

REQUEST FOR PROPOSAL SCHOOL PSYCHOLOGY SERVICES

Proposals (“Proposals”) will be received by the Greasewood Springs Community School (“GSCS”) for School Psychology Services (“Services”). Interested vendors (“Vendors” or “Proposers”) should submit one original and 6 copies of their proposal response documentation in an envelope marked as follows:

PROPOSAL FOR SCHOOL PSYCHOLOGY SERVICES: DO NOT OPEN UNTIL APRIL 7, 2023 AT 3:00PM.

Please submit bids to:

Lisa Byjoe
Greasewood Springs Community School
HC 58 Box 60
Ganado, Arizona 86505

Formal proposals must be **received by Friday, April 7, 2023 at 3:00PM, at which time Proposals will be publicly opened and the names of Proposers read aloud.**

Vendors are required to provide as much detail as possible in this proposal, regarding scope of services, methods to support individual students developmentally, and help students succeed academically, emotionally and socially. GSCS will utilize evaluation and selection criteria to determine an acceptable Vendor. GSCS reserves the right to reject any or all proposals or/to accept any proposal considered most advantageous, regardless of price.

Copies of the Request for Proposal are available electronically at www.gscs-inc.net/. Proposals will be public information after a written contract is executed by the Proposer/Awardee and GSCS. Please direct all inquiries to Lisa Byjoe, the Procurement Officer for this procurement, at 928-206-9449 or lisa.byjoe@gscs-inc.net. Inquiries will be posted to the GSCS website (inquirers will not be identified, only the questions), with the associated answer. All Vendors assume the sole responsibility for monitoring the website for questions and answers. GSCS bears no responsibility for Vendors not receiving current information due to neglecting to check the current status of the proposal on the GSCS website. Any changes or clarifications to the Request for Proposal will be posted exclusively on the GSCS website.

**REQUEST FOR PROPOSAL
SCHOOL PSYCHOLOGY SERVICES FOR SPECIAL EDUCATION
ISSUES AND GENERAL COUNSELING**

I. INTRODUCTION

Greasewood Springs Community School is requesting proposals from qualified, professional, licensed or certified School Psychologist. The qualified Vendor would provide necessary SPED support, specialized instructional support, personal services, student counseling services and other services reasonably inferred from the foregoing and this RFP, which would enable GSCS to:

- Conduct effective decision making using a foundation of assessment and data collection;
- Engage in consultation and collaboration with families, educators, and other professionals to create supportive learning and social environments for all children;
- Provide direct and indirect interventions and mental health system services including development of social and life skills;
- Provide services to GSCS and families that enhance the competence and well-being of children, including promotion of effective and safe learning environments, prevention of academic and behavior problems, response to crisis, and improvement of family–school collaboration; and
- Understand diversity in development and learning; research and program evaluation; and legal, ethical and psychology professional practice.

The ideal Vendor will provide direct support and intervention, including counseling to students, consult with teachers, parents and other school consultant professionals to improve support strategies, work with school administrators to improve school wide practices and policies and collaborate on needed services.

The successful Vendor will be expected to improve academic achievement, promote positive behavior/mental health, support diverse learners, strengthen family-school partnership and a safe school climate. The Vendor is expected to report monthly for effective communications and/or any improvements on behalf of GSCS.

II. BACKGROUND INFORMATION

Greasewood Springs Community School currently does have a Special Education Coordinator/Teacher personnel and is currently using outside vendor services to provide expertise in mental health, learning and behavior support on an as needed

basis for students, parents, and educators. These services are included in this RFP.

Vendors must have experience in Tribal Grant Schools, applicable federal and Navajo Nation (“NN”) laws. This experience can be noted in the response. Additionally, all consultant vendors having access to GSCS campus must submit to a fingerprint and criminal history check conducted by the Department of Public Safety.

The scope of the services to be provided under these proposals is providing professional, qualified, competent culturally sensitive school psychologist services, pursuant to 25 C.F.R. § 36.42 and 10 N.N.C. § 116 (both of which are made a part hereof by reference) to Greasewood Springs Community School students. The primary intent of this RFP is to identify a single source to provide all of the needed services; however, the School reserves the right to make split awards, one award or multiple awards. The position will require applicable state certification and licensure level of school psychologist.

