Teacher

Qualifications to Perform Requested Services

The qualifications to perform one or all the required special education instructional & related services mentioned above are outlined below. Please note that resumes and/or certifications of individuals that will be servicing scholars must be submitted with each qualification. Respondents must also complete the *Geographic Coverage Questionnaire* in Attachment G of this RFQ.

Certified Special Education Teacher

- a. **Primary Purpose:** Special Education teachers are responsible for the achievement and support of critical students. Special education teachers work with students who have a wide

range of learning, cognitive, emotional, and physical disabilities. They teach various subjects, such as reading, writing, and math, to students with gaps of 2 or more years. The main goal is to close that gap by 2 years in just one school year. The Special Education teacher provides the crucial bridge between home and school for our highest-need students and their families.

- b. Minimum Education/Certification Qualifications:** Special Education teacher may be provided by special education instructional or related service personnel who have the necessary skills and knowledge, working under the supervision of certified personnel in accordance with the standards of their profession. Required bachelor's degree from accredited college or university, experience in a Special Education classroom setting, valid Louisiana state certification in Special Education.

Resume(s) and Certification(s) must be provided upon submission of qualifications.

- c. Major Responsibilities and Duties:**

- Adapt lessons to meet the needs of students.
- Develop Individualized Education Programs (IEPs) for a caseload of 12-15 students.
- Implement IEPs, assess students' performance, and track their progress.
- Update IEPs to reflect students' progress and goals.
- Assess students' skills to determine their needs and to develop teaching plans.
- Collect and analyze student data in order to make effective decisions to maximize achievement.
- Discuss students' progress with parents, teachers, counselors, and administrators.
- Implement state learning standards and IDEA curricula and assessments to meet ambitious academic expectations.
- Implement formal and informal assessments to track each individual student's progress and learning needs, adjust lesson plans accordingly and update grade book weekly.
- Communicate students' progress with students and families on a weekly basis.
- Effective facilitation and personal use of technology as a communication and educational tool to improve student achievement and manage work-related tasks.

Statement of Qualifications Submission Requirements

Statement of Qualifications should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of the RFQ. Emphasis should be concentrated on the vendor's ability to ensure IDEA Public Schools Louisiana, Inc.'s compliance when conducting any special education instructional and/or related services.

To be considered, the Statement of Qualifications must be prepared according to the following specifications and should include the following information and content:

- I. Cover Letter
- II. Table of Contents
- III. Respondent(s)/Individual Profile
- IV. Relevant Respondent(s) Licenses & Certifications
- V. Approach to Services and Methodology
- VI. References
- VII. Resumes of Respondent(s)
- VIII. Required Forms

- a) Statement of Qualifications shall be submitted via mail to **IDEA Public Schools Headquarters in C/O IDEA Public Schools Louisiana, Inc., Attn: Purchasing Department, 2115 W Pike Blvd, Weslaco, TX 78596.**
- b) To be eligible for consideration Statement of Qualifications should be received by mail to the IDEA Public Schools Headquarters no later than **2:00 PM CST on March 28, 2024**, along with the requisite signature pages and completed certification forms. All Statement of Qualifications must be received by the deadline. Statement of Qualifications submitted after the opening time and date will not be accepted. Faxed or emailed statements of Qualifications will not be accepted.
- c) **Statement of Qualifications Guarantee:** Statement of Qualifications shall be honored for 120 days after due date.
- d) All supplemental information required by the RFQ must be included with the Statement of Qualifications. Failure to provide complete and accurate information may disqualify the respondent from consideration.
- e) All costs incurred in the preparation and submission of the RFQ response shall be borne solely by the Respondent. Where Respondents may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, or participate in any interview process as related to this RFQ, all costs shall be borne by the Respondent.
- f) Any Statement of Qualifications submitted in response to this RFQ will be irrevocable upon the closing time and remain open for acceptance for 120 days from the closing date whether or not another RFQ has been accepted.
- g) Submission of a Statement of Qualifications shall be construed to mean that the Respondent agrees to carry out all conditions set forth in this document. Any proposed variation from the specifications, terms, and conditions shall be clearly identified. Please provide details of any noncompliance with stated conditions. If no changes are indicated, IDEA shall expect to receive the service(s) exactly as specified.
- h) IDEA reserves the right to select any offer it determines provides the best value, regardless of price.
- i) IDEA may accept multiple offers for the same services. There may not be exclusivity with any selected Respondent.

