



## REQUEST FOR PROPOSAL (RFP)

- SOLICITATION TITLE: Independent Therapists and Related Special Education Services
- SOLICITATION #: 61-P-10-24-AS
- SCOPE OF WORK/SERVICES: Washoe County School District (WCSD) is soliciting formal proposals from qualified firms and individuals for various Special Education related services including teachers for the deaf, orientation and mobility teachers, physical therapists, speech language pathologists, occupational therapists, certified occupational therapist assistants, teachers for the visually impaired, audiologists, educational interpreters, and school psychologists. WCSD intends to create a pool of providers by awarding this RFP to multiple providers. This RFP is **NOT** for staffing firms.
- DUE DATE & TIME:** **December 5, 2023 at 2:00 pm (local time)**
- PUBLIC OPENING:** **December 5, 2023 at 2:30 pm (local time) via TEAMS Meeting (refer to Section 1.6.2)**
- QUESTIONS DEADLINE: All questions/inquiries regarding this solicitation must be submitted in writing and are **due no later than 4:30 pm (local time) on November 17, 2023** via email to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) or submitted directly on the WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing>.
- AGENCY LOCATION: Washoe County School District  
The Brown Center - Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521-8912
- HOURS OF OPERATION: Monday – Friday 8:00 am to 4:30 pm (excluding holidays)
- SURETY REQUIREMENT: NONE REQUIRED
- FACILITATING BUYER: Andrea Sullivan, Director of Procurement and Contracts
- PUBLISH DATE: November 3, 2023
- SOLICITATION # OF PAGES: 25
- SOLICITATION EXHIBITS:
- EXHIBIT A – SIGNATURE PAGE (**REQUIRED FORM**)
  - EXHIBIT B – PUBLIC DISCLOSURE FORM (**REQUIRED FORM**)
  - EXHIBIT C – PRICE SCHEDULE/SPECIFICATION (SPEC) FORM (**REQUIRED FORM**)
  - EXHIBIT D – WASHOE COUNTY SCHOOL DISTRICT'S INDEPENDENT CONTRACTOR AGREEMENT

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***NOTE: The Facilitating Buyer for this solicitation is named above. Interested parties may NOT contact anyone else regarding this solicitation. Any interested Proposer contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may have their RFP submission rejected from evaluation and award consideration.***

***NOTE: Proposal submissions will NOT be accepted via email, fax, or verbally at any point of time in the RFP process (e.g., withdrawal and/or resubmitting for updated pricing). Only sealed proposal submissions will be accepted. Any proposal submissions that are otherwise received will be rejected. WCSD only accepts signatures done manually (also known as a wet signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Proposer's submission will be deemed "Non-Responsive" and will be rejected. If there are any questions about this requirement, please submit a question by the Questions/Inquires deadline, so that it can be answered prior to the submission deadline.***

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All **REQUIRED FORMS** (see list below) specific to this solicitation are to be completed, signed, and included with proposals and are available for download on WCSD's Solicitation website at:

<https://solicitations.washoeschools.net/Purchasing>

- EXHIBIT A – SIGNATURE PAGE (**REQUIRED FORM**)
- EXHIBIT B – PUBLIC DISCLOSURE FORM (**REQUIRED FORM**)
- EXHIBIT C – PRICE SCHEDULE/SPECIFICATION (SPEC) FORM (**REQUIRED FORM**)

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## **GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

### **1.0 SUBMISSION OF PROPOSAL**

- 1.1 In response to this RFP, Proposers shall submit clearly labeled and indexed portfolios or binders with appropriate section and sub-section numbers as referred to herein. Please provide the following:

1.1.1 One (1) original proposal labeled "MASTER".

1.1.2 Nine (9) identical bound proposals labeled "COPIES."

1.1.3 One (1) identical electronic response of the proposal in Microsoft Word, Microsoft Excel, or Adobe PDF, on a thumb/flash drive.

- If discrepancies are found between the "MASTER" and the "COPIES" of proposals, the "MASTER" will be used to resolve the discrepancy.

- 1.2 Provide nine (9) copies of **EXHIBIT C** (Section 47.0 – EVALUATION CRITERIA #1). Copies must be submitted in one (1) separate, sealed envelope and identified as EXHIBIT C – PRICE SCHEDULE/SPECIFICATION (SPEC) FORM.

- **EXHIBIT C – PRICE SCHEDULE/SPECIFICATION (SPEC) FORM (REQUIRED FORM)**

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- 1.2.1 Any prices provided in the Proposer's proposal that are relevant to products that may be supplied in addition to the work/service shall be *F.O.B. Destination* and exclusive of all federal, state, and local taxes. No shipping charges will be allowed.
- 1.2.2 All costs incurred in the preparation and submission of proposals to this RFP shall be the responsibility of the Proposer.
- 1.3 Neither the WCSD, the Purchasing Department, nor any officer or employee thereof shall be responsible for the pre/post-opening of or failure to open a proposal not properly addressed, identified, or mislabeled.
- 1.4 Proposals submitted verbally, by telephone, email, and/or facsimile will NOT be accepted.
- 1.5 Proposals and any signed/acknowledged Addenda/Amendment(s) shall be submitted in a sealed envelope or box and labeled using the following format:

Company Name: \_\_\_\_\_  
Solicitation Title: Independent Therapists and Related Special Education Services  
Solicitation #: 61-P-10-24-AS  
Due Date & Time: December 5, 2023 at 2:00 pm (local time)

MAIL OR DELIVER PROPOSALS TO:  
Washoe County School District  
The Brown Center – Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521-8912

- 1.6 For a proposal to be accepted, it is mandatory that the proposal documents be received and time-stamped by the WCSD Purchasing Department (address noted above), no later than 2:00 pm (local time) on the DUE DATE & TIME identified on Page 1 of this RFP document.
  - 1.6.1 **Late proposals will NOT be accepted.** A proposal may be received any time prior to the DUE DATE & TIME. Should a proposal arrive after the DUE DATE & TIME, the Proposer will be notified.
  - 1.6.2 Proposals will be opened publicly via a TEAMS meeting on December 5, 2023 at 2:30 pm (local time):

Microsoft Teams meeting  
**Join on your computer, mobile app or room device**  
[Click here to join the meeting](#)  
Meeting ID: 295 807 122 597  
Passcode: JNa6QK  
[Download Teams](#) | [Join on the web](#)

- 1.7 All accepted proposals and accompanying documentation by WCSD's Purchasing Department become the property of WCSD and will not be returnable to the submitting Proposer.
- 1.8 Proposal information should be prepared to provide a straightforward, concise delineation of capacities to satisfy the requirements of the RFP and submitted with all **REQUIRED FORMS** identified in this RFP document.

