



# **REQUEST FOR PROPOSALS SPECIFICATIONS**

**RELEASED**

**Friday, June 23, 2017**

**RESPONSES DUE**

**Friday, July 7, 2017**

**5:00PM EST**

**EMAIL PROPOSALS & ANY QUESTIONS TO:**

**[bids@achievementprep.org](mailto:bids@achievementprep.org)**





The Achievement Prep Procurement Team will evaluate completed proposals and recommend awards based on prior experience, price, and qualifications.

d. Contract Period

The initial contract period is July 21, 2017 – June 30, 2018. Each RFP presented has the right to extend the term of the contract up to three (3) one-year terms. Subsequent contract periods would be July 1, 2018 – June 30, 2019; July 1, 2019 – June 30, 2020; and July 1, 2020 – June 30, 2021.

e. Board of Trustee and Public Charter School Board Approval

Upon approval of the contract by Achievement Prep’s Board of Trustees, Achievement Prep is then required to submit the contract to the DC Public Charter School Board for approval. A contract between Achievement Prep and the selected vendor shall not exist until an approval by the Board of Trustees and the DC Public Charter School Board.

f. Contract Award

Achievement Prep reserves the right to cancel or modify a contract award for any reason without penalty or fee. The awarded proposal and a copy of this RFP shall be made part of the contract by reference and attachment. It is understood and accepted by both parties that in the event of a conflict of language between this RFP and the contract, the RFP language shall be considered superior.

3. RFP sites

- a. Sites of work include the Wahler Place Middle School Campus and Wahler Place Elementary Campus located at 908 Wahler Place, SE The Network Office will be located at the Wahler Place Elementary School Campus. Sites will be designated within the scope of work.

4. Scope of Work

- a. Special Education Services. The vendors of special education services will perform the following services consultative and assessment services; psychological, occupational therapy services, speech and language services, physical therapy and/or, audiological services maintain telephone and personal contact with clients, and perform all services in accordance with professional



standards set by the their disciplines (i.e. American Psychological Association [APA], American Speech and Hearing Association [ASHA]).

All evaluations services shall include; data collection, clinical interview, administration of assessment tools, scoring and interpreting results, generating a report and MDT/I.E.P meeting participation. Assessment data in all evaluation services shall include; classroom observation, parent interview, child or adolescent clinical interview, teacher referral information, teacher(s) consultation, and school records' review.

Standard evaluation reports shall include; background history, clinical interview, analysis and integration of assessment data, case conceptualization summary, realistic and practical recommendations emphasizing the child's or adolescent's strengths while identifying strategies and resources to address less developed skills and specific referrals for intervention services.

#### 5. Reimbursement Process

Vendor must submit invoice for payment no later than ten (10) days within completing service. Payment will be made within thirty (30) days.

Please submit all invoices to Anybill, our new payment submission, to prevent any delays. You will need to submit to one of the following methods below:

EMAIL: [invoice@apreacademy.anybill.com](mailto:invoice@apreacademy.anybill.com)

MAIL: PO Box 34781, Bethesda MD 20827

If submitting via email, you will have to consolidate the invoices to a single pdf file. Let me know if you have any questions.