



CEDAR TREE ACADEMY PUBLIC CHARTER SCHOOL
REQUEST FOR PROPOSAL

To Provide Comprehensive Special Education Related Services

Proposal Due Date: May 31, 2024

Proposal Due Time: 4:00 PM

Learn today. Lead tomorrow.

701 Howard Road S.E, Washington, DC 20020



INFORMATION AND INSTRUCTIONS TO CONTRACTOR

Request for Proposal

1. Email a PDF copy of proposals for the furnishing of Special Education services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org. Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: Bidsubmission@Cedartree-dc.org.
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

General Conditions

Cedar Tree Academy PCS intends to implement a quality special education program in compliance with IDEA for related service provision of Speech and Language, Occupational Therapy, Physical Therapy, and associated evaluations for its special education population and general population requiring those services. Cedar Tree Academy PCS has a student population of approximately 450 students with approximately 10.0% of our students receiving special education services. Bids should be received no later than **4:00pm on May 31, 2024**

1. **Applicability** – These conditions are applicable and form a part of all contract documents and a part of the terms of all purchase orders for items included in the specifications and bid forms issued herewith.
2. **Specifications** – The use of general specifications by Cedar Tree Academy PCS is to be considered informative giving the bidder information as to the approximate number of students needing to be served.
3. **Evaluation** – In evaluating qualified bids the following considerations will be taken into account for award recommendations: price, overall quality and value to Cedar Tree Academy PCS, suitability for the intended use, probability of continuous availability, vendor's service and delivery capabilities, service history.

Learn today. Lead tomorrow.

701 Howard Road S.E, Washington, DC 20020



4. Cedar Tree Academy PCS may award a contract for any or all sections of this bid.
5. **Terms of Payment** – Cedar Tree Academy PCS will pay all invoices for accepted merchandise or service no later than thirty (30) days from date of acceptance of delivery as set forth in the specifications for this bid.
5. **Service Locations** – Cedar Tree Academy
701 Howard Road SE
Washington, DC 20020
8. **Quantities Required** – Pricing should be quantified on an hourly basis. Cedar Tree Academy currently serves approximately 450 students in preschool through 2nd grade. Special education related services will be rendered on an as needed basis. Cedar Tree Academy PCS reserves the right to purchase more or less than the estimated services on a unit basis at the unit bid price unless otherwise specified by the bidder.
9. **Facsimile Bids** – Cedar Tree Academy PCS does not accept receipt of faxed bids. PDF via email submission to Bidsubmission@Cedartree-dc.org is the only acceptable form of bid submittal.
10. **Term of Contract** – This shall be a one-year contract beginning August 1, 2024 and ending August 31, 2025
11. **Contract Extension** – This contract may be renewed annually for three (3) additional years if the vendor and Cedar Tree Academy Public Charter School mutually agree
12. **Contact Information** – Contact LaTonya Henderson at Bidsubmission@Cedartree-dc.org for questions regarding this proposal.
13. **Insurance Required** – The contractor will provide proof of insurance certification for its employees or consultants under the conditions noted before any authorization will be given to commence service.
14. **Vendor's Agreements or Contract Documents** – The terms, conditions and specifications of this bid document shall be the subject and text of a contract between the parties. No vendor contract forms will be allowed or considered in any agreement the Cedar Tree Academy PCS shall be responsible for concerning this bid and performance regarding it.

Learn today. Lead tomorrow.

701 Howard Road S.E, Washington, DC 20020



15. **Cancellation** – If, at any time, the contractor fails to fulfill or abide by the terms,
16. **Submission of References** – Bidder shall provide a reference list of at least three (3) accounts of comparable size, including contact person and telephone number, that have received service from your company under a similar agreement.
17. **Requirements**
 - Vendor shall provide the following any or all services:
 - Speech and language services and evaluation and associated multidisciplinary meetings
 - Physical therapy and evaluations and associated multidisciplinary meetings
 - Occupational therapy and evaluations and associated multidisciplinary meetings
 - Psychologist or Psychiatrist evaluations and associated multidisciplinary
 - All service providers must submit progress notes after each meeting with students.
18. **Proposal Format and Content** Proposals must be submitted in the following format, clearly identifying each section.
 - Cover letter
 - Special Education Related Service Provider References
 - Cost Proposal
 - Brief history of company and credentials of providers administering services
 - Sample format of evaluation and progress notes
 - Professional liability insurance certificate
 - Other applicable information, other services available and associated costs, as listed above
 - Licensing - the vendor / service provider shall be currently licensed by the District of Columbia for each service area.

References - Contractor shall provide a minimum of three (3) references in the greater DC area where services are currently provided (Pre-School or Elementary Schools are preferred).

Learn today. Lead tomorrow.

701 Howard Road S.E, Washington, DC 20020