INTRODUCTION

INVITATION REQUEST QUALIFICATIONS FOR LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY

Pursuant to the requirements of Texas Government code §2254.003, the Edcouch-Elsa Independent School District (hereafter EEISD) invites your Request for Qualifications from individual consultant or firms qualified and experienced in providing therapeutic services. The vendors will have direct contact with students and/or campus personnel delivering curriculum, coaching or influencing instruction in the above mentioned areas. The scope of work may be completed by highly qualified Licensed Specialist in School Psychology.

PFQ Number: 2019-022
RFQ Name: LSSP
Due Date: November 15, 2019
Due Time: 2:30 p.m.

EEISD will only Receive Request for Qualifications by HARD COPY (delivered in person)
Deliver Location: Edcouch-Elsa ISD Central Administration Building
Business Office
Attention: Sylvia Garza, Business Manager
920 W. Santa Rosa Ave., Edcouch, Texas 78538

Late submissions will be returned to the address provided.

Submissions may be withdrawn at any time prior to the due date and time. If by hard copy submission the Submitter guaranteeing authenticity must initial alterations made before opening time. After the official due time, submissions may not be amended, altered, or withdrawn. The District reserves the right to request clarification(s) and or to negotiate any matter with one or all respondents.

The district reserves the right to accept or reject in part or in whole any and all proposals submitted, to waive any technicality, and to award the proposal to the most responsible offer submitted.

The District shall have no contractual obligation to any Submitter, nor will any Submitter have any property interest or other right in the Submission or contract being proposed unless and until a contract is unconditionally executed and delivered by all parties.
OVERVIEW OF REQUIREMENT

EEISD is soliciting Requests for Qualifications for a Licensed Specialist in School Psychology.

SPECIAL TERMS AND CONDITIONS:

A. INTENTION: It is the intention of the Edcouch-Elsa Independent School District to receive Statement of Qualifications from interested local service providers to assist Edcouch-Elsa ISD in acquiring Licensed Specialist in School Psychology Services.

B. CONTRACT SERVICE PERIOD: This is a term contract beginning December 1, 2019 or soon thereafter and ending June 1, 2021. Once CONTRACTOR initiates services, they will continue until such time as the Director of Special Education/designee and the Licensed Specialist in School Psychology determine and agree that the services are no longer necessary.

C. RENEWAL CLAUSE: There will be an option to renew annually for an additional two (2) years, if all parties agree to the renewal in writing, in no instance shall this extension be considered automatic. There will be no price increase allowed, except for the growth of the district, and for the duration of the contract renewals and with the specifications will be flexible based on the prices given herein.

D. CONTRACTORS RESPONSIBILITIES:
   a. The CONTRACTOR will conduct, evaluations and assessments to determine need for special education services to students with disabilities as a related service to students the special education program.
   b. The CONTRACTOR will provide a complete itemized record of services rendered when billing the district. Charges will be in accordance with the fee schedule as included in this agreement. Other charges will be mutually agreed upon from time to time.
   c. The CONTRACTOR shall provide evaluations and reviews of existing evaluations as requested by the Director of Special Education/designee.
   d. The CONTRACTOR shall update individualized Educational Plans and Objectives (IEPs) as necessary and provide end of the year recommendations via the IEP prior to the end of the school year.
   e. The CONTRACTOR shall contact and coordinate with DISTRICT’S Director of Special Education/designee regarding the scheduling.
   f. The CONTRACTOR shall perform discharge summaries for students who no longer qualify for therapy services and submit copies of the discharge summaries to the Director of Special Education/designee.
   g. The CONTRACTOR agrees that it will permit the Director of Special Education/designee to examine and evaluate its programs of services provided under this contract and to inspect its records relating to said services as applicable to the students from the DISTRICT.
   h. The CONTRACTOR shall agree to replace, reassign or dismiss therapist, if necessary, upon notification from client of unsatisfactory performance or other misconduct.
   i. The CONTRACTOR shall provide services in accordance with the guidelines as provided by the Texas Department of Licensing and Regulation
   j. The CONTRACTOR must provide the personnel to provide direct services for the students.
SPECIAL TERMS AND CONSIDERATION:

1. **DISTRICT’S RESPONSIBILITIES:**
   a. The District agrees to insure that regularly scheduled payment of no less than MONTHLY shall be made for services rendered and invoiced.
   b. The District will request services through a written referral and/or verbal request by the Director of Special Education/designee. Payment for services rendered shall be made by the administrative office of the District and shall be based upon the statement for services rendered submitted by CONTRACTOR or its designee.

2. **METHOD OF PAYMENT:**
   The CONTRACTOR will provide a complete itemized record of services rendered when billing the district. The Edcouch-Elsa ISD expects to pay for these services through a purchase order made by the Director of Special Education/designee.

3. **EVALUATION AND RANKING CRITERIA:**
   The Edcouch-Elsa ISD expects to award this proposal on the basis of the evaluation criteria listed below.
   a. This RFQ will be evaluated by the Special Education Department and final recommendation to the Board of Trustees is done by the Superintendent of School.
   b. Evaluation Factor: The award shall be based on, but not necessarily limited to, the following evaluation factor:

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<tr>
<th>EVALUATION CRITERIA</th>
<th>PERCENTAGE OF EVALUATION</th>
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<tbody>
<tr>
<td>Qualifications and Experience</td>
<td>30%</td>
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<tr>
<td>Support/Service and Staffing</td>
<td>20%</td>
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<td>Vendor’s Past Performance with similar projects</td>
<td>25%</td>
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<td>The proposed service contract meeting the Edcouch-Elsa ISD overall needs and requirements.</td>
<td>25%</td>
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REQUIRED RESPONSES FORMAT AND CONTENTS

The responses to this Request for Statement of Qualifications will consist of eight (8) specific information subject areas, which must be completed and returned, in the order indicated below with each section divided and tabbed with the appropriate section title.

1. COVER LETTER:
   Your Statement of Qualification packet will include a cover letter at the beginning. The cover letter shall provide a summary of the information presented in the RFQ: names, email and telephone and the fax numbers of person(s) authorized to provide any clarification required. The cover letter shall also include the name of the person(s) and contact information authorized to conduct final contract negotiations.

2. PROPOSED SOLUTION:
   Include in this section the Proposed Solution and pricing information. Include all relevant and necessary information that will assist the Edcouch-Elsa in reviewing and evaluating your RFQ.

3. LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY QUALIFICATIONS:
   Respondents must file with the Edcouch-Elsa School District a complete Licensed Specialist in School Psychology qualification.

4. CRIMINAL HISTORY BACKGROUND CHECKS (UNDER SENATE BILL 9)
   Senate Bill 9 directs school district contractors to obtain state and national criminal history background searches on their employees who will have direct contact with students, and to receive those results through the DPS criminal history clearinghouse (Fingerprint-based Applicant Clearinghouse of Texas-FACT). In order for contractors to receive the information through FACT, they must first establish an account with the DPS for FACT clearinghouse access. The Company owner must sign a user agreement with the DPS.

5. CONTRACT SAMPLE:
   Respondents must file a sample of the Licensed Specialist in School Psychology Contract that will be used if selected.

6. STAFF EMPLOYEES:
   Provide a list of all office employees that may assist you if you are awarded this contract.

7. INSURANCE COVERAGE:
   Provide a copy of your insurance policies for the following: Personal Liability and Workmen Compensation Insurance policies.

8. SCHOOL REFERENCES:
   Respondents must file a list of school references for executed contracts for at least three school districts. Provide the School Name, Contact person, and telephone number.