

REQUEST FOR PROPOSALS SCHOOL PSYCHOLOGIST SERVICES

Orcas Island School District
557 School Rd
Eastsound, Washington

April 6, 2022

Orcas Island School District, San Juan County, Washington (“District”), seeks competitive proposals for independent contractors to provide School Psychologist services to students receiving special education and related services in the District’s Special Education and/or Section 504 accommodation programs. This RFP is intended to comply with 2 CFR § 200.320.

All initial contracts will begin on or before September 1, 2022, and end on or before June 30, 2023. There are provisions in the request for proposal that allow extensions of contracts for four (4) additional contract years.

Staffing Agencies or qualified individuals interested in submitting proposal for contracts to provide such services may submit Request for Proposal (RFP) documents to:
Eric Webb, Superintendent, at Orcas Island School District, 557 School Rd., Eastsound, Washington, 98245, or by email at ewebb@orcas.k12.wa.us.

Proposals must be submitted to the District, Attention: Eric Webb, Orcas Island School District at the email address or in writing at the mailing address shown above. To ensure consideration, proposals must be received on or before 5:00pm, April 25, 2022.

Questions on the RFP may be addressed to Eric Webb until April 15, 2022.

Orcas Island School District reserves the right to reject any and/or all proposals, to waive irregularities and/or informalities in the request for proposal process and to award contracts which in their judgment are in the best interest of the school district.

SECTION I-INTRODUCTION

Orcas Island School District is requesting proposals from Professional Staffing Agencies and Individual Service Providers to provide school psychologist services. We invite individuals or agencies to submit proposals. Staffing Agencies must present qualifications, services, compensation components, resumes, references and some additional information from specialists associated with your agency. Individuals seeking to directly provide services as an independent contractor, referred to herein as an Individual Service Provider, please submit your resume and references, and proposed hourly billing rate and cost item to be billed to the District.

1. SCOPE:

Based on a lack of employee applicants, the District is seeking proposals from Staffing Agencies and Individual Service Providers who are appropriately licensed in the State of Washington to provide School Psychologist services. The contracted individuals will provide services to eligible students (per current federal and state Special Education rules and regulations), which may include both on site services and, to the extent feasible and approved by the District,

services by on-line or other remote means. It is anticipated that the District will contract for the following positions:

- A) One School Psychologist, currently estimated for services to be provided eight (8) hours per day, during the 36 weeks of school, for a total of 72 days, or 576 hours. The number of days per week, and, the total hours may be increased up to a maximum of 3 days per week and 864 total hours by mutual agreement.

These estimations are driven by unpredictable student needs and may change upwards or downwards in any given service year. Multiple agencies or individual providers may be considered due to the number of services required.

2. PROPOSAL COMPLETION:

For Staffing Provider agencies: Submit an electronically signed proposal form and signed proposal documents (if the response is mailed, the original signed documents and three copies must be submitted. The proposal must identify the name(s) of proposed service providers, the proposed rates of services and cost reimbursement and the proposal documents identified in this Section 2 below.

For Individual Service Providers: Submit a copy of your resume, statement of qualifications, proposed rates of services and cost reimbursement and the proposal documents identified below:

All proposals must include the following documents and information:

- A. Certification Regarding Lobbying Activities
- B. Disclosure of Lobbying Activities
- C. Price Index (rate/days/hours/mileage)
- D. References
- E. Certificate of Liability Insurance
- F. Proposal Checklist

3. SERVICES REQUIRED:

Number of students and schools may vary from day to day, but the school psychologist need to be available to administer the requested services within the scope of their certification and/or license as directed by the district.

4. QUALIFICATIONS:

4.1 See attached Position and Qualification description for a school psychologist, Attachment A.

5. RATES CHARGED FOR SERVICES SHALL INCLUDE:

- B) \$130.00 per hour - currently estimated at
576 hours @ \$130.00= \$74,880.00
864 hours @ \$130.00= \$112,320.00
Services will be provided eight (8) hours per day, during the 36 weeks of school, for a total of 72 days, or 576 hours. The number of days per week, and, the total hours may be increased up to a maximum of 3 days per week and 864 total hours by mutual agreement.

