

Request for Proposals for Special Services at Southwest Leadership Academy, Phoenix, AZ - Issued 4/23/18

1. Please submit a written proposal on or before 5:00 PM (MST) Friday, April 30, 2018 to: Dr. Philip Geiger, Southwest Leadership Academy, 4301 West Fillmore Street, Phoenix, AZ 85043 or by email to philip.geiger@ROP.com.
2. The proposal should include a description of the services that the company will provide, the personnel to be assigned to the program, a complete description of the services and related fees, and all fees that may not have been identified but will be charged.
3. Classes shall begin the first day of the FY19 school year, which begins August 8, 2018.

Expectations of the Special Services Provider:

- Provide special education in-service at the start of the school year orientation and in-service in August. Agenda topics will include the training required by Arizona Department of Education as well as specific school requested items.
- Provide Certified Legal Compliance Consultant, on/off-site, available through email and phone, as needed.
- Provide and maintain current special education policies and procedures according to guidelines provided by Arizona Department of Education; provide recommended policies and recommended revisions to existing special education policies.
- Assist with preparation of an additional resource room prior to the opening of FY19 school year.
- Provide Certified Applied Behavior Analyst (ABA) as needed for Functional Behavior Assessments and Analysis, Behavior Intervention Plan and Programming.
- Provide psychological counseling support, as needed.
- Provide learning evaluations, as needed
- Provide classroom observations as needed
- Provide an alternative curriculum for low-level math students.

Speech/OT Services:

- Assist the staff of Southwest Leadership Academy as they follow guidelines for Child Find, as it relates to students with Speech and Language Impairment /Occupational Therapy (OT), (or suspected), in accordance with Arizona Department of Education guidelines.
- Provide Speech and Language/OT services in accordance with IEP requirements, including pullout services and inclusion support, as needed.
- Participate and/or give input for MET/IEP meetings for students Speech and Language Impairment/OT needs.
- Provide quarterly progress monitoring and reporting in accordance with Arizona Department of Education guidelines for students with Speech and Language Impairment/OT.



English Language Learner (ELL) Services:

- Participate in 40-50 hours of summer ELL training as required by Arizona Department of Education on behalf of Southwest Leadership Academy.
- Participate in required trainings throughout the year at the expense of STE
- Within the first 30 days of school, identify and test every student attending the school, with anything other than English noted on their Primary Home Language Other Than English (PHLOTE), and not tested within the past 12 months (along with each Kindergarten student new to the system), including ordering and documenting all AZELLA supplies.
- Individually administer ELL Assessments for Initial Placement and Proficiency Scores.
- Collaborate with school staff bi-weekly to identify new students needing testing.
- Re-assess ELL students in the spring within AZELLA timeframe, including ordering and inventorying testing items, and distributing to Pearson for scoring.
- Complete AZELLA corrections reporting.
- Provide ELL weekly direct or in-direct service delivery, (does not include testing, scoring, ILLPs, and compliance), utilizing PLATO for comprehensive curriculum, credit recovery, and computer program supervision, as needed.
- Provide professional development for General Education teachers regarding ADE's AZELLA and ELL requirements.
- Develop and maintain ELL audit binders.
- Collaborate with General Education teachers, one-on-one, who have ELL students in their population to discuss Individual Language Learner Plans (ILLPs), strategies, required quarterly progress reports, and ILLP revisions.
- Monitor and document current ELL enrollment and withdrawals.
- Run SDELL reports for each ELL student, update the database and monitor for corrections
- Provide weekly collaboration and support for SLA teachers from SEI Endorsed Certified Teacher.

Service Providers:

Identify the individual service providers intended for Southwest Leadership Academy, their qualifications and credentials.

Mutual Responsibilities

1. The parties will be expected to execute an official one year agreement which may include up to 5 one year options if exercised by SLA
2. All parties will take every precaution possible to ensure the safety of the students and the security of the facility by following the security requirements outlined by the school
3. All parties will communicate with the other at all times to ensure that each can fulfill their responsibilities under the agreement,
4. All parties shall be supportive of each other and make no negative comments about the other
5. Should the parties determine to terminate their agreement in accordance with the terms of the agreement there shall be no disparagement of the other party



Proposed Fees:

1. Speech Therapy \$_____
2. ELL Testing and Report Preparation \$_____
3. Psychological Assessment and Report Preparation \$_____
4. Learning Assessment/Evaluations and Reports \$_____
5. Participation in METs \$_____
6. Professional Development/Training
 - a. Two hours or less \$_____
 - b. Four hours \$_____
 - c. On Call Conferencing \$_____
7. Policy Maintenance and Revisions \$_____
8. Certified Applied Behavior Analyst (ABA) as needed \$_____
9. Psychological counseling support, as needed. \$_____
10. Classroom observations as needed \$_____
11. Develop or provide n alternative curriculum for low-level math students \$_____
12. Speech and Language Therapy \$_____
13. OT?PT Services, as required \$_____
14. MET/IEP meeting participation \$_____
15. General Consulting Rate \$_____
16. IEP-Pro Training (Per Hour)
 - a. In person \$_____
 - b. By phone \$_____
17. Other \$_____ (Describe)