Request For Qualifications Tentative Timeline

RFQ Issue Date:	February 28, 2024
Pre-Proposal Conference	Friday, March 8, 2024, at 11:00 AM (CST)
Respondent Question Cut-Off Date	Monday, March 18, 2024, at 2:00 PM (CST)
Addendum Issue Date	Thursday, March 21, 2024
Qualification Due Date & Time	Thursday, March 28, 2024, at 2:00 PM (CST)

Evaluation Period:	April 1- April 5, 2024
Board Meeting:	May 23, 2024

Pre-Qualification Meeting

The Pre-Qualification meeting will be held via Microsoft Teams: **Meeting ID: 241 419 795 901**
Passcode: RqmHYR on March 8, 2024, @ 11:00 AM CST. Any information given to one prospective vendor will be furnished to all prospective vendors as an Addendum if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.

[Click here to join the meeting](#)

Required Forms (Certifications and Representations)

Respondent shall execute the stated required forms included with this Request for Qualifications as stated in Part VI – Required Attachments.

RFQ Clarification

Questions regarding the requirements specified in this RFQ must be submitted via email to the IDEA Public Schools Solicitations Division at solicitations@ideapublicschools.org no later than **March 18, 2024, at 2:00 PM CST.** The email subject line should read: Questions- RFQ 32-SPED-0524 Louisiana Special Education Instructional & Related Services. Questions submitted by Respondents by the submission deadline and answers prepared by IDEA, along with any errata or addenda to this RFQ, if applicable, will be posted on the IDEA website at: <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>, and on [Public Purchase](#). IDEA will not answer questions verbally and any informal oral answers provided by IDEA or its agents shall not be binding. No modification or amendment to this RFP shall be valid unless it is set forth in writing, via a signed addendum or amendment from IDEA.

Proposer Responsibility

IDEA expects Respondents to be thoroughly familiar with all requirements of this RFQ. Respondent's failure or omission to examine any relevant form, article, site, or document will not relieve Respondent from any obligation regarding this RFQ. By submitting a Statement of Qualifications, Respondent is presumed to concur with all terms, conditions, and specifications of this RFQ. Any exception must be clearly defined and referenced to the proper paragraph in this RFQ. Objections considered by IDEA as excessive or affecting vital terms may reduce or eliminate respondent's prospects for award.

Completeness

Statement of Qualifications will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of a Statement of Qualifications is allowed based on proof of mechanical error; however, Respondent may be removed from approved Respondent list.

False/Misleading Statements

Statement of Qualifications which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system or service, may be rejected. If, in the opinion of IDEA, such information was intended to mislead IDEA in its evaluation of the Statement of Qualifications and the attribute, condition, or capability as a requirement of the RFQ, the Statement of Qualifications shall be rejected.

Statement of Qualifications Signatures

The Statement of Qualifications must be signed by an individual with proper authority to obligate the Respondent. The signature should indicate the title or position that the individual holds in the partner (if applicable).

Selection of Respondent (s)

IDEA may award this RFQ to multiple Respondents or to a single respondent, in its sole discretion, provides the best value to IDEA, based upon the evaluation of Statement of Qualifications. Thus, the result will be determined by the applicable criteria as listed under Evaluation Criteria referenced in this RFQ. Once the Statement of Qualifications is received the qualifications will be evaluated by IDEA and then interviews will be conducted with selected respondents.