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- 1.8.1 Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be placed on conformance to RFP instructions, responsiveness to RFP requirements, completeness, and clarity of content.
- 1.9 Any irregularities and/or lack of clarity in this RFP should be brought to the attention of WCSD's Purchasing Department for correction and/or clarification via email to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) or submitted directly on the WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> prior to the QUESTIONS DEADLINE identified on Page 1 of this RFP document.
- 1.10 When surety is required (refer to Page 1 for requirement), said surety must be submitted with the proposal.
- 1.10.1 The surety shall be issued by a creditable surety company authorized to do business in the State of Nevada.
- 1.10.2 The surety shall be acceptable only in the form of a Bond, Performance Bond (if applicable), Certified Check, or Cashier's Check in the amount stated and made payable to:
- Washoe County School District  
RE: RFP #61-P-10-24-AS  
The Brown Center – Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521-8912
- 1.10.3 After formal award of this RFP has been made public, any submitted surety of the unsuccessful Proposer shall be returned.
- 1.10.4 Depending on this RFP's requirements, the amount of surety shall not be less than five percent (5%) of the total cost submitted on **EXHIBIT C**.
- 1.10.5 The surety amount will be forfeited to WCSD, should the Proposer, to whom the RFP contract is awarded, fail to enter into the contract in accordance with this RFP.
- 1.11 Addenda/Amendment(s) issued may become an integral part of this RFP and are posted and available at:
- WCSD Solicitations website at <https://solicitations.washoeschools.net/Purchasing>
  - DemandStar at <https://www.demandstar.com> (*paid Membership required*)
- 1.11.1 It is strongly suggested that the Proposer acknowledge receipt of Addenda/Amendment(s) by signing and returning any Addenda/Amendment(s) with the proposal.
- Proposers are responsible for obtaining any Addenda/Amendment(s).
  - Failure to submit a signed Addenda/Amendment(s) may result in rejection/disqualification of a Proposer's proposal.
- 1.11.2 If the Proposer is a paid member of DemandStar and has downloaded a solicitation document from DemandStar at [www.demandstar.com](https://www.demandstar.com), Proposer will electronically receive from DemandStar any Addenda/Amendment(s) issued.

- 1.12 An authorized representative of the Proposer's firm must sign where applicable on **EXHIBIT A** which is available for download at <https://solicitations.washoeschools.net/Purchasing>

➤ **EXHIBIT A – SIGNATURE FORM (REQUIRED FORM)**

- 1.12.1 Any proposal will be disqualified and rejected if **EXHIBIT A** is not signed and included in the proposal.
- 1.12.2 WCSO only accepts signatures done manually (also known as a "wet" signature) or certified electronic digital signatures. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Signatures on the **REQUIRED FORMS** that do not meet these requirements will NOT be accepted and may cause the proposal to be deemed "NON-RESPONSIVE" and cause for rejection. If there are any questions about this requirement, please submit a question by the QUESTIONS DEADLINE (refer to Page 1), so that it can be answered before the proposal DUE DATE & TIME.
- 1.12.3 WCSO reserves the right to reject any proposal received, or any part thereof for any of, but not limited to, the following additional causes:
- A. Evidence of collusion among Proposers exists.
  - B. Proposer fails to meet any terms and conditions as specified in this RFP.
  - C. Evidence submitted by Proposer leads WCSO to believe that Proposer will be unable to carry out the obligations of any resulting contract of this RFP and complete the work/service described.
  - D. WCSO investigation determines that Proposer is not qualified to meet the obligations of the contract and complete the work described.
  - E. Cost of work/service exceeds budgetary constraints.
  - F. **EXHIBIT A** is not signed or is not properly signed and returned with the proposal submission.
- 1.13 Payment will only be made after work/service is rendered and/or products procured and within thirty (30) days of receiving an accurate invoice for rendered work/service and/or products without defects.
- 1.14 Exceptions to any General and/or Special Terms, Conditions, and Specifications in this solicitation must be noted accordingly on **EXHIBIT A**.
- 1.14.1 If more space is required to note exceptions than what is provided on **EXHIBIT A**, Proposer must attach additional sheet(s) referencing the solicitation title and solicitation number and submit **ALL pages with EXHIBIT A** with their proposal.
- 1.14.2 If additional pages of documented "exceptions" are not included with the submitted proposal, those pages of documented "exceptions" **will not** be accepted after the DUE DATE & TIME of submission and will not be considered for proposal evaluation and award.
- 1.14.3 Failure to note exceptions shall be interpreted to convey that the Proposer agrees to

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perform in the manner described and/or specified.

- 1.14.4 WCSD reserves the right to accept or reject any exceptions if deemed to be in the best interest of WCSD.
- 1.14.5 If there are any questions/inquiries about this requirement, Proposers are to submit their questions in writing via e-mail to [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) or directly on WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> by the QUESTION DEADLINE (refer to Page 1), so that they can be answered prior to the proposal DUE DATE & TIME (refer to Page 1).
- 1.15 Proposer assumes all risks involved with the method of proposal delivery the Proposer chooses. WCSD assumes no responsibility for the Proposer's failure to deliver a proposal in accordance with this RFP.
- 1.16 All proposals and accompanying documentation that are accepted by WCSD's Purchasing Department become the property of WCSD and will not be returned.
- 1.17 Proposer shall provide with proposal, a completed and signed **EXHIBIT B** available for download at <https://solicitations.washoeschools.net/Purchasing>.

➤ **EXHIBIT B – PUBLIC DISCLOSURE FORM (REQUIRED FORM)**

- 1.17.1 Failure to submit a completed and signed **EXHIBIT B** with the proposal may be grounds for disqualifying the proposal from evaluation and award consideration.
- 1.18 **The Facilitator for this RFP is identified on Page 1 of this document. Proposers may NOT contact anyone else regarding this RFP. Proposers contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified.**

2.0 WITHDRAWAL OF PROPOSAL

- 2.1 Proposals may be withdrawn by written notification delivered via e-mail to [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) provided such notice is received prior to the DUE DATE & TIME identified on Page 1 of this RFP.
- 2.2 A request for withdrawal of a proposal received after the DUE DATE & TIME will not be considered.

3.0 PROPRIETARY & CONFIDENTIAL INFORMATION

- 3.1 WCSD is a public entity as defined by state law and, as such, it is subject to the Nevada Public Records Law (Nevada Revised Statute, Chapter 239 (NRS 239)). Under said law, all WCSD records are public (unless otherwise declared by law to be confidential), subject to inspection and may be copied by any person.
- 3.2 Proposers are advised that after a LETTER OF INTENT (Recommendation of Award) has been issued the complete content of all proposals will become public record, and nothing contained in the proposal will be deemed confidential unless deemed so by law.
- 3.3 Proposers should not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Thus, proposals should contain sufficient information to be evaluated without reference to any proprietary information.

4.0 PROPOSER FORMAL INTERVIEWS AND PRESENTATIONS

- 4.1 WUSD reserves the right to require, any or all, Proposers to attend an interview session and/or give a presentation or demonstration (either by virtual means or in-person) to gauge suitability to provide work/service and to illustrate their abilities to meet the requirements of this RFP.
- 4.2 If requested by WUSD, Proposers are to make their personnel available within (no less than) ten (10) business days of the request for formal interviews and presentations.
- 4.3 No cost allowance or per diem will be paid by WUSD for this requirement.
- 4.4 WUSD also reserves the right to recommend any Proposer for award from their evaluated and scored proposal without presentations and/or formal interviews if deemed to be in the best interest of WUSD.

5.0 GOVERNING LAW, COMPLIANCE WITH LAW, AND ATTORNEY FEES

- 5.1 Should there be any resulting contract of this RFP, the awarded Proposer agrees that the contract shall be governed by and construed in accordance with the laws of Nevada.
- 5.2 No action involving the proposal and/or resulting contract may be brought except in the federal courts located in Washoe County, Nevada, USA.
- 5.3 Proposer shall comply with all applicable federal, state, and local statutes, regulations, ordinances, or other legal requirements which apply.
- 5.4 All parties agree that in the event of a dispute, each party will bear its own costs of litigation and/or attorney's fees.

