

County of Henry

P.O. BOX 7
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

**OCTOBER 13, 2021
REQUEST FOR PROPOSAL
RFP # 21-10263-A253
HENRY COUNTY PURCHASING DEPARTMENT**

The Henry County Public Schools solicits firms to submit proposals for “**Educational and Related Services Provider.**” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), and one (1) USB Flash Drive marked “**Educational and Related Services Provider**” RFP #21-10263-A253 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, OCTOBER 26, 2021, in the:**

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, small, local, faith-based, women-owned and minority-owned, (SWAM) are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

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Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our vendors list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be good for **seven months starting November 5, 2021 until June 30, 2022. However, the Henry County Public Schools reserves the right to negotiate each year with awarded vendor/s for six (6) additional 1-year terms starting each year on July 1.** Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

Contact for RFP

Please contact Emily Roop at eroop@henry.k12.va.us for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

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THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this **RFP# 21-10263-A253 for Educational and Related Services Provider.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors.

**Henry County Public Schools
Department of Special Education
Request for Proposal for In-Person (face to face) Educational and Related Services
Provider**

You are invited to submit a proposal for in person (face to face) services in accordance with the conditions listed below.

Responsibilities: Henry County Public Schools (HCPS) is in search of a qualified provider for educational and related services to eligible students ages Preschool through High School who require services. Vendor shall have knowledge of the requirements of IDEA and the Virginia Department of Education Regulations. Also of benefit is experience working in the school environment to accommodate various student/teacher schedules. We are very interested in a provider with an understanding of the special education referral and evaluation process as well as the responsibilities associated as being a member of the student's Individualized Education Plan (IEP) team to provide progress reports and recommendations. We are interested in a provider who can provide services from a school-based perspective at an affordable cost. We would also expect the contracted personnel to follow school division policies and procedures and assure student confidentiality. The vendor must provide documentation of therapist's qualifications and licensure and proof of liability and malpractice insurance.

1. Evaluation and Award Criteria:

Award: Henry County Public Schools reserves the right to award this contract to multiple vendors. In addition, HCPS reserves the right to expand services of a related nature with any vendor within this contract that has been awarded the contract without going through the RFP process again.

Evaluation Criteria: Proposals shall be evaluated by the school evaluation committee using the following criteria:

<u>Evaluation Criteria list:</u>	<u>Assigned Weight</u>
a) Amount/type of services	45%
b) Qualifications/ Ability to Perform	45%
c) Rate	5%
d) References	5%

2. Award of Contract:

Selection shall be made of one or more offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors identified within this RFP. Negotiations shall be conducted with the offeror(s) selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror(s) selected, the evaluation committee shall select the offeror(s) who has made the best proposal, and shall award the contract to the offeror(s). The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the vendor's proposal as negotiated.

3. Duration of the contract: **SEE SECOND PAGE OF PROPOSAL**

4. Other Conditions:

- a. Modifications in program design will be agreed upon in writing by the director.
- b. Prospective providers should submit in writing a plan of action detailing the implementation process and assessment tools to be used, within the time framework of the school year, for both students and staff training.
- c. Prospective individual(s) should present evidence of expertise.
- d. Prospective individual(s) should detail short and long range goals for acquired mastery levels.
- e. Henry County Public Schools will be responsible for billing for Medicaid services; however, prospective individual(s) will provide HCPS with written parental consent forms when required, and submit Plans of Care in order to obtain Medicaid reimbursements by the end of each month services are provided.
- f. Prospective individual will provide services according to guidelines established by HCPS. Service providers will adhere to HCPS policies and Virginia Department of Education regulations pertaining to the provision of services.
- g. Individuals are required to maintain confidential student records as required by HCPS.
- h. Prospective individual should submit proposal outlining cost of service provided with mileage cost built into proposal (no other travel expenses will be accepted).

- i. HCPS reserves the right to withhold payment on invoice(s) submitted when required paperwork has not been completed for student(s) receiving services by the established timelines which could result in the denial of FAPE for a HCPS student.
- j. Late fee(s) will be waived when/if invoices are not submitted in a timely manner to allow processing by the HCPS payroll department.
- k. Prospective individual will be prepared to provide services as soon as possible.
- l. Prospective individual will attend meetings as scheduled by administration.