III. SERVICES REQUIRED

This section summarizes the services to be provided to the Greasewood Springs Community School in this RFP. Greasewood Springs Community School needs Vendor services to work closely with special education teachers to develop individualized education plans (IEPs) and monitor student progress. Vendors may also facilitate discussions between parents and educators to ensure the child needs are understood and met. GSCS expects the Vendor proposal to define, in detail, the approach to be used in the above categories. Distinction of time and material costs for these efforts are important to billing GSCS and future budget considerations.

A. Initial Assessment

Review of the current GSCS psychological assessment of academic, social, emotional and behavioral domains utilizing problem solving and standardized evaluations. To make recommendations in evaluations and participate in Individual Education Plan (IEP) conferences and problem solving meetings while promoting effective educational environments for students, educators and parents. A report of this initial assessment shall be submitted by July 31st and each July as long as the contract is in force. This is to allow for necessary budget and personnel planning for each fiscal year.

B. Improve Academic Achievement

Performance of basic support functions, including promoting student motivation and engagement, conduct psychological and academic assessment, individualize instruction and interventions, manage student and classroom behavior, monitor student progress, collect and interpret student and classroom data.

C. Promotes positive behavior and mental health services

Manage student communication and social skills, assess student emotional and behavior needs, provide individual and group counseling, promote problem solving, anger management and conflict resolutions, reinforce positive coping skills and resilience, promote positive peer relationships and social problem solving and make referrals to and coordinate services with community based providers.

D. Support Diverse Learners

Maintain and support diverse learners, provide culturally responsive services to diverse students and families, plan appropriate IEP for students, modify and adjust curricula and instruction, adjust classroom facilities and routines to improve student engagement and learning, monitor and effectively communicate with parents about student progress.

E. Strengthen Family-School Partnership

Manage to help families understand their children's learning and mental health needs, assisting in navigating SPED processes, connect families with service providers as needed, help effectively engage families with teachers and other school staff, enhance staff understanding of and responses to diverse cultures and backgrounds, help students transition between school and community learning environments, such as residential or other SPED programs.

F. Create Safe School Climate

Assist GSCS students to: understand prevention of bullying; manage a supportive social-emotional learning environment; assess school climate and improve school connections; implement discipline while promoting positive behavior; and, provide crisis prevention and intervention services.

IV. SUBMISSION REQUIREMENTS

The Proposal submitted shall address the subjects outlined in -Section 3 herein with specificity. GSCS is looking for content, organized effort, and solution-oriented procedures. The goal is a secure, smooth operating, efficient process, and effective school psychologist services ("Services").

Due to the nature of this proposal, it is requested that each proposal be brief and to the point and consist of no more than ten pages. Each proposal shall provide the following information:

1) Letter of Transmittal:

The letter of transmittal must contain the following statements and information:

- a) Company name, address, telephone number(s), and website.
- b) Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
- c) Federal and State taxpayer identification numbers of the firm.
- d) A brief statement of your understanding of the services to be performed including a positive commitment to provide services as specified.
- e) The letter must be signed by a corporate officer or person authorized to bind the Vendor to the proposal and Cost Proposal.
- f) A statement indicating that the proposal and Cost Proposal will be valid and binding for ninety (90) days following the proposal due date, and will become part of the written contract negotiated with GSCS.

2) Profile:

- a) Provide a short profile of the firm including at a minimum:
- b) Length of time in business.
- c) Length of time providing proposed services.
 - i. Number of clients.
 - ii. Number of clients in the public sector.
 - iii. Number of full-time employees and area of involvement including a certified School Psychologist;
- d) Consulting, and other Support Services Vendor will perform
- e) Location of office to service the account.
- f) Small, Minority-owned, and Woman-owned business, if applicable.

3) Proposal:

- a) Description of the approach the firm will use in providing the services requested.
- b) Description of how the firm is positioned to provide the services requested, with a history of experience providing similar services.
- c) Name, title, address, and telephone number of three references for clients, for whom similar services have been provided, including information referencing:

- i. the actual services performed, number of users, and length of tenure.
- ii. References of other Public Sector clients would be beneficial.
- d) Identification of staff resources, with identification of principals and key personnel, who are available to provide the services (GSCS prefers one primary point of contact or project manager);
- e) Experience, education and expertise of staff;
- f) Local availability of staff (this is an important consideration); and
- g) Role and responsibilities that each staff member will have.