6.0 DISPUTE RESOLUTION

- 6.1 Any breach, controversy, or claim arising out of, related to the RFP, and/or any resulting contract of this RFP shall be settled by arbitration unless WUSD, at its sole option, rejects arbitration by so notifying Proposer.
- 6.2 If the WUSD rejects arbitration, the Proposer shall have thirty (30) days from the date of receipt of rejection to send notice to commence litigation of the work/service via a summons and complaint upon the WUSD.
- 6.3 Failure to effectively provide work/service to the WUSD within said time shall act as a bar to litigation of the claim, which was the subject of the request for arbitration.
- 6.4 If the matter is arbitrated, WUSD shall designate whether the rules of the American Arbitration Association or the rules of the Nevada Arbitration Association shall apply. Nevada courts may enter judgment on such awards.
- 6.5 The parties agree that an arbitrator may not award attorney's fees in any case.
- 6.6 Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFP, the awarded Proposer's response to this RFP, and any contract submitted by the awarded Proposer, the language in this RFP shall take precedence.

7.0 DEBARMENT, SUSPENSION, AND OTHER LEGAL MATTERS

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- 7.1 As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Proposer must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with any federal department or agency.
- 7.2 Submission of **EXHIBIT A** is certification that Proposer's organization (or any Sub-Proposer) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission of **EXHIBIT A** is also confirmation that WCSD will be notified of any change in this status.
- 7.3 If WCSD was required by NRS 332.039 to advertise for this RFP, then by way of a submitted signed proposal, the Proposer provides a written certification that the Proposer is not currently engaged in, and during any term of any resulting contract of this RFP, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018). The term "Boycott of Israel" has the meaning ascribed to that term per NRS 332.065(5)(a).
- 7.4 Loss of Contract and/or Inability to Fulfill Requirements
- 7.4.1 If Proposer has had a contract terminated, or has a pending termination, or a settlement to avoid litigation or termination for default during the past five (5) years, all such incidents must be described. Termination for default is defined as notice to stop performance, due to Proposer's non-performance, or poor performance, and the issue was either: (i) not litigated; or (ii) litigated and such litigation determined Proposer to be in default. Proposer shall submit full details of all terminations for default, settlements, or pending terminations experienced in the past five (5) years including the other party's name, address, and telephone number. Proposer shall also present its position on the matter to WCSD's Purchasing Department.
- 7.4.2 WCSD shall evaluate the facts and at its sole discretion may reject the Proposer's proposal if the facts discovered indicate that the completion of any contract resulting from this RFP may be jeopardized by the selection of Proposer. If Proposer has experienced no such settlement or terminations for default in the past five (5) years and has no pending terminations, it must affirmatively declare this to be so in the proposal.
- 8.0 NON-APPROPRIATION OF FUNDS
- 8.1 Should the funding authority of WCSD fail to appropriate funds to continue payment on a resultant contract of this RFP, WCSD may cancel said contract without termination charge or penalty. Written notification from WCSD shall be made should this occur.
- 8.2 WCSD would only exercise the FUNDING OUT CLAUSE above if WCSD is unable to appropriate the necessary funds to pay for the work/service under this RFP.
- 8.3 If WCSD is unable to appropriate the necessary funds to pay for the work/service under this RFP WCSD reserves the right to contract with another party for the same work/service immediately following the termination of a resultant contract specific to this RFP.
- 8.4 Should WCSD appropriate the funds at a later time, WCSD reserves the right to issue a new RFP for said work/service.
- 9.0 DEFAULT AND CONTRACT TERMINATION RIGHTS
- 9.1 In case of default by any awarded Proposer(s), WCSD reserves the right to impose any of the



following actions:

- A. Deduct any unpaid balance due to awarded Proposer(s).
- B. Procure the service(s) and/or product(s) from another source.
- C. Hold the defaulting Proposer(s) responsible for any excess cost occasioned thereby.
- D. Assess a penalty equal to five percent (5%) of the total proposal price.
- E. Commence proceedings against any surety held in conjunction with the proposal.
- F. Prohibit Proposer(s) to submit proposals for a period of not less than one (1) year and no more than five (5) years.
- G. Pursue other appropriate legal remedies.

10.0 TERMINATION OF CONTRACT

10.1 Any resulting contract from this RFP may be terminated in whole or in part by WCSD with or without cause without penalty or fee only after the contracted Proposer is given:

- A. Not less than thirty (30) calendar days written notice of intent to terminate.
- B. An opportunity for consultation with the Director of Procurement and Contracts of WCSD prior to termination.

11.0 JOINDER OF LOCAL GOVERNMENTS

**NOTE: Preference will not be given to any Proposer working under any other existing contracts that allow joint use by public agencies.**

NRS 332.195 Joinder or Mutual Use of Contracts by Local Governments, states the following:

1. *Except as otherwise provided in this section:*

*(a) A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The original contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.*

*(b) A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or another state is not liable for the obligations of the local government which joins or uses the contract.*

2. *A governing body or its authorized representative or the State of Nevada shall not join or use a contract pursuant to this section if a contractor's license issued pursuant to Chapter 624 of NRS is required for any portion of the work to be performed under the contract.*

12.0 AMERICANS WITH DISABILITIES

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- 12.1 WUSD acknowledges its responsibilities under the Americans with Disabilities Act (ADA) of 1990. WUSD expects all Proposers to be knowledgeable about and comply with the requirements of the ADA.

13.0 INSTALLATION

- 13.1 If applicable, the awarded Proposer shall make good and to the satisfaction of WUSD any damage resulting from the work/service caused by any installation. Wherever, in these specifications, a specific brand, make, and/or model of item is specified, the awarded Proposer shall comply strictly with the specifications and recommendations of that manufacturer as to the installation and/or application of that particular item.

14.0 REQUIRED INSURANCE COVERAGE & VERIFICATION

***NOTE: WUSD reserves the right to amend/adjust any limits (both occurrence and aggregate) listed herein with respect to all insurance coverages based on the estimated project/construction budget (if applicable) should it be deemed in the best interest of WUSD.***

- 14.1 Any awarded Proposer shall, at the awarded their sole expense, procure, maintain, and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in this solicitation.
- 14.2 Any awarded Proposer shall provide WUSD with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) affecting the coverage required.
- 14.3 The authorized Insurer(s) of any awarded Proposer(s) and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against WUSD for payment of any premiums, costs, or assessments under any form of policy nor shall they have no right of recovery or subrogation against WUSD.
- 14.4 Any required insurance shall be approved by WUSD and be in effect prior to the procurement of any service(s) and/or product(s) rendered by any awarded Proposer and shall continue in force as appropriate until the completion of the contract term.
- 14.5 An "ACORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by any awarded Proposer(s) to WUSD to evidence the insurance policies and coverages required.
- 14.6 The COI must be signed by a person authorized to bind coverage on behalf of any awarded Proposer(s). The COI must name WUSD as the "Certificate Holder" as follows:

Washoe County School District  
The Brown Center – Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521-8912

- 14.7 For substantiating the requirement of WUSD to be named as an "Additional Insured," the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

*WUSD, its officers, employees, and volunteers are to be named as an "Additional Insured" on the awarded Proposer(s)' general liability. The coverage shall contain no special limitations on the scope of protection afforded to WUSD, its officers, employees, agents, or volunteers.*

- 14.8 The COI shall state that if any of the described policies are canceled before the expiration date

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thereof, notice will be delivered in accordance with the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled, or non-renewed by either any awarded Proposer(s) or the authorized Insurer(s) without a replacement COI being provided to WCSD during any valid term of the contract.