5.1 Hourly rates, which shall include costs associated with payment of salaries and benefits, and travel expenses of all requested School Psychologists with no additional charge to the District.

5.2 Any overtime must have prior approval of the Special Education Director.

6. SUPPLEMENTAL REQUIREMENTS: STAFFING AGENCIES ONLY SHALL PROVIDE:

6.1 Contractor shall provide for the hiring of school psychologists required to meet school district needs.

6.2 Contractor shall provide yearly and ongoing performance evaluations of staff providing District services.

6.3 Contractor shall provide immediate response to any complaints/issues regarding performance.

7. INTERVIEWING CANDIDATES:

The District reserves the right to interview all Individual Service Providers and recommended personnel from Staffing Agencies prior to entering into any contract, and to consider the interview results in the evaluation of proposals and award of contracts.

8. PROPOSAL INFORMATION FROM STAFFING AGENCIES:

8.1 Provide a statement regarding practices, policies, costs and other considerations that would allow the school district to hire the contracted psychologists, and include a form copy of a proposed agency contract with the District and the proposed form agency contract with the psychologist (the District reserves the right to modify or propose its own contract to incorporate mandatory contract provisions in Section II of the RFP).

8.2 History: A brief history of the firm and resumes of staff that would be responsible for providing services to the District.

8.3 References: A list of three (3) current and previous clients and/or school district references for which the firm has performed psychology services, including name, address, telephone number, contact person, and dates of service.

8.4 Experience: A brief description of school psychologist services previously provided to school districts.

8.5 Include plans to mentor psychologists. How are psychologists mentored? How does the District fit into that plan?

8.6 If applicable, provide resumes of agency personnel considered for work at the District. Resumes of candidates should reflect the ability to prepare and complete written reports and documentation such as Individual Education Evaluation (IEE), Evaluations, Progress Reports and Medicaid billings.

8.7 The extent to which services, if any, may be delivered by remote or on-line means.

8.8 Submit four (4) complete copies of proposal.

9. INTERPRETATION OF PROPOSAL SPECIFICATIONS

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the proposal request, or finds discrepancies in, or omissions from the specifications, they may submit to the District a written request for an interpretation or correction thereof. The Proposer submitting the request will be responsible for its prompt delivery and it must be received by email or regular mail addressed to Eric Webb at the

address(es) shown above at least five business days prior to the proposal deadline set forth above. Any interpretation or correction of the specification documents will be made only by addendum duly issued and a copy of such addendum will be mailed, faxed, or delivered to each person receiving a set of such specification. All such addenda shall become part of the proposal documents. No oral interpretation of any provision in the specifications will be made to any bidder. It is the sole responsibility of the bidder to ensure that they have received and acknowledged any addenda issued.

10. Evaluations of Proposal.

This professional service contracts shall be awarded to the firm(s) or individuals that are deemed best qualified and suited to meet the District's quality of services and financial needs. Evaluation criteria shown hereafter, together with a consideration of required qualifications will be the basis for selection. Such determination will, of necessity, require judgmental evaluations by District representatives. Other specialists may be used in the evaluation process at the discretion of the District. The decisions resulting from the evaluation process as to which firm or firms, or individuals best meet the needs of District remains the sole responsibility of the District and are final. The District further reserves the right to negotiate with firms or individuals regarding proposals.

11. Evaluation Criteria. See attached RFP-Psychology Services Evaluation form, Attachment B; provided that additional scoring criteria for interview results of individuals who will actually provide services shall be deemed added to the scoring as provided under Part 1, section 7 above.

12. Award. The District reserves the right to award to one or more than one contractor or individual based solely on the needs of the District under the above referenced Evaluation Criteria. This may include splitting the award. A formal agreement using the on-going provisions and terms of the submitted proposal and this request for proposal will be provided by the District to Contractor or individual, but contract documents submitted by a proposing firm or individual consistent with the submission and proposal requirements will be considered at the District's discretion.

13. Interpretation. If the Contractor discovers any errors, discrepancies, or omissions in the RFP, or has any questions as to the meaning or sufficiency of the RFP, the Contractor must notify Eric Webb no later than April 15, 2022.