4) Support services questions to be addressed:

- a) Help Desk Description
- b) Support availability (days of week and time, including how you will deal with after hours and weekend calls)
- c) Toll free number
- d) Structure of charges for support
- e) Steps for resolving problem escalation
- f) Final authority regarding conflicts
- g) Response time and goal for resolving problems
- h) Explanation of any contract termination for default or other incident in the past five years.
 - i. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated.
 - ii. If default occurred, list name, address, and telephone number of the party.
 - iii. If NO such termination occurred or default, declare it. GSCS will evaluate the facts, and may, at its sole discretion, reject the Vendor's proposal on that basis.
- i) Scope of services beyond the RFP that the firm provides which may be of interest to GSCS.
- j) Proposal summary, including why the firm is pursuing the work and how it is uniquely qualified to perform the services.

5) Draft Contract Language

The Vendor shall submit a draft contract.

6) Reports

The Vendor shall submit service reports on a monthly basis, summarizing

service and policy issues. The Vendor must be available to meet with GSCS Principal or designated staff member to review periodically scheduled reports and discuss issues.

- 7) Cost of Services** – Vendor shall submit, with Vendor’s Proposal, in a separate sealed envelope the Cost Proposal as required herein. The phrase “COST PROPOSAL” shall be written on the outside of the separate sealed envelope and it must be included with the Proposal. It will be considered after the qualitative weighted criteria have been scored.

GSCS is requesting that the Vendor submit a FIXED FEE service contract for ongoing service along with an hourly rate for a twelve month period, with an option to renew for four successive twelve month periods. Each twelve-month period must be shown separately. Payment schedule should also be included (i.e. monthly, bi-weekly, etc.).

As a Proposal alternate, Vendor may also submit a FIXED FEE service contract for an all-inclusive service, with the understanding that other services will be negotiated on an as needed basis.

Vendors may also submit other alternative Cost Proposals that they feel would meet the needs of GSCS as an included alternate Proposal.

Vendors must list, specifically, any services which would not be covered in the proposal price. The Vendor shall indicate the impact, if any, of changes in GSCS's other Special Education services on a fixed fee. Identify the following for those services not under the fixed fee:

- a. A fee schedule containing the Vendor hourly rates
- b. A description of how services will be billed
- c. A description of additional charges, as in out-of-pocket expenses for travel, subsistence, etc.

V. Weighted Evaluation Criteria

A selection committee, appointed by the GSCS Principal, will review the Vendors' Proposal based on the weighted evaluation criteria noted below. The Vendors will be ranked according to the points they receive from each of the weighted criteria noted below. At the selection committee’s sole discretion, they may elect to interview the top three ranked Vendors. If the selection committee elects to interview the top three ranked Vendors, they shall rank the Vendors using the same weighted criteria shown below. The scores from the Proposal review and interviews, if held, shall be added together and that sum shall be used to determine

a final ranking of the Vendors. The top ranked Vendor shall be recommended to the Tse Hootsoi II Governing School Board for the award of a contract.

Preference Points – Preference points will only be awarded if the Vendor provides a current copy of the official Navajo Nation, Business Regulatory Department, certification for the preference claimed. If a copy of the current certification is not attached, no preference points will be given. The one time addition of preference points (only awarded on the Proposal review), are as follows:

20 points for Priority 1

10 points for Priority 2

The weighted criteria are as follows:

- | | |
|-----------|---|
| 50 points | i. Approach and Methodology |
| 50 points | ii. Project staffing, staff qualifications, and Vendor and project staff experience |
| 50 points | iii. Thoroughness and quality of responses to RFP as set forth in your written Proposal |
| 50 points | iv. Reputation/satisfaction of clients/end users (at least three references from your last three clients must be included in your Proposal). Please also provide contact information, which you have verified, with each of the clients. |
| 75 points | v. Pricing (All of the qualitative criteria will be reviewed and scored prior to reviewing the pricing. The pricing shall be in a separate sealed envelope submitted with your Proposal. The outside of the envelope should state Pricing Proposal. |

Based on the foregoing, the Vendor with the highest point amount shall be ranked first with the other Vendors ranked in order of their point amounts. The top ranked Vendor shall be recommended to the Tse Hootsoi II Governing School Board (“Board”) for an award of contract. The Board shall have the final discretion to make a conditional award of contract, conditioned upon execution of an agreeable written contract between the parties, reject the selection committee’s recommendations, or take any such further action which the Board determines to be in the best interest of GSCS. Should the parties be unable to negotiate an acceptable contract, GSCS may negotiate with the next ranked Vendor until an

agreeable contract is reached, GSCS terminates the procurement, or GSCS or the Board take such other action as they deem appropriate under the circumstances.