- 14.9 Upon renewal of the policies listed, awarded Proposer(s), or authorized Insurer(s) shall WCSD with replacement certificates.
- 14.10 All COIs and relative endorsements are to be received by awarded Proposer(s) and must be reviewed and approved by WCSD's Purchasing Department prior to the procurement of any product(s) and/or services to be rendered.
- 14.11 WCSD reserves the right to require awarded Proposer(s) to make available/check the wording of all required insurance policies at any time.
- 14.12 Awarded Proposer's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by WCSD, its officers, employees, agents, or volunteers shall be more than that awarded Proposer's insurance and shall not contribute to it in any way.
- 14.13 Failure of any awarded Proposer(s) to comply with the reporting provisions of the policies shall not affect coverage provided to WCSD, its officers, employees, agents, or volunteers.

**15.0 GENERAL LIABILITY INSURANCE**

- 15.1 During any term of the resulting contract of this RFP, the awarded Proposer providing work/service to WCSD shall maintain Commercial General Liability Insurance with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:VII or better:
  - Each Occurrence
  - Medical Expense
  - Personal & ADV Injury
  - General Aggregate
  - Products-Completed Operations Aggregate
- 15.2 Limits shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with (at minimum) two million dollars (\$2,000,000) aggregate.

**16.0 COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

- 16.1 If applicable to the work/services outlined in this RFP, During any valid term of this contract, including any subsequent renewals thereof, any awarded Proposer(s) shall maintain Automobile Liability Insurance with the following coverages (at minimum) through a licensed insurance carrier(s) and having a current A.M. Best rating of A-:VII or better to include:
  - All owned autos
  - Non-owned autos (in use by Employees)
  - Hired autos
- 16.2 Limits shall not be less than one million dollars (\$1,000,000) per occurrence.

**17.0 WORKER'S COMPENSATION COVERAGE**

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- 17.1 During any valid term of an awarded contract of this RFP, including any subsequent renewals thereof, any awarded Proposer(s) shall have and maintain Workers' Compensation coverage as required by law for the duration of the contract to include Employer's Liability Coverage (noted at Statutory Limits) with a minimum limit of one million dollars (\$1,000,000).

18.0 PROFESSIONAL LIABILITY INSURANCE

- 18.1 During the initial term of a resulting contract of this RFP and for any additional time specified by WCSD thereafter, including any subsequent renewals thereof, the awarded Proposer(s) shall maintain Professional Liability Insurance (Errors and Omissions) with minimum limits of at least one million dollars (\$1,000,000).
- 18.1.1 WCSD reserves the right to require a higher limit for service(s) that may constitute said requirement.
- 18.1.2 WCSD requires that Professional Liability Insurance include coverage for unintentional breach of contract.
- 18.1.3 Professional Liability Insurance may be proved under primary policies or by a combination of primary and excess policies.
- 18.1.4 Professional Liability is not covered under additional Umbrella Liability Insurance.

19.0 DEDUCTIBLES AND SELF-INSURED RETENTIONS

- 19.1 Any deductibles or self-insured retentions must be declared to and approved by the WCSD before any work/service is rendered and/or products procured. WCSD reserves the right to request additional documentation, financial or otherwise, prior to approving the deductibles and self-insured retentions before any work/service is rendered and/or products procured.
- 19.2 WCSD shall be notified of any changes to the deductibles or self-insured retentions made during any term of any resulting contract of this RFP or during any term of any policy.
- 19.3 It is understood that the awarded Proposer is responsible for and shall assume payment of all deductibles and/or self-insured retentions.

20.0 LICENSE AND CERTIFICATION

- 20.1 Proposers must be licensed and/or incorporated to do business in the State of Nevada.
- 20.2 Proposer shall possess all applicable licenses and/or certifications to perform the type of work/service in this RFP.
- 20.3 Proposer shall possess appropriate city and/or county business licenses, if applicable.

21.0 VESTED INTEREST

- 21.1 Awarded Proposer cannot receive any benefits (directly or indirectly) and/or be party to other contracts that may emanate from recommendations, contracting actions, and or activities related to this RFP.
- 21.2 The only benefit the awarded Proposer may derive from this project is payment for rendered work/service, products procured specific to the work/service, and applicable deliverables as outlined in any resulting contract of this RFP, including identified deliverables in awarded

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Proposer's initial RFP response and subsequent written additions to the resulting contract of this RFP authorized/approved by WCSD.

- 21.3 Proposer covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner and/or degree with the performance of work/services required under the resulting contract of this RFP.
- 21.4 Proposer covenants to its knowledge and ability that no person having any such interest shall be employed in performance of said work/service.

**22.0 WARRANTY OF WORK/SERVICE**

- 22.1 Proposer warrants that any work/service rendered under any resulting contract of this RFP shall be performed with the degree of skill, care, and judgment customarily accepted as sound quality practices and procedures.
- 22.2 Proposer further warrants that any work/service rendered under any resulting contract of this RFP shall fulfill the requirements and intent of the entire contract inclusive of Proposer's proposal. If work/service fails to meet the requirements and/or is deemed to be inadequate in the judgment of WCSD, awarded Proposer shall re-perform the work/service and/or portion of the work/service that is unsatisfactory.
- 22.3 Awarded Proposer shall be liable for all costs/expenses incurred in the performance of corrective work and work/service, including travel, per diem, etc.

**23.0 ASSIGNMENT**

- 23.1 Any attempt by awarded Proposer(s) to assign and/or otherwise transfer any interest in any resulting contract of this RFP without the prior written consent of WCSD shall be considered "VOID."

**24.0 CONFIDENTIAL TREATMENT OF INFORMATION**

- 24.1 Proposer shall preserve any information obtained, assembled, and/or prepared in connection with the performance of any resulting contract of this RFP in the utmost professional confidence.

**25.0 FORCE MAJEURE**

- 25.1 Neither party shall be liable for failure and/or delay in performance under any resulting contract of this RFP, in whole or in part, to an act of God, including, but not limited to pandemics (e.g., COVID-19), epidemics, fire, naturally caused explosions and/or flood; employee/company strike, lockout and/or other labor dispute, civil commotion, human-caused explosions, and/or sabotage; acts of any government; unforeseen shortages and/or unavailability of fuel, power, transportation, raw materials and/or supplies; inability to obtain and/or delay in obtaining governmental approvals, permits, licenses and/or allocations; and any other causes which are not within either party's reasonable control, whether or not the cause is specifically identified above.
- 25.2 WCSD will not terminate any contract with the awarded/contracted organization that is unable to complete and perform the work/service due to FORCE MAJEURE.
- 25.3 WCSD maintains the ability and right to secure other suppliers to provide said work/services, temporarily, if deemed to be in the best interest of WCSD, until the awarded and contracted Proposer is able to return to said work/service and able to meet the requirements of any resulting contract of this RFP.

