

**JOPLIN SCHOOLS REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
(RFP-PS)**

**BOARD CERTIFIED BEHAVIOR ANALYST - BEHAVIOR CONSULTATION and PROFESSIONAL
DEVELOPMENT SERVICES**

General information

Your proposal should be for an initial one-year award period (July 1, 2024 through June 30, 2025), with one-year renewal options at the discretion of Joplin Schools for four additional years (2025-2026 through 2028-2029).

Bid (RFP) submission

All proposals must show the name of the Board Certified Behavior Analyst who will be providing the services to the district and the full name and address of the company.

Bids (proposals) including the attached bid submission form (page 4) should be directed to Jordan Dickey, 825 S Pearl Ave/PO Box 128, Joplin MO 64802 (417-625-5200 ext. 2040). Proposals must be sealed and labeled "SEALED BID" on the outside and returned to the address listed above.

Along with a completed bid submission form, each bidder should submit a brief letter that describes its prior experience with Joplin Schools.

Electronic submission of bids

If you prefer to email your bid, we can accept bids in a secure email box. If you wish to submit your bid in this way, please email to:

sealedbid@joplinschools.org

by the deadline date and time specified on this bid form. Be sure that the subject line reads "BCBA BID." *Emailing your bid is not a requirement.* Emailed bids will not be opened until the specified deadline.

If you choose to send the bid to the district's electronically secure location, you will receive a complimentary "thank you" auto reply message. If you do not receive this message please contact G.G. Mathis at 417-625-5200 ext. 2008.

Joplin Schools (the District) shall be held harmless for any failure to solicit bids from any potential bidders. The District is not responsible for lateness or non-delivery by the U.S. Postal Service or by email to the District. The time and date recorded by the District shall be the official time of receipt. Late bids will not be considered. Joplin Schools is not responsible for non-delivery or non-receipt of electronic bids.

Deadline for bid and initial invoices

All bid responses must be received by **3:00 p.m., Tuesday, May 7**. The Board of Education will determine winning bids on or before its next scheduled meeting on May 21. The approved bidders will be notified on May 22.

A copy of the District's formal bid terms and standard conditions is enclosed and made a part of this request for bid. Joplin Schools, at its discretion, reserves the right to reject any or all bids for any reason and to waive information in any bid proposal.

CONTRACTUAL REQUIREMENTS:

- 1) The contractor shall maintain the following credentialing and qualifications:
 - a) Current Board Certified Behavior Analyst (BCBA) Certified through the Behavior Analyst Certification Board
 - b) Knowledge of principles, ethics and applied behavior analysis techniques, positive behavior support, and evidence-based interventions for individuals with developmental disabilities and behavioral challenges.
- 2) The contractor shall provide behavior consultation and collaboration for Joplin Schools. This service shall include on-site visits scheduled with staff or caregivers, guided by building administrators, and include the following supports based on individual needs and preferences:
 - a) modeling & coaching focused on behavior strategies with students
 - b) classroom observations
 - c) behavior intervention planning
 - d) individual or small group work with students and staff focused on teaching social-emotional skills.
- 3) The contractor shall provide Professional Development opportunities for Joplin Schools staff members. PD topics shall be determined in collaboration with Joplin Schools administrators.
- 4) The contractor will participate in monthly collaboration meetings with Joplin Schools staff as requested.
- 5) The contractor will provide Functional Behavior Assessment (FRA) Reports as requested which will include the following:
 - a) Gathering, analyzing and summarizing functional behavior assessment data in a formal, written document
 - b) include recommendations and a proposed behavior intervention plan.

We appreciate your interest in participating in the bid process.

Sincerely,

Jordan Dickey, EdD
Executive Director of Student Services

Policy DJF-1: PURCHASING

Original Adopted Date: 05/26/2011 | Last Revised Date: 04/18/2023 | Last Reviewed Date: 04/28/2023

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole board. No unbudgeted purchase will be made without prior board approval unless this policy's emergency provisions are applicable.

The board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the board-adopted budget and this policy.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under \$2,000. Purchases ranging from \$2,001 to \$4,999 shall be made on the basis of at least three written quotes in accordance with procedure, with documentation provided to finance with the PO (quote form and actual written quotes). Purchases over \$50,000 will be made after receiving sealed bids through the purchasing officer or designee, in accordance with procedure, and submitted for board action. Appropriate informal purchasing methods may be used for purchases under \$50,000. Formal purchasing methods are required for purchases that may exceed \$50,000.

The district will select the lowest or best bid. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Unless bids are for a one-time, specific purpose, bids will apply to purchases for up to the next 12-month period. Bid threshold amounts should reflect the known or estimated costs anticipated over the 12-month period. Bid periods that are over 12 months require approval by the superintendent or purchasing officer.

When the purchasing officer determines that it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase, or the district has contracted for procurement services. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers. If the purchase is from a single-source provider, bid documentation must include an explanation of why a single-source vendor must be used and must be submitted to the superintendent or purchasing officer for review and approval.

In addition to the requirements of this policy and the accompanying procedure, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

Emergency Situations

Unless competitive bidding is required by law, the superintendent may waive the requirement for competitive bids or proposals after determining that there exists a threat

to life, property, public health or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property or prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and only to the extent necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees and board members may use credit cards or purchasing cards issued to the district to make purchases for the district or pay for reasonable travel expenses incurred when performing official duties. Employees and board members will not use these cards to circumvent the bidding and purchasing requirements established by law and board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the board, only the superintendent and the purchasing officer will have access to a district credit card, and the board will set the amounts that may be charged to those cards.

The board will approve which employee positions will be issued district credit cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The board will annually review and approve all modifications prior to implementation.

Any employee or board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or board member to whom the card was issued. District employees and board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow board policy or district procedures and for any misuse of district resources, including district credit and purchasing cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.

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Prospective Contractor Name: _____

Prospective Contractor Address/Email: _____

Contact for Information/Questions:

Name: _____ **Email:** _____

Phone: _____

Date of Submission: _____

Hourly Rates:

A. Behavior Consultation and Collaboration: _____

B. Professional Development: _____

C. Monthly Collaboration Meetings with School Staff: _____

D. Functional Behavior Assessment (FBA) Report: _____

E. Indirect Report Writing Processes: _____

Name and Title of Person Submitting RFP-PS: _____

By signing below, the contractor is acknowledging the ability to meet all specifications listed in the RFP.

Authorizing Signature: _____

Date: _____