14. Rejection of any or all Proposals. The District reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in any quotation.

15. Errors in Quotation. Respondents are responsible for all errors or omissions in their submittal, and any such errors or omissions will not serve to diminish their obligations to the District.

16. Protest Procedure.

- A. Any actual or prospective Bidder, who is aggrieved in connection with the solicitation or award of this Contract, may protest to the District in accordance with the procedures set forth herein. Protests based on the Specifications or other terms in this solicitation document, which are apparent prior to the date established for submittal of Proposals, shall be submitted within the

timeline and in accordance with the procedures of Part 1, section 9 above regarding request for clarifications. Protests based on other circumstances shall be submitted within three business (3) days after the aggrieved person knows or should have known of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all Proposals are rejected or if received more than five (5) days after the award of this Contract.

- B. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed and delivered by mail or personal delivery received by the deadlines above to Eric Webb at the address(es) provided above and shall be clearly labeled “Bid Protest.”

- C. Upon receipt of a written protest, the District shall delay action finally approving a contract under the protested award and consider the protest. The District may give notice of the protest and its basis to other persons, including other Proposers, involved in or affected by the protest. Such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision will be e-mailed or otherwise promptly furnished to the aggrieved person and any other interested parties. The District will not take action finally approving the award after until three business days have elapsed after communicating the decision to the person(s) submitting the protest.

SECTION II
TERMS AND CONDITIONS TO BE INCLUDED FOR ANY AWARDED
CONTRACT

1. Insurance. Contracting agency or individual service providers will maintain (at its expense), or require the individuals it provides to perform services under this Proposal, to maintain, a valid policy of insurance evidencing general and professional liability coverage's of not less than \$1,000,000 per occurrence covering acts or omissions and general liability which may give rise to liability for services under this Agreement.

Contractor shall provide a certificate of insurance evidencing such coverage upon request by the District.
2. Personnel Cancellation. The individual service providers or Staffing Agency will inform the District of any Personnel cancellations no later than one (1) hour prior to reporting time.
3. Employer Obligations. Individual service providers or a Staffing Agency will verify that all Personnel meet applicable Washington State licensing requirements. Contractor, or its subcontractor, if applicable, will maintain direct responsibility as the employer providing services for payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local taxes, social security taxes, workers' compensation, and unemployment insurance.
4. Record Access. Staffing agencies will maintain records according to District requirements. All records shall remain property of Orcas Island School District.
5. Confidentiality. Psychologists acknowledge the obligations for maintaining the confidentiality of student records and access to the parents and students of such records in accordance with the Family Education Rights and Privacy Act (FERPA) and the Health Information Privacy and Accountability Act (HIPAA).
6. Background Checks. Pursuant to RCW 28A.400.303, any individual service providers or employees hired by an Agency for purposes of this Agreement shall be required to have successful completion of a background record check through the Washington State Patrol Criminal Identification System, under RCWs 4.43.830.834, RCW 10.97.30.50 and through the Federal Bureau of Investigation prior to hiring. When necessary, applicants may be employed on a conditional basis pending completion of the investigation. Contractor will be responsible for payment of fingerprinting and all other background checks.
7. Prohibited Employment. The nature of the work involves psychology services with children. Therefore, if the psychologist assigned has pled guilty to or been convicted of any crime under specified in RCW 28A.400.322 that individual shall be prohibited from working in the District.
8. Not Employees of District. Nothing contained in this Agreement, or related documents, shall be construed as creating any form of an employment relationship between the District and an individual service provider or an employee of an Agency providing services, or the agents, officers, volunteers or employees of the Agency Contractor. The

agents, officers, volunteers or employees of an Agency Contractor shall not be entitled to any rights or privileges of District employment. Contractor assumes exclusive responsibility for any and all acts of its agents, officers, volunteers or employees.