26.0 INDEMNIFICATION

- 26.1 Proposer agrees to defend, indemnify and hold harmless WCSD, its officers, employees, agents, and volunteers from and against all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, damage, which arises from any work performed under any resulting contract of this RFP, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of Proposer, any Sub-Proposer of Proposer, and/or any officer, employee, and/or agent of Proposer in the performance of work/service hereunder.
- 26.2 Proposer agrees to indemnify and hold WCSD harmless from any claim involving patent infringement and/or copyrights on goods supplied.
- 26.3 WCSD agrees to defend, indemnify and hold Proposer, its officers, and its employees harmless from and against any and all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, and/or damage which arises out of the work performed under any resulting contract of this RFP, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of WCSD and/or any officer, employee, and/or agent of WCSD subject to the provisions of NRS 41, including, but not limited to NRS 41.035: Actions against certain officers and employees of political subdivisions for acts or omissions of other persons.
- 26.4 The obligation of this section shall not apply to damages for which WCSD is/shall become liable by final judgment to pay to a third party as the result of the negligence of WCSD. Nothing herein shall constitute a waiver by WCSD of any and all rights and privileges under any governmental immunity act and/or related statute.

27.0 INTELLECTUAL PROPERTY

- 27.1 Any drawings, written reports, and/or other works (works) made and/or provided to WCSD by Proposer shall be considered works for use and become the property of WCSD. Any such works shall not be stamped with the Proposer's proprietary markings.

28.0 NO THIRD-PARTY RIGHTS

- 28.1 Any resulting contract of this RFP is made for the benefit of WCSD and the awarded Proposer and not for any outside party.

29.0 NON-ENDORSEMENT

- 29.1 As a result of the selection of an awarded Proposer to supply work/service and/or products under this RFP, WCSD is neither endorsing nor suggesting that the Proposer's work/service is the best and/or only solution.
- 29.2 The awarded Proposer agrees to make no reference to WCSD in any literature, promotional material, brochures, sales presentations, or the like, without prior express written consent of WCSD.

30.0 RECORDS

- 30.1 Records shall be maintained as required by the awarded Proposer in compliance with applicable municipal, federal, and/or state laws, ordinances, codes, and as prescribed by WCSD.

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- 30.2 Upon prior written notice, at a mutually agreed upon time and place, all records shall be made available to WCSD.
- 30.3 WCSD may audit, examine and/or take excerpts and/or transcripts from such records including, but not limited to, invoices, materials, payrolls, records of personnel, conditions of employment, and/or any other data as may be pertinent to this RFP.

31.0 OTHER EXPENSES

- 31.1 In the event that WCSD agrees to pay for any of Proposer's expenses directly related to work/service and/or products relevant to this RFP, no overhead and/or profit shall be permitted.
- 31.2 Proposer shall only receive reimbursement in amounts that are consistent with applicable travel guidelines established by WCSD policies, regulations, and procedures for its employees at the time the reimbursement request(s) are made.

32.0 REFERENCES

- 32.1 WCSD may investigate information supplied by Proposer to determine its accuracy. Proposer supplying a reference and/or customer list gives the WCSD permission to contact references listed and understand that any information gathered may be used in the evaluation of the proposal.
- 32.2 References, including but not limited to currently employed WCSD staff, officials, Evaluation Committee members, or Board of Trustees will NOT be accepted.

33.0 PROPOSAL NEGOTIATIONS

- 33.1 WCSD may open negotiations with responsive Proposers prior to award. At its sole discretion, the WCSD reserves the right to award any resulting contract of this RFP without negotiation based upon written proposals.
- 33.2 WCSD reserves the right to accept any proposal that it deems most favorable to the WCSD, and to reject any or all proposals or any portion of any proposal submitted which is not in the WCSD's best interest.

34.0 RFP AND CONTRACT AWARD GUIDELINES

- 34.1 WCSD reserves the right to waive any minor informalities or irregularities in proposals and/or any resulting contract of this RFP in its best interest.
- 34.2 WCSD reserves the right to award a resulting contract of this RFP based on individual scope of work/service elements, groups of elements, or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, WCSD will select the Proposer whose proposal is most advantageous to the WCSD.
- 34.3 Contractual commitments are contingent upon the availability of funds as evidenced by the issuance of a purchase order.
- 34.4 Any additional contract documents conjoined as part of this RFP for final award consideration are subject to approval by WCSD's legal counsel and may require approval of the Chief Financial Officer (CFO) or Board of Trustees prior to execution.

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- 34.5 Once awarded, this RFP and any resulting contract of this RFP will be the final expression of a contract between the parties and may not be altered, changed, and/or amended except by mutually approved and executed amendments.
- 34.6 Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFP document, the awarded Proposer's proposal, and any additional contract submitted by the awarded Proposer, the language in this RFP document shall take precedence unless otherwise approved by WCSD.
- 34.7 WCSD reserves the right to hold proposals for a period of ninety (90) days from the date of opening before awarding or rejecting said proposals.
- 35.0 LETTER OF INTENT (RECOMMENDATION OF AWARD)
- 35.1 It is the responsibility of the interested Proposer to obtain the LETTER OF INTENT (Recommendation of Award) available for download at:
- WCSD Solicitations website at <https://solicitations.washoeschools.net/Purchasing>
  - DemandStar at <https://www.demandstar.com> (*paid Membership required*)
- 35.2 Proposer may also obtain a copy of the LETTER OF INTENT (Recommendation of Award) by sending an email request to [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net)
- 36.0 APPEAL BY UNSUCCESSFUL PROPOSER
- 36.1 Any unsuccessful Proposer (Appellant) may appeal the results in the solicitation's LETTER OF INTENT (Recommendation of Award) if they believe applicable provisions of the law were violated.
- 36.2 Appellant must submit a notice of protest to the Director of Procurement and Contracts no later than five (5) business days from the date the LETTER OF INTENT (Recommendation of Award) is issued. The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of the law were violated.
- 36.3 Appellant shall submit with the notice of protest a bond (i.e., Protest Bond or Appeal Bond) with a good and solvent surety company, authorized to do business in the State of Nevada or submit other security in a form approved by WCSD, who will hold the bond or other security until a determination is made on the appeal. The bond shall be in the amount of twenty-five percent (25%) of the total dollar value of the Appellant's **EXHIBIT C**, up to a maximum amount of two hundred fifty thousand dollars (\$250,000).
- 36.4 If the Appellant is not satisfied with WCSD's Director of Procurement and Contracts' response, Appellant may then appeal to an appeals committee designated by WCSD.
- 36.5 If the Appellant is not satisfied with the appeals committee's response, the Appellant may then appeal to WCSD's Board of Trustees, who will render the final decision.
- 36.6 WCSD will postpone any award action until after WCSD's Board of Trustees renders a final decision. Appellant will not seek any type of judicial intervention until WCSD has rendered its final decision on the protest.
- 36.7 If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to Appellant.
- 36.8 If the appeal is denied/not upheld, a claim may be made against the bond by WCSD for expenses



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suffered by WCSD as a result of the unsuccessful appeal.

- 36.9 WCSD is not liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by the Appellant in an appeal process.

