

RFP – Academic Testing Services – FY 2023-24

**School Administrative Unit No. 44
Northwood School District**

Introduction:

The Northwood School District – SAU44 is seeking proposals for Academic testing services for the 2023-2024 school year. Such services will be provided to students with disabilities served by the district, in the district's programs, children identified at risk, and students referred for screening and/or evaluation to determine their eligibility for such services.

Term: The term of this agreement is for up to 60 days during the 2023-24 school year on a schedule mutually agreed upon, with a 30 days notice termination without cause.

Submission Details:

Sealed bids for the following will be received until, but no later than **1 p.m. on Monday September 11th, 2023** in the office of the Superintendent of Schools, School Administrative Unit (SAU) No. 44, 23A Mountain Ave, Northwood, NH 03261 at which time they will be opened and read.

The School District reserves the right to reject any and all bids if such action is deemed to be in the best interest of the School District. The District also reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the Superintendent of School Office prior to the date/time set as the closing time for receiving proposals.

Except as expressly and specifically permitted in these instructions, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

Inquiries

Clarifications of terms and conditions of the proposal shall be directed to:

Jill LaVallee, Director of Student Services

Northwood School District- SAU44

23A Mountain Ave

Northwood, NH 03261

603-942-1290

jlaVallee@nhsau44.org

Academic Testing Services will require:

- Completion of academic evaluations and classroom observations by a professional with certification in the state of New Hampshire to meet criteria for conducting such required evaluations for the special education eligibility process.

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- Demonstration of experience and proficiency in completing and interpreting academic evaluations such as the KTEA, WIAT, etc.. Providers must be able to demonstrate the ability to effectively share such information with others both verbally and in writing.
- Participation in IEP meetings.
- Establishment of positive rapport with school staff and administrators.
- Maintenance of required licenses and appropriate coursework as is relevant for the scope of responsibilities described herein. Documentation will be provided to the district before initiating any services.

Notices:

- If agreed upon services are not provided the district can, without notice, contract additional services from other contract sources.
- Issues that arise must go through the school administrator, using the proper chain of command. Failure to follow the proper chain of command can result in termination of contract.

Bid Proposal Requirements:

- **Terms:** Proposal must show the total cost for services for the term of the agreement, as well as a breakdown of cost for services per hour or day.

Compensation:

- Compensation will only support onsite record review, evaluation and classroom observation services to students. Meeting attendance and evaluation report writing may take place onsite or virtually, as mutually agreed upon between the provider and the district. Any travel costs which would be required for the district to pay need to be included in the bid.
- Payment will only be made for services rendered.

Insurance:

The Service Provider shall provide, at own expense a comprehensive general liability policy including professional liability, and workers' compensation, insuring against any and all claims of bodily injury or death resulting from performance and services by the Service Provider, and any employees, staff, or agents of the Service Provider.

Invoices:

All invoices/statements should be submitted by mail, bi-weekly to include a detailed description of services provided, dates and times by student, or case.

Business Office
Northwood School District- SAU44
23A Mountain Ave
Northwood, NH 03261

Breach of Contract:

Failure to adhere to and comply with any of the conditions and specifications of this bid and the contract will subject the contract to cancellation forthwith upon written notice of the District. In the event of cancellation of the contract and the necessity to bid or otherwise negotiate a new contract the original successful bidder will be responsible for indemnifying the District for costs incurred in obtaining a new contract.

Award Time and Date:

The awarding of this bid, if it is in the best interest of the District and contingent upon approval by the District School Board, will be made at 2 p.m. on Monday September 11th, 2023 in the office of the Superintendent of Schools.