9. Failure to Report. District will notify Contractor immediately should any Contractor Personnel assigned to the District fail to report to work as scheduled.
10. Assignment of Personnel. District will ensure that psychologists are assigned to responsibilities for which the Personnel have documented current clinical experience and education.
11. Right to Dismiss: If the District Superintendent or designee determines that a psychologist provided by the staffing agency is incompetent, has engaged in misconduct, has been negligent, or has misrepresented their skills, abilities or experience, the District may require the individual to leave the premises and will notify the agency immediately. The District's obligation to compensate for such individual's services will be limited to the number of hours actually worked. The staffing agency will not reassign the individual to District without prior approval of the District Superintendent or designee.
12. Orientation. Contractor will cooperate with District to provide Contractor Personnel or individual contractors with an adequate and timely orientation to their assigned school.
13. Rates. Contractor will supply Personnel under this Agreement at the rates listed on the Proposal Form document. Rates quoted will include travel expenses.
14. Billing. Contractor will submit invoices, detailing specific school sites where services were provided to the District's business office. Each invoice must identify the District purchase order number. Invoices must be submitted one (1) time per month and payments will be made after the first school board meeting of the following month.
15. Payment. The District will send all payments to the address printed on acceptable invoices.
16. Term and Termination. The Agreement accepting a proposal will be in effect for one (1) year beginning on or September 1, 2022 and ending on or before June 30, 2023.
17. Renewal Options. At the discretion of the District, a contract may be renewed for up to four (4) additional years. Agencies must submit a request for pricing adjustment for the District's consideration prior to March 1 of each year. The contract year will begin on or before the District school year commences for each year of the contract.
18. Independent Contractors. The parties enter into this Agreement as independent contractors and nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
19. Non-discrimination/Anti-Harassment. Orcas Island School District complies with all federal and state rules and regulations and does not discriminate on the basis of gender, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained

dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28A.640 Compliance Officer.

20. Child Abuse Reporting Obligations under Chapter 26.44 RCW. The individuals providing services to students and their employer acknowledge that such individuals while working with District students in the provision of services or activities governed under this Agreement, have a legal duty to report suspected abuse or neglect of any child to law enforcement or Washington State's Child Protection Services ["CPS"] under the provisions of chapter 26.44 RCW. These individuals and their employer further acknowledge that each supervising adult providing services is aware of the reporting requirements under chapter 26.44 RCW and Orcas Island School District Board Policy 3421. All reports to law enforcement agencies made by the under this provision shall also be made simultaneously to the Principal of the building and Special Education Director of the District.
21. Indemnification and Hold Harmless. The District and the contractor shall each be responsible for the consequences of any act or failure to act on the part of itself, its officers, agents, or employees. Each party shall be responsible for its own negligence and shall indemnify and hold the other party harmless for such acts of negligence.
22. Governing Law. The terms of this Agreement shall be governed by the laws of the State of Washington. In the event that a dispute shall arise under the terms of conditions of this Agreement, the parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal action is commenced to resolve a dispute arising out of this Agreement, the prevailing party shall be entitled to its reasonable costs and attorney fees.
23. Debarment and Suspension. Bidder certifies by submission of a proposal that to the best of their knowledge/belief its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded for the award of contracts by the Federal government agency or department. Further, Bidder certifies that they are not presently indicted for or have not within three (3) year period preceding this proposal have been convicted of or had a civil judgment rendered against them for commission of performing a public transaction or contract. If it is later determined that the Bidder knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this contract for default.
24. Assignment. This agreement may not be assigned without written authorization by the other party.
25. Personal Identification. District will provide an identification card.
26. Inclusion. All data contained in the RFP response shall form a part of the resulting contracts.
27. Contract Default. Any agreement is subject to all terms and conditions as established in the proposal request. Failure to provide the services as indicated in accordance to the quotation terms and conditions and Proposal Form and Response, will constitute contract

default, and, after due written notification, allows the District to declare any awarded contract void and to award to another firm. When the Contractor fails to furnish services in accordance with the terms and conditions of this contract and the District must purchase at a price greater than the contract price, the difference may be charged to the Contractor. The District may exercise this charge as a credit against invoices due the Contractor.