37.0 SURETY

- 37.1 When a **surety** is required (refer to Page 1 for requirement), the surety must be submitted with the proposal. The surety shall be issued by a creditable surety company authorized to do business in the State of Nevada.

- 37.2 The surety shall be acceptable only in the form of a Bond, Performance Bond (if applicable), Certified Check, or Cashier's Check in the amount stated and made payable to:

Washoe County School District  
RE: RFP #  
The Brown Center – Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521-8912

- 37.3 After formal award of this RFP has been made public, any submitted surety of the unsuccessful Proposer(s) shall be returned.

- 37.4 Depending on the proposal requirements, the amount of surety shall not be less than five percent (5%) of the total proposal submitted.

- 37.5 Said amount to be forfeited to WCSD should Proposer, to whom the contract is awarded, fails to enter into the contract in accordance with this solicitation.

38.0 PERFORMANCE BOND

- 38.1 When a Performance Bond is required, the awarded Proposer shall agree to furnish WCSD with a Performance Bond in the amount equal to one hundred percent (100%) of the total amount of the proposal award for the initial term of the contract.

- 38.2 The Performance Bond shall be made payable to WCSD, executed by one or more surety companies authorized to do business in the State of Nevada.

- 38.3 The Performance Bond shall be conditioned upon the awarded Proposer's full performance of the work/service, in accordance with the plans, specifications, terms, and conditions of the award of RFP.

- 38.4 In the event the contract is renewed, a new Performance Bond, if applicable, shall be requested for one hundred percent (100%) of the total amount of the proposal for the renewal term.

39.0 PENALTIES

- 39.1 In case of default by awarded Proposer, the WCSD may procure the work/service and/or products from other sources and may deduct from any unpaid balance due Proposer and/or collect against the submitted surety, bond, or security for the amount of excess costs so paid.

40.0 SEVERABILITY

- 40.1 If a competent court or arbitrator holds any of the terms, covenants, provisions, and contracts contained herein invalid, illegal, and/or unenforceable, any resulting contract of this RFP shall be

interpreted as if such invalid terms, covenants, provisions, and/or contracts were not contained herein, and the remaining provisions shall be valid and enforceable.

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**END OF GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

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**SPECIAL TERMS, CONDITIONS, AND SPECIFICATIONS**

41.0 SCOPE OF WORK/SERVICES

Washoe County School District (WCSD) is soliciting formal proposals from qualified firms and individuals for various Special Education instructional and related services. WCSD intends to create a pool of providers by awarding this RFP to multiple providers. This RFP is **NOT** to hire staffing firms. WCSD has a current pool of staffing firms to provide these services. Staffing firms who submit for this RFP will not be considered. This RFP is for independent contractors including individuals and firms specializing in these services. Nothing in this RFP precludes WCSD from contracting with staffing firms to perform similar services. Should no awarded provider selected as a result of this RFP be able to provide needed services, WCSD reserves the right to use an individual or firm not in the pool to receive the services needed.

The positions include, but are not limited to the following:

- Teacher for the Deaf
- Orientation and Mobility Teacher
- Physical Therapist
- Speech Language Pathologist
- Occupational Therapist
- Certified Occupational Therapy Assistant
- Teacher for the Visually Impaired
- Audiologist
- Educational Interpreter
- School Psychologist

Selected individuals and firms 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.

Selected individuals and firms shall ensure adherence to appropriate safety procedures and report potential health or safety hazards to the designated campus administrator.

Selected individuals and firms' assigned staff members shall be responsible for the following, as applicable:

- Providing special education and/or related services as determined for each assigned student;
- Maintaining logs and therapy notes for student services;
- Providing logs with invoice for therapy;
- Attending IEP and eligibility meetings;
- Completing or assisting with individual evaluation plans;
- Completing progress reports for services;
- Consulting with school staff;
- Completing evaluations, IEPs, and progress reports on the WCSD online IEP system;

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- Assisting special education case managers with their students' IEP progress reports;
- Assisting school staff with equipment orders if applicable;
- Creating collaborative relationships on school campuses;
- Medicaid billing for each assigned student, if applicable; and
- Attending staff meetings as applicable and as assigned by supervising Special Education Administrator.

Selected firms and individuals will be required to complete a WCSO Independent Contractor Agreement (ICA) which will be used as the binding contract. A blank copy of the ICA has been attached as **Exhibit D**.

42.0 POSITION DETAILS

Below is a detailed description of the types of staffing WCSO may need during the term of the contract to include the purpose, minimum qualifications and responsibilities and duties. Firms providing staffing must comply with these requirements.

**Teacher for the Deaf**

Primary Purpose: Provide direct and indirect support for students identified as Deaf/Hard of Hearing.

Minimum Education/Certification Qualifications: Possession of, or the ability to obtain a valid Nevada teaching license and endorsement in the relevant subject area and/or grade level within 30 days.

Major Responsibilities and Duties: Direct and indirect DHH services, consultation with parents and school staff, trainings for school staff, consultation and support in ordering and maintaining equipment to help student access general education. Assist and consult with assessment personnel and SLPs to gather necessary evaluations such as Otological and Audiological evaluations. Consult with outside providers for equipment, evaluations, etc. Complete and assist in IEP development, complete and assist in progress reports, maintain logs for direct and indirect services.

**Occupational Therapist**

Primary Purpose: Provide direct and indirect occupational therapy services and evaluations for students in Washoe County School District.

Minimum Education/Certification Qualifications: Equivalent to a Bachelor's degree in the area of occupational therapy; Certification/registration by NBCOT; Licenses/Certificates: Possession of, or ability to obtain a valid Nevada Occupational Therapist License from the Nevada State Board of Occupational Therapy Examiners within 30 days.

Major Responsibilities and Duties: Providing direct and indirect (consult) occupational therapy services to students in the region that have OT services per their IEP. Provide OT initial evaluation and re-evaluation support as needed for students in the region. Participate in eligibility and IEP meetings for students on caseload.

**Certified Occupational Therapy Assistant**

Primary Purpose: Under the general supervision and direction of a registered Occupational Therapist (OTL) provides occupational therapy service and assistance to students with disabilities.

Minimum Education/Certification Qualifications: Associates degree - Occupational Therapy Assistant (completion of an Occupational Therapy Assistant educational program that is approved by the American Occupational Therapy Association; all fieldwork requirements). Certified by the National Board for

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Certification in Occupational Therapy (NBCOT). Must successfully complete 36 professional development units required every three years in order to renew and maintain national certification. Licensed by the Nevada State Board of Occupational Therapy. Must be maintained for the duration of the assignment. License must be renewed annually with successful completion of 10 professional development units.

Major Responsibilities and Duties: Under the direction of an OTR/L direct and indirect (consult) occupational therapy services to students in the region that have OT services per their IEP. Contributes to progress reports and assists in collecting data for IEPs.

**Orientation and Mobility Teacher**

Primary Purpose: To provide direct and indirect support for students with visual impairment that require orientation and mobility services per their IEP.

Minimum Education/Certification Qualifications: Bachelor's degree; possession of, or the ability to obtain a valid Nevada teaching license and endorsement in the relevant subject area and/or grade level within 30 days.

Major Responsibilities and Duties: To provide direct and indirect (consult) orientation and mobility support to students with visual impairment. To provide orientation and mobility evaluation and re-evaluation support as needed for students in the region. Participate in eligibility and IEP meetings for students on caseload.