Administrative Procedure for Bidder Complaints

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by writing to the following address:

IDEA Public Schools Headquarters
Attn: Director of Procurement
2115 West Pike Blvd
Weslaco, TX 78596
956-377-8000

PART II – STATEMENT OF QUALIFICATIONS RESPONSE

Statement of Qualifications may be submitted using [Public Purchase](#), or by sending a hard copy to:

IDEA Public Schools Headquarters in C/O IDEA Public Schools Louisiana, Inc.
Attn. Purchasing Department
2115 West Pike Blvd
Weslaco, TX 78596

Statement of Qualifications must be in a sealed envelope marked with the RFQ Number and Title (#32-SPED-0524 Louisiana Special Education Instructional & Related Services) and include:

1. One (1) clearly identified hard copy ORIGINAL of the Statement of Qualifications response.
2. One (1) copies of the Statement of Qualifications on FLASH DRIVE, marked with the Respondent's name.

Note: Submissions via fax or email will not be accepted.

The respondent's Statement of Qualifications itself shall be organized as identified in **Part One (1), Statement of Qualifications Submission Requirements.**

PART III – REFERENCES

The Proposer shall submit a minimum of three (3) verifiable references. It is desired that if the Proposer has performed this type of service(s) previously, those references be listed. It is recommended that the Proposer provide references that are similar or as closely related to this unique agreement, if possible. Each reference provided shall include:

- Reference's Name
- Contact Person
- Address, City, State, and Zip
- Contact Person Phone Number
- Brief Project Scope and Time Frame

***Enter references in Attachment E**

PART IV - REQUIREMENTS

STATEMENT OF QUALIFICATIONS OPENING

Statement of Qualifications Opening is scheduled for **February 28, 2023 at 9:00 AM (CST)**. A formal "opening" will not be held. Trade secrets and confidential information contained in Statement of Qualifications shall not generally be open for public inspection, but IDEA's records are a matter of public record.

WHO IS ELIGIBLE TO RESPOND

Respondents who can meet the requirements for quality and other terms of this RFQ package, and who are not debarred and/or suspended from conducting business with IDEA, federal and state-funded agencies are invited to respond. A prospective respondent, by submitting a Statement of Qualifications, represents to IDEA that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFQ
- Is able to comply with the required scope of the RFQ
- Have a satisfactory record of integrity to ethics
- Be otherwise qualified and eligible to receive an award
- Be in service standing with the applicable national or state associations

PART V – EVALUATION

IDEA will evaluate each Respondent’s Statement of Qualifications(s) in the areas listed in this solicitation. The committee evaluating the Statement of Qualifications submitted in response to this RFQ may conduct interviews in order to allow Respondents to clarify or elaborate on their Statement of Qualifications. Upon completion of interviews or discussions, Respondents may be requested to revise any or all portions of their Statement of Qualifications.

35 Points	Vendor’s level of Expertise & Range of Service
25 Points	Vendor’s ability to comply with RFQ
15 Point	Vendor’s ability to provide in-person services
15 Points	Vendor’s ability to provide own computers, testing kits, and equipment
10 Points	Vendor’s reputation and quality of services
100 Points	Total Possible Score

PART VI – REQUIRED ATTACHMENTS

The attachments listed below are required and should be included with the Statement of Qualifications, along with any other forms included in this RFQ. All forms requiring signature must be signed as indicated.

1. **Attachment A** – Title Page
2. **Attachment B** – Respondent Certification
3. **Attachment C** – Certification Regarding Lobbying

4. **Attachment D** – Debarment or Suspension Certification
5. **Attachment E** – References
6. **Attachment F** – Proof of Insurance or Bonding
7. **Attachment G** – Geographic Coverage
8. **Attachment H** – Vendor Questionnaire

Attachment A – Title Page

A Statement of Qualifications Submitted in Response to:

IDEA Public Schools Louisiana, Inc

Request for Statement of Qualifications

#32-SPED-0524-Special Education Instructional & Related Services (Louisiana)

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Submission)

