

Cedar Tree ACADEMY PUBLIC CHARTER SCHOOL

REQUEST FOR PROPOSAL TO PROVIDE

Applied Behavior Analysis (ABA) Services

**Proposal Due Date: March 14, 2025 Proposal Due Time:
4:00 PM**

Electronic submissions to

Bidsubmission@cedartree-dc.org

Request for Proposal (RFP) for Applied Behavior Analysis (ABA) Services

Introduction:

Cedar Tree Academy PCS is an elementary school located at 701 Howard Road SE, Washington DC. The school serves students from preschool through 3rd grade, including those with special needs who would benefit from individualized behavioral support. We are seeking qualified Applied Behavior Analysis (ABA) professionals or companies to provide ABA services to support our students' development and help create a positive, inclusive learning environment.

Scope of Work:

The selected ABA professional or company will be responsible for providing a variety of services, including, but not limited to, the following:

1. Assessment and Evaluation:

- Conduct thorough, evidence-based assessments of students' behavioral needs, including Functional Behavior Assessments (FBA).
- Develop individualized behavior intervention plans (BIPs) based on assessment results.
- Identify goals for social, emotional, academic, and behavioral development in collaboration with school staff and families.

2. Direct Instruction and Intervention:

- Provide one-on-one or small group ABA therapy to students as needed.
- Implement BIPs in the classroom and other school settings.
- Work directly with teachers and staff to implement strategies and interventions.
- Provide support for students with a variety of needs, including autism spectrum disorder (ASD), emotional or behavioral disorders, and other developmental disabilities.

3. Collaboration and Training:

- Work closely with school personnel, including special education teachers, general education teachers, and paraprofessionals, to support student progress.
- Train staff on ABA techniques and strategies to ensure the sustainability of interventions.
- Hold regular meetings with the school's administration and parents to discuss student progress and adjustments to treatment plans.

4. Monitoring and Data Collection:

- Track and monitor student progress through regular data collection.

- Make data-driven recommendations for modifying or enhancing interventions.
- Provide regular reports to parents, school leadership, and relevant stakeholders.

5. Compliance and Documentation:

- Ensure that all ABA practices are in compliance with relevant laws, regulations, and best practices.
- Maintain confidential, thorough documentation for all assessments, interventions, and student progress.

Proposal Requirements:

Interested ABA professionals or companies are asked to submit a proposal that includes the following:

1. Company/Professional Overview:

- A brief history of the company or professional's experience in providing ABA services.
- An outline of qualifications, certifications, and licenses held by the team members who will provide services.
- Relevant experience working with elementary-aged students, particularly those in preschool through 3rd grade.

2. Approach to Services:

- A description of the methods and techniques used in the delivery of ABA services.
- The approach for conducting assessments and developing individualized intervention plans.
- An explanation of how services will be tailored to meet the specific needs of students in our school setting.

3. Staffing:

- A list of the key personnel who will be assigned to this project, including their qualifications, experience, and specific roles.
- Information on any supervision or oversight provided to the staff implementing ABA interventions.

4. Implementation Plan:

- A detailed timeline outlining the steps of service implementation, including initial assessments, intervention strategies, and ongoing support.
- Proposed frequency and duration of service delivery.

5. Budget:

- A breakdown of the proposed costs, including the rates for services provided and any associated materials or fees.
- Any available options for long-term support or additional services.

6. References:

- At least two professional references from schools or organizations that have received ABA services from the proposer in the past.

Proposal Submission Guidelines:

All proposals should be submitted electronically by **March 14, 2025**, to the attention of:

LaTonya Henderson

CEO

Cedar Tree Academy PCS

Bidsubmission@cedartree-dc.org

202-610-4193

Late proposals will not be considered. If you have any questions or need further clarification, please contact the above representative by email or phone.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the staff.
- The effectiveness of the proposed approach to ABA services.
- The ability to deliver services in a manner that meets the needs of our diverse student population.
- The overall cost of services.
- References and previous performance with similar clients.

We look forward to reviewing your proposal and potentially partnering with your team to enhance the educational experience of our students.

Thank you for your interest in working with Cedar Tree Academy PCS.