The Board and GSCS reserve the right to accept whichever Proposal they determine to be in the best interest of GSCS and its students and which provides the best value to GSCS. The Board and GSCS retains the right to reject any and all Proposals for any or no reason and, in its sole discretion, waive or refuse to waive any minor irregularities or non-conformance.

VI. Miscellaneous

The Tse Hootsoi II Governing School Board reserves the right to reject any or all proposals for failure to meet the requirements contained herein or any other reason, to waive any technicalities, and to select the proposal which, in the Tse Hootsoi II Governing School Board sole judgment, best meets the requirements of the program.

The RFP creates no obligation on the part of GSCS to award a contract or to compensate the Bidder for any costs incurred during Proposal preparation, response, submission/delivery, presentation, or oral interviews. GSCS reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors are not allowed to alter their qualifications during any discussions.

GSCS reserves the right to make such investigation and perform due diligence as it deems necessary, to determine the capability of the Vendors to furnish required services, and Vendors shall furnish all such information for this purpose as GSCS may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. GSCS reserves the sole discretion to approve or reject any claimed confidentiality. However, the Vendor should also understand that information submitted may be subject to Acts or laws which may require disclosure if requested.

All requests from the Vendor for additional information must be made in writing (includes email), and this information provided will be made available to all Vendors at the discretion of GSCS. All such requests may only be made to the Procurement Officer:

Lisa Byjoe
GSCS Business Manager

Email: lisa.byjoe@gscs-inc.net

All such requests must be made five (5) business days before the Proposal due dates. Requests made after that time will not be answered.

REQUEST FOR PROPOSAL AWARD OR PROTEST

A solicitation protest must be in writing and must be filed with the Business Office of Greasewood Springs Community School Inc. within ten (10) working days prior to the opening date. A protest of the proposed award must be in writing and must be filed with the Business office of the School within ten (10) working days after the date of the award.

The protest must include:

- a. The name, address, and telephone number of the protestor
- b. The signature of the protestor or its representative
- c. Identification of the request for competitive proposal
- d. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, witnesses and other relevant evidence
- e. The form of relief requested

The Procurement Officer shall respond to a properly filed protest with five (5) business days of the receipt of the protest at the GSCS Business Office.

The protestor may appeal the Procurement Officer's decision ("Decision") to the Board with five (5) business days of the Decision. The appeal must identify detailed reasons for the protestor's appeal. The Board may determine the appeal on the record or as the Board may otherwise elect. The Board's decision is final.

Greasewood Springs Community School, Inc. is a School organized under P.L.100-297, and, as such, it is a Navajo Nation entity receiving federal grant funding. All procurements and contracts between the School and vendors/contractors are subject to and shall comply with all rules, regulations, laws and requirements arising from the School's status as P.L.100-297 community school and further requirements set forth in the Terms and Conditions of the School's Grant.

All Offerors shall submit a proposed formal contract for the above described goods and services with their offer and shall within ten (10) days of the award for the goods and services, execute a mutually agreeable formal contract for the provision of the goods and services with Greasewood Springs Community School. If such contract is not executed within the above noted time frame, any award, agreement, offer or other obligation of the School may be terminated and deemed "Void Ab. Initio" at the sole discretion of the School.

This RFP, the services, work and products arising from the RFP and all activities relative to the matters set forth in this RFP must be provided in compliance with applicable federal, Navajo Nation and local rules and regulations, and specifically the

standards set forth in 2 C.F.R. § 200.100 *et seq.*.

Pursuant to 2 C.F.R. § 200.321, The Navajo Preference in Employment Act and The Navajo Business Preference Act, the School affirms its commitment to encourage Navajo, Indian, minority and women's firms and business enterprises to submit proposals under this RFP, and the School further commits to use said Navajo, Indian, minority and women's firms and business enterprises when possible and as may be required by applicable law. Except for the above-noted conditions, all Offerors will receive consideration without regard to race, color, religion, sex or national origin.