Attachment B – Respondent Certification

I, the undersigned, submit this Statement of Qualifications and have read the specifications, which are a part of this RFQ. My signature also certifies that I am authorized to submit this Statement of Qualifications, sign as a representative for Vendor, and carry out services solicited in this RFQ.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Respondent Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

Attachment C – Certification Regarding Lobbying

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of IDEA in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Respondent Name

Signature of Authorized Respondent

Date

Printed Name and Title of Authorized Representative

Attachment D – Debarment or Suspension Certificate

IDEA is prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Respondent must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting signing contract and this certificate, Respondent certifies that no suspension or debarment is in place, which would otherwise preclude Respondent or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

Respondent Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment E – Reference Sheet

Please list a minimum of three (3) references of agencies (governments, chartered nonpublic schools, community schools or school districts) that have used your products. We would prefer some of the references to be new customers in the last year, and Ohio agencies are preferred:

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS CITY STATE ZIP

CONTACT PERSON TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS CITY STATE ZIP

CONTACT PERSON TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

COMPANY NAME OR CONTACT PERSON

STREET ADDRESS

CITY

STATE

ZIP

CONTACT PERSON

TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

Attachment F – Proof of Insurance or Bonding

Please provide proof of insurance or bonding for each individual state included in this RFQ as applicable.

IDEA requires the minimum insurance coverage & limits as stated below:

MINIMUM INSURANCE COVERAGE & LIMITS FOR VENDORS AND PROFESSIONAL SERVICE PROVIDERS			
Type of Contractor	Required Coverage	Required Coverage Limits	Other
Vendor General Insurance Requirements	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles <i>(Required for vehicles driven on school property)</i>	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence \$500,000	Waiver of Subrogation Endorsement

For the contractor categories below, the following coverages may apply in addition to the general insurance requirements listed above:

Professional Services (accountants, architects, attorneys, education consultants, etc.)	Professional Liability	General Aggregate: \$2,000,000 Each Occurrence: Abuse of Molestation (If applicable) \$1,000,000 \$1,000,000	Additional Insured Endorsement
Nurses, therapists, medical providers	Professional Liability or Medical Malpractice (as applicable)	General Aggregate: \$3,000,000 Each Occurrence: Abuse of Molestation: (If applicable) \$1,000,000 \$1,000,000	Additional Insured Endorsement

Attachment G – Geographic Coverage

Respondent shall provide geographic coverage for services referenced in this RFQ in their qualification submission.

Baton Rouge, Louisiana		
Special Education Instructional & Related Services	Can Services be Provided? Yes or No	Can Services be Provided for ALL Campuses in the Region? Yes or No <i>If No, which campuses can be serviced?</i>
Certified Special Education Teacher		
Baton Rouge Campus List		
*Campuses are provided for information purposes only.		
Campus	Address	
IDEA University Prep	7802 Howell BlvdBaton Rouge LA 70807	
IDEA Bridge	1500 N Airway DriveBaton Rouge LA 70815	
IDEA Innovation	7800 Innovation Park DriveBaton Rouge LA 70820	

Resume(s) and Certification(s) must be provided upon submission of qualifications.

Attachment H – Vendor Questionnaire

All questions must be answered with the submission of qualifications.

1. Please describe the types of services your company can provide in each of our requested regions.

2. Can your company provide its own testing kits, protocols, equipment, and laptop for services that you can provide?

3. Can your company provide 9-week quotes/estimates of services typically around the following dates: August 7- October 6, October 9 – December 15, January 4 – March 8, March 18 – May 31, and June 1 – June 30

4. Can your company provide monthly invoices by the second business day of the following month for services provided? **Yes or No.** If Invoices cannot be submitted by the second business day of the following month explain why.

5. Does your company have staffed providers in all disciplines and all locations that have been outlined in your qualifications submission or will your company staff providers after awarded a contract, if awarded, or after the request is made of needed disciplines?

6. Please provide your rate sheet for all services you can provide in each of the regions specified within the RFQ (**rate sheet shall be submitted with statement for qualifications**).

END OF IDEA RFQ