**Physical Therapist**

Primary Purpose: To provide direct and indirect physical therapy services and evaluations for students in Washoe County School District.

Minimum Education/Certification Qualifications: Master of Physical Therapy degree or Doctor of Physical Therapy degree. Nevada State Board of Examiners for Physical Therapist licensure required. Possession of, or ability to obtain a valid Nevada Physical Therapist License from the Nevada State Board of Physical Therapy within 30 days.

Major Responsibilities and Duties: Provide direct and indirect (consult) physical therapy support to students per their IEP. To provide orientation and mobility evaluation and re-evaluation support as needed for students in the region. Participate in eligibility and IEP meetings for students on caseload.

**Speech Language Pathologist**

Primary Purpose: To provide speech and language therapy evaluation and services to students per their IEP and/or to provide speech therapy evaluation support.

Minimum Education/Certification Qualifications: Master's degree in Speech-Language Pathology from an accredited college or university, valid Nevada license as a Speech-Language Pathologist granted by the Nevada Department of Education. Certificate of Clinical Competence or from the American Speech Language and Hearing Association preferred. Clinical Fellowship Year candidates will be considered.

Major Responsibilities and Duties: To provide direct and indirect (consult) speech therapy support to students per their IEP. To provide speech/language evaluation and re-evaluation support as needed for students in Washoe County School District. Participate in eligibility and IEP meetings for students on caseload.

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### **Teacher for the Visually Impaired**

Primary Purpose: To provide direct and indirect support for students with visual impairment services per their IEP.

Minimum Education/Certification Qualifications: A Bachelor's degree from a college or university; possession of, or the ability to obtain a valid Nevada teaching license and endorsement in the relevant subject area and/or grade level within 30 days.

Major Responsibilities and Duties: To provide direct and indirect (consult) visual impairment support to students per their IEP. To provide visual impairment evaluation and re-evaluation support as needed for students in the region. Participate in eligibility and IEP meetings for students on caseload.

### **Educational Audiologist**

Primary Purpose: To provide comprehensive services including audiological assessments, direct/indirect services, in-service activities, and consultant services for individuals 3–21 years and their families/caregivers. Educational audiologists facilitate support for students with hearing difficulties in the educational setting.

Minimum Education/Certification Qualifications: AuD (Doctor of Audiology) or Master's Degree in Audiology from an accredited graduate university program; CCC-A with ASHA and/or AAA; possession of, or the ability to obtain a valid Nevada teaching license within 30 days and endorsement in the relevant subject area and/or grade level; meet current state and federal requirements for credentialing through licensure and certification; and, 1 year experience with pediatric audiology and/or educational audiology.

Major Responsibilities and Duties: Identification, assessment, amplification and habilitation of hearing deficits in children aged 3-21. Counseling families of students identified as having a hearing loss; providing training to educational staff and families regarding best practice for working with students with hearing loss.

### **Educational Interpreter**

Primary purpose: Under general supervision, facilitates communication for the deaf and hard-of-hearing (D/HH) students in the educational environment; signs all spoken communication including formalized instruction, classroom discussions, and incidental conversations; voices for D/HH students when required; interprets audio learning devices; interprets other sound forms of communication in the learning environment; translates audio stimuli into sign language understandable to the deaf; and performs related work as required.

Minimum Education/Certification Qualifications: Possession of, or ability to obtain within 30 days, CPR Certification and one (1) of the following:

- Certified by the National Association of the Deaf or its successor organization at a level 2 proficiency
- Passed the Cued Language Transliteration National Certification Examination administered by the Testing, Evaluation, and Certification Unit, Inc., or its successor organization, and must hold a Transliteration Skills Certificate issued by the Testing, Evaluation, and Certification Unit, Inc., or its successor organization
- Completed the Educational Interpreter Performance Assessment administered by the Boys Town National Research Hospital or its successor organization and received a rating of his/her level of proficiency in providing interpreting services at level 2.0 to 3.9.
- An Associate of Arts degree (AA) in Deaf Studies

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Major Responsibilities and Duties: Facilitates communication transfer between the D/HH student and teachers, peers, school staff, and other support personnel; provides communication transfer of classroom assignments, procedures and teacher's explanations; provides tutoring of presented academic instruction for classroom assignments; provides communication transfer through reverse-voicing of D/HH student's questions and responses; assists teaching staff in a variety of classroom and school related activities to include supervision of D/HH student's test taking, accompanying student for interpreting service at the office, nurse, counselor, support staff, and athletic coaches; monitors/assists with FM systems and hearing aids; maintains safety and discipline by supervising and/or assisting in the supervision.

**School Psychologist**

Primary Purpose: To facilitate and finalize special education paperwork (include scope of evaluation, eligibility statements, and special education reports), and provide special education evaluation to students as outlined in the Nevada Administrative Code.

Minimum Education/Certification Qualifications: Master's degree in school psychology from an accredited college or university, valid Nevada license as a school psychologist granted by the Nevada Department of Education or ability to obtain license within 30 days

Major Responsibilities and Duties: To provide special education evaluation and re-evaluation support as needed for students in Washoe County School District. Participate in eligibility and IEP meetings for students on caseload. Complete and upload all eligibility reports, eligibility statements, and other required paperwork in a timely manner.

43.0 **STUDENT PRIVACY**

Individuals and Firms acknowledge that they have a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable laws and regulations, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). Individuals and Firms further acknowledge they are receiving student information in compliance with the requirements and exceptions outlined in FERPA, and acknowledge the duty to comply with said law and regulations and safeguard student information, including not distributing personally identifiable student information without the written consent of WCSD to any third party unless required by law and maintaining strict confidentiality of all student personally identifiable information. All identifiable data will be physically and virtually protected from breach by way of physically securing the server on which the data resides and utilizing technologies such as encryption and firewalls. Individuals and Firms will perform internal privacy audits and maintain compliance with all federal and state regulations regarding privacy, including but not limited to FERPA, The Health Insurance Portability and Accountability Act (HIPAA), the Children's Online Privacy Protection ACT ("COPPA"), and Nevada Revised Statute 392.029. Individuals and Firms shall not use the shared data in any manner not permitted by appropriate governing federal and state regulations. Access to the information received by firms pursuant to this RFP shall be limited to only the individual with an educational need to access the information.

Upon termination or expiration of any agreement resulting from this RFP, individuals and firms commit to destroy any student information received from WCSD unless a written request by WCSD is received to destroy the information sooner or instructing a firm to maintain the data.

44.0 **TERM OF CONTRACT**

WCSD's intent is to award this RFP to a pool of individuals and/or firms for an initial term of two (2) years following formal award by WCSD's Board of Trustees with three (3) optional one (1) year renewal terms, providing the awarded contract of this RFP's terms, conditions, and pricing remain unchanged, unless otherwise agreed to via an Amendment.

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45.0 RFP PROCESS AND SELECTION MILESTONES:

The following is the **TENTATIVE** schedule for this RFP's process and selection milestones. WCSD reserves the right to change the schedule at any time.