28. Compliance with Rules and Laws. The parties shall comply with all laws, ordinances and regulations of governmental bodies applicable to this proposal as well as applicable local policies and procedures. All provided services will be in accordance with local, state and federal laws and regulations, including, but not limited to the requirements of 34 CFR Section 80.36 and 2 CFR Section 200.326, as applicable.
29. Integration/Modification. The requirements of proposals will become part of any agreement with the District to provide services and no deviations from its terms shall be allowed unless the written modification is first provided via certified mail or personal delivery to each of the parties. Actual receipt by either party constitutes compliance with the requirement to send by certified mail or personal delivery.
30. Severability. If any provision of the proposal is determined to be invalid under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the proposal shall remain enforceable.
31. Authority to Sign and Obligate. The signatures of the persons executing this Agreement warrant that they are authorized to enter into this Agreement on behalf of the party involved.
32. Funding Caveat/Termination for Cause or Convenience. In the event that earmarked funding is withdrawn reduced, or limited after the effective date of this contract but prior to completion, the District may terminate the contract with thirty days advance notice for its convenience. The District may terminate for cause at any time without advance notice.
33. Protest Procedure.
 - D. Any actual or prospective Bidder, who is aggrieved in connection with the solicitation or award of this Contract, may protest to the District in accordance with the procedures set forth herein. Protests based on the Specifications or other terms in this solicitation document, which are apparent prior to the date established for submittal of Proposals, shall be submitted within the timeline and in accordance with the procedures of Part 1, section 9 above regarding request for clarifications. Protests based on other circumstances shall be submitted within three business (3) days after the aggrieved person knows or should have known of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all Proposals are rejected or if received more than five (5) days after the award of this Contract.
 - E. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed and delivered by mail or personal delivery received by the deadlines above to Eric Webb at the address(es) provided above and shall be clearly labeled "Bid Protest."

- F. Upon receipt of a written protest, the District shall delay action finally approving a contract under the protested award and consider the protest. The District may give notice of the protest and its basis to other persons, including other Proposers, involved in or affected by the protest. Such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision will be e-mailed or otherwise promptly furnished to the aggrieved person and any other interested parties. The District will not take action finally approving the award after until three business days have elapsed after communicating the decision to the person(s) submitting the protest.

OISD SCHOOL PSYCHOLOGIST (Attachment A)

Job Position and Qualification Description

JOB SUMMARY The School Psychologist conducts tests and evaluates the needs and educational programs of referred students; acts as a consultant to staff and parents regarding student learning concerns; and assists in team planning and screening efforts within assigned buildings.

JOB DUTIES AND RESPONSIBILITIES This list of job duties and responsibilities is not exhaustive and may be supplemented as necessary.

Essential Job Functions:

Serve as a liaison between the Director of Special Education, OISD Principals, the school staff, and/or parents in the areas of student evaluation, teacher-pupil consultation and special education classes.

- Conduct classroom observations and individual psychological evaluations, and consult with appropriate professional persons regarding implications and results.
- Maintain accurate records of all psychological services provided.
- Complete clearly written and comprehensive reports which provide practical recommendations.
- Submit all required paperwork within a timely manner, adhering to all federal, state, and local laws and policies.
- Assist in the interpretation of criteria for determination of eligibility.
- Participate in eligibility meetings, IEP meetings, and other pertinent meetings as needed.
- Cooperate with staff members and parents in maintaining a positive climate during meetings and/or conferences.
- Consult with private and/or public practitioners regarding student progress and/or needs.
- Assist teachers in developing specific instructional strategies or programs for students.
- Maintain professional competence through continued education and training.
- Participate in District and site-based committees and in-service activities.
- Perform other duties as assigned.

Minimum Qualifications; Education and Experience:

- Valid Washington State ESA certificate with School Psychologist endorsement.
- Previous school experience and demonstrated expertise in working with children exhibiting social/behavioral problems.
- Demonstrated knowledge of Special Education eligibility.

Knowledge, Skills and Abilities:

- Knowledge of general and special education curriculum and instruction and the mandates of educational reform in Washington.
- Knowledge of individual and group assessment techniques, data gathering, and statistical analysis.
- Knowledge of current technology and computerized data management systems.
- Knowledge of federal and state laws, rules, and regulations governing the education of children with disabilities including IDEA '97 and 504. Skills in communication and strength in developing and maintaining effective working relationships with students, parents, staff, and community agencies.
- Ability to maintain confidentiality.
- Ability to participate collaboratively in teams.
- Ability to continue participation in staff development to maintain professional skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is often required to sit or stand for prolonged periods of time. Employee is frequently required to use fingers, hands, and arms in the course of employment and requires the ability to listen carefully while filtering out normal classroom noise. Ability to listen effectively, speak clearly and visually observe students on a routine basis is required. Employee must be able to lift 25 pounds or more and perform occasional bending, stooping, twisting and reaching above the shoulders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions.

