



REQUEST FOR PROPOSALS SPECIFICATIONS

RELEASED

Friday, June 19, 2020

RESPONSES DUE

Monday, July 6, 2020

5:00PM EST

EMAIL PROPOSALS & ANY QUESTIONS TO:

bids@achievementprep.org



Request for Proposal Specifications

1. Overview

Achievement Prep is an award winning college-preparatory public charter school committed to historically underserved communities of Southeast Washington, DC. Opening in 2013, our elementary school, serves approximately 350 scholars in K – 3rd grade. Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, college and beyond.

Achievement Prep has been an award-winning public charter school recognized for its immediate impact in closing the achievement gap between low-income and affluent students in Washington, DC.

Achievement Prep is soliciting proposals from qualified vendors for Special Education Related Services, Psychological and Mental Health Services.

2. RFP Process and Instructions

a. Schedule & Deadlines

Achievement Prep proposes the following scheduled for submission and review of contracts.

RFP Released	Friday, June 19, 2020
Responses Due	Monday, July 6, 2020, 5:00 EST
Service Start Date	Monday, August 3, 2020

b. Submission of Proposals

Proposals must be received via email only by 5:00pm, Monday, July 6th, 2020. Proposals received after 5:01pm, Monday, July 6th, 2020 will not be considered. Please send proposals as PDF attachments to bids@achievementprep.org. Achievement Prep will not be liable for any cost incurred by respondents in the preparation and production of responses to RFPs or in the negotiations associated with award of contract.

c. Evaluation of Proposals

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 August 3, 2020 – June 30, 2021. 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, 2021 – June 30, 2022; July 1, 2022 – June 30, 2023; and July 1, 2023 – June 30, 2024.

- 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

Sites of work include:

- a. Wahler Place Elementary Campus located at 908 Wahler Place, SE.
- b. TeleHealth Services:
Telehealth is an invaluable tool reducing unnecessary physical contact and allows for clinicians to cover a wide range of clients during a time of distance learning. The District of Columbia Department of Health (DC health) has provided guidelines and services must be provided in accordance with acceptable standards of care.

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 fifteen (15) business 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

MAIL: PO Box 34781, Bethesda MD 20827

If submitting via email, you will have to consolidate the invoices to a single pdf file.