MILESTONE	DATE	TIME (if applicable)
Solicitation Posted/Distributed	November 3, 2023	
Questions Deadline	November 17, 2023	4:30 pm (local time)
Addendum for Questions & Answers Posted/Distributed	November 21, 2023	
Sealed Proposals Due	December 5, 2023	2:00 pm (local time)
Letter of Intent Posted/Distributed	December 18, 2023	
Award by Board of Trustees	January 23, 2024	
Notice of Award Posted/Distributed	January 24, 2024	

46.0 CHECKLIST FOR PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS

- ☐ Evaluation Criteria 1 through 5 (per Section 47.0) must be addressed and included in submitted proposal.
- ☐ Provide a complete TABLE OF CONTENTS of the proposal submission.
- ☐ Clearly identify one individual who will serve as WCSD's main point-of-contact for this RFP process only and include a phone number and email address.
- ☐ Include a Statement/Letter of Interest as follows:
  - Submit on Proposer's letterhead with full organization name.
  - Address; phone number; fax number; organization direct email address; and website address.
  - Legal status (i.e., sole proprietor, partnership, corporation, etc.).
  - State whether the organization is national, regional, or local.
  - Explain why the organization is interested in providing work/services to WCSD.
- ☐ Provide an overview of the organization and its work/service, describing its capabilities, experience, and knowledge. Overview should demonstrate range of experience (project types, client mix) with other public sector clients including other school districts. Explain the organization's experience with school districts of similar size.
- ☐ Provide **ALL** itemized cost/pricing and fee information and/or schedule (EXHIBIT C – PRICE SCHEDULE/SPECIFICATION FORM (**REQUIRED FORM**) – Evaluation Criteria A) in **one (1) separate, sealed envelope** as instructed in Section 1.1.2.
  - ☐ Please provide separate hourly pricing for each type of employee requested plus any additional types of employees a firm wishes to propose.
- ☐ Complete and submit all other **REQUIRED FORMS** in the proposal under a separate tab or tab(s) within the proposal portfolios/binders.

**REQUIRED FORMS** are available for download on WCSD's Solicitation website at:

<https://solicitations.washoeschools.net/Purchasing>

- ☐ **EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**
- ☐ **EXHIBIT B – PUBLIC DISCLOSURE FORM (REQUIRED FORM)**

- **Should Proposer fail to sign the RFP document (Exhibit A) the proposal will be disqualified/rejected (refer to Section 1.12).**

- ☐ Provide an organizational chart showing the structure of the team and the key personnel to be assigned to project.
- ☐ Identify each principal of the organization and all key personnel with detailed resumes that clearly reflect specific experience and/or professional educational background in the represented field(s) of expertise.
- ☐ If the organization's assigned personnel changes for any contracted project, WCSD must review and approve the replacement personnel in advance. The replacement personnel shall have, at minimum, equivalent qualifications as the original assigned personnel.
- ☐ Identify potential sub-consultants, if any, by name, address and describe work that may be performed.
- ☐ Provide a detailed description of services provided and how the firm meets the requirements set forth in Sections 41.0 and 42.0. Be as thorough and detailed as possible.
- ☐ If applicable, provide any information related to Loss of Contract and/or Inability to Fulfill Requirements (refer to Section 7.4).
- ☐ Provide at least four (4) business related references specific to the scope of work/services requested of this RFP. References must include:
  - Organization Name
  - Organization Address
  - Organization Phone Number
  - Contact Person Name
  - Contact Person's Email
  - Contact Person's Phone Number
  - Organization's Website Address
  - Description of Proposer's Work/Services Provided to the Referring Organization

#### 47.0 EVALUATION CRITERIA

Evaluation Criteria 1 through 5 listed below must be addressed/included in submitted proposals. An Evaluation Committee will review the RFP submissions and determine the best proposal in accordance with the scoring of the following Evaluation Criteria, which are listed below in no particular order. Final selection will be subject to review and approval by WCSD's Board of Trustees:

1. Overall Cost to WCSD: This should include the hourly rates WCSD will pay firms or individuals for each of the positions outlined in Section 42.0. If a firm wants to offer other related positions not specifically listed in Section 42.0, hourly rates for those positions should be provided as well. Copies of costs (per Section 1.1.2) must be submitted in one (1) separate, sealed envelope and identified as such (Exhibit C – Price Schedule/Specification Form) **(REQUIRED FORM)**.
2. Experience in Conducting Similar Work: Firms should demonstrate their experience in providing these services to other school districts. Work with school districts of similar or larger size as WCSD should be highlighted. If no other school district experience other than with WCSD, please provide examples of other relevant experience.



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3. Understanding of WCSD's Needs: Clearly demonstrate a deep understanding of the specific needs and objectives of WCSD. Discuss how your proposal aligns with the educational and administrative goals of the school district. Include experience with the online IEP system and Medicaid billing.
4. Staff Qualifications: Highlight the qualifications and expertise of the individuals who will be working on WCSD projects. This can include their education, experience, certifications, and any other relevant qualifications.
5. Quality of References: Firms must provide references as described in Section 46.0. References from larger school districts are highly desirable.

***NOTE: Evaluation Criteria #1 through #5 listed above must be addressed and included in submitted proposals. An Evaluation Committee will review the proposals and determine the best proposal in accordance with the scoring of the Evaluation Criteria. The final recommendation of award for this RFP will be subject to review and approval by WCSD's Board of Trustees.***

48.0 FORMAL INTERVIEWS & PRESENTATIONS

Although WCSD is not anticipating to formally interview Proposers for this RFP, WCSD reserves the right to request formal interviews and presentations to provide an opportunity for Proposer(s) who are identified as a "Finalist" to present to the Evaluation Committee should it be deemed in the best interest of WCSD. The number of Proposers asked to participate will be determined by the WCSD's RFP Evaluation Committee and may be changed at the sole discretion of the WCSD. Formal presentations and interviews will take place at a WCSD local site of choice. Formal interviews and presentations will take place at the Purchasing Department's local site of choice and will be communicated to the selected Proposers. Proposer(s) chosen to participate in the interview and presentation process will be notified of the actual date, time, and location with no less than ten (10) business days' notice.

49.0 PRICE ADJUSTMENT AND COST ESCALATION

WCSD will allow for a price increase or decrease after the first six (6) months of the initial term or any renewal term. Any such price increase or decrease will be based on the Consumer Price Index (CPI) Western Zone as reported by the U.S. Bureau of Labor Statistics online at: <https://www.bls.gov/cpi>. Only the percentage change, whether it is an increase or decrease, between the then-current price and the CPI change for the applicable year's quarter will be granted.

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**END OF SPECIAL TERMS, CONDITIONS, AND SPECIFICATIONS**

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- ❖ **ALL REQUIRED FORMS SPECIFIC TO THIS SOLICITATION (LISTED BELOW) ARE AVAILABLE ON WCSD'S PURCHASING (NON-CAPITAL) SOLICITATIONS WEBSITE AT:**  
<https://solicitations.washoeschools.net/Purchasing>.

- ❖ **EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**

**If the SIGNATURE PAGE which is a REQUIRED FORM is submitted without a valid, authorized signature (refer to Section 1.12), the submission will be rejected in its entirety.**

- ❖ **EXHIBIT B – PUBLIC DISCLOSURE FORM (REQUIRED FORM)**

- ❖ **EXHIBIT C – PRICE SCHEDULE/SPECIFICATION FORM (REQUIRED FORM)**