Work is typically performed in a classroom or school environment. Attendance at extra-hours meetings is required along with the ability to deal effectively with distraught, angry or hostile individuals while representing the District on potentially sensitive matters. The employee must adjust to frequent interruptions in their work schedule. Exposure to normal levels of office dust, VDT screens, and office machines and associated chemicals are frequently encountered. The noise level in the work environment is usually moderate.

The Orcas Island School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator and Title IX Coordinator: Donald Johnston, Special Education Director, 360-376-1562, djohnston@orcas.k12.wa.us, Orcas Island School District, 557 School Road, Eastsound, Washington 98245

Civil Rights Coordinator: Eric Webb, Superintendent, 360-376-2284, ewebb@orcas.k12.wa.us, Orcas Island School District, 557 School Road, Eastsound, Washington 98245

EVALUATION CRITERIA FOR OISD SCHOOL PSYCHOLOGIST SERVICES (Attachment B)

_____ Name of company or individual

| | | |
|--|-----------------|----------------|
| MANDATORY QUALIFICATIONS: | <u>YES</u> 2 | <u>NO</u> 0 |
| Must be licensed in the State of Washington. | | |
| Must have evidence of commercial/professional liability insurance of not less than \$1,000,000 per occurrence. | | |
| Evidence that the PROPOSER is not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded for the award of contracts by the Federal government agency or department. | | |

Proposals should include the following information listed below. Rate responses to these items by comparing them to criteria outlined in the RFP and responses provided by all other respondents.

| | None | Low | | High | | |
|--|------|-----|---|------|---|---|
| 1. Quality of resumes including professional certifications or other credentials, together with evidence that PROPOSER, if a corporation, is in good standing and qualified to conduct business in Washington. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. References indicating reliability, performance, and versatility of the services offered. Compare references to other proposals | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. Provides evidence of previous school district experience in Washington State. Compare to other respondents. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. Describes services to be provided to Orcas Island School District. Consider the range of service provision to Orcas Island School District in comparison to other agencies. | 0 | 1 | 2 | 3 | 4 | 5 |
| 5. Evidence of reliability, quality, performance and versatility of the company and individuals. Evidence of system to ensure continuous service provision to Orcas Island School District and effective monitoring of individual service providers. | 0 | 1 | 2 | 3 | 4 | 5 |
| 6. Experience working with individuals with disabilities. | 0 | 1 | 2 | 3 | 4 | 5 |
| 7. Provides evidence of ability to prepare and complete written reports and documentation such as an IEP, Progress Reports, and Medicaid Billings. | 0 | 1 | 2 | 3 | 4 | 5 |
| 8. Provided Hourly Rate information. Compare hourly rates with other respondents. | 0 | 1 | 2 | 3 | 4 | 5 |
| 9. TELETHERAPY ONLY: Evidence of FERPA compliant platform. | 0 | 1 | 2 | 3 | 4 | 5 |
| 10. TELETHERAPY ONLY: Technology system that meets criteria outlined in RFP and evidence of license for use of all online assessments. | 0 | 1 | 2 | 3 | 4 | 5 |

Evaluator: _____ TOTAL SCORE: _____ Date: _____

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

| | | |
|---|---|--|
| 1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____ |
| 4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: | 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: | |
| 6. Federal Department/Agency: | 7. Federal Program Name/Description: CFDA Number, if applicable: _____ | |
| 8. Federal Action Number, if known: | 9. Award Amount, if known: \$ _____ | |
| 10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> | b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____ | |
| Federal Use Only: | | Authorized for Local Reproduction Standard Form LLL (Rev. 7-97) |

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) 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 officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) 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, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any 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, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE:

* DATE: