

Request for Quotations and Qualifications

Educational Consultant
NEWESD 101
Spokane, Washington

PROJECT TITLE: Educational Consultant with expertise in conducting needs assessments, feasibility studies, and experience with the creation and development of behavior programs for students with special needs.

PROGRAM OVERVIEW: The NorthEast Washington Educational Service District (NEWESD) 101 promotes educational excellence by delivering essential, cooperative services to schools and other learning communities.

As part of a network of nine Educational Service Districts across Washington, NEWESD 101 is responsible for the seven northeastern counties of the state, providing cooperative services to 59 public school districts, 45 state-approved private schools and four charter within Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman counties. NEWESD 101 is the state's largest ESD in the number of districts served, counties served and geographic region served.

NEWESD 101's Center for Special Education Services provides special education assistance and opportunities to all of the public and private school districts within the NEWESD 101 region to assist schools in improving the educational outcomes of students with special needs.

As part of ongoing efforts to support behavioral challenges in the NEWESD 101 region, the agency is interested in understanding the specific needs of the districts that support these students with regard to behavior programs and interventions. This assessment will help drive informed decision-making regarding the development and implementation of appropriate training and/or programs, including a feasibility study to determine the viability of such a program.

APPLICANT ELIGIBILITY:

Minimum Qualifications

Educational Background:

- A master's degree in special education, psychology, counseling, or a related field.

Professional Experience:

- A minimum of five years of relevant experience in the field of special education, with a focus on best practices for behavior management and intervention strategies.
- Demonstrated experience working with students with special needs, particularly those with behavioral challenges.
- Proven track record of successfully implementing behavior intervention programs in educational settings.

Knowledge and Expertise:

- In-depth knowledge of evidence-based practices for addressing the needs of students with special needs.
- Familiarity with federal and state regulations governing special education services and behavior intervention.
- Experience conducting needs assessments and feasibility studies.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with educators, parents, students, and other stakeholders.
- Knowledge of how Educational Service Districts operate in Washington state.

Preferred Qualifications:

Advanced Education and Credentials:

- A doctoral degree (Ph.D. or Ed.D.) in special education, psychology, or a related field, with a specialization in behavior

Diverse Educational Experience:

- Experience working in a variety of educational settings, including public schools, private schools, state agencies and specialized institutions.

Professional Experience and References:

- Direct experience planning, creating and implementing district-wide or regional behavior programs or schools.
- Strong recommendations and references from educational institutions, organizations, or school districts where the consultant has provided similar services.

SCOPE OF WORK AND DELIVERABLES: NEWESD 101 is seeking to establish a contract with an experienced educational consultant who will be responsible for conducting a comprehensive assessment that includes, but is not limited to, the following tasks:

- Review of existing data:* Review of existing data related to students receiving special education services with behavioral needs in the NEWESD 101 region. Assess the availability of existing behavior programs and resources within the NEWESD 101 region.
- Stakeholder Interviews:* Conduct interviews and surveys with relevant stakeholders, including district special education directors, special education professionals, parents, students, and community partners.
- Needs Analysis:* Identify and analyze the specific behavioral needs and challenges faced by students with special needs in the region and the districts that support them.
- Best Practices:* Research and identify best practices and evidence-based approaches for behavior trainings or programs tailored to students with special needs.
- Feasibility Study:* Conduct a feasibility study to determine the viability and potential obstacles for implementing a behavior program tailored to students with special needs in the NEWESD 101 region.
- Recommendations:* Provide clear and actionable recommendations for behavior supports in the NEWESD 101 region and, if so, determined by interviews and feasibility study, for the development and implementation of a behavior program(s).

TIMELINE FOR SELECTION PROCESS:

Activity	Date
RFQ Released	November 3, 2023
Proposal Due: All submissions will be submitted to ckliewer@esd101.net before 2 PM PST.	November 17, 2023
Applicant Selected	December 1, 2023

ESTIMATED CONTRACT PERIOD: The contract is anticipated to start January 8, 2024 and end on April 8, 2024, unless otherwise agreed upon by both parties.

SUBMISSION REQUIREMENTS: Interested consultants should submit the following information in their quotations, as well as the application on page 5 of this document.

- A. *Consultant's Qualifications:* Provide a detailed overview of your experience and expertise in educational consulting and program development, particularly in the field of special education and in working with students with behavioral needs.
- B. *Proposed Methodology:* Outline your approach and methodology for conducting the review of existing data, needs analysis, and feasibility study.
- C. *Timeline:* Provide a proposed timeline for completing the aforementioned deliverables.
- D. *Cost Estimate:* Include a detailed cost estimate, broken down by tasks and expenses.

SCORING CRITERIA: All quotations will be reviewed by the NEWESD 101 team for completeness and compliance with the questions specified in this RFQ and eligibility.

Responses will be scored as follows:

Criteria	Points Available
Answers to submission requirement questions	1-10 (each section)
TOTAL POINTS	40

CONTRACTUAL CONSIDERATIONS AND REQUIRED DOCUMENTS: Unless otherwise submitted during the RFQ process, the successful applicant will be required to submit additional documentation prior to the contract being fully executed. Documents include, but are not limited to:

1. Business license
2. Completed IRS W-9 Form
3. Certificates of Insurance (COI) and applicable endorsements for applicable insurance requirements to the business structure of the Contractor.

OWNERSHIP OF MATERIAL: Proposals and other materials submitted in response to this RFQ become the property of NEWESD 101, are documents of public record, and will not be returned. By submitting the proposal, applicants acknowledge and agree that they and/or

their organization claim no proprietary rights to the ideas or approaches contained in their proposals.

SUBMIT PROPOSALS TO: All communications concerning this RFQ must be directed only to Connie Kliewer, Director of the Center for Special Education Services via email (ckliewer@esd101.net). Any other communication will be considered unofficial and non-binding. Consultants are to rely on written statements issued by the Director of the Center for Special Education Services. Communication directed to parties other than the Director of the Center for Special Education Services may result in disqualification of the Consultant. This RFQ is available at the NEWESD 101 Special Education website and at the Department of Enterprise Services, Washington Electronic Business Solution (WEBS) Procurement website.

CONFLICTS OF INTEREST:

1. *Disclosure of Conflicts:* Consultants responding to this RFQ must disclose any actual or potential conflicts of interest that may compromise their impartiality, objectivity, or ability to provide unbiased recommendations. Such conflicts may include, but are not limited to, financial interests, personal relationships, or any affiliations that could influence the consultant's judgment or create the appearance of impropriety.
2. *Impartiality Requirement:* NEWESD 101 expects all consultants to maintain a high level of impartiality and objectivity throughout the assessment and feasibility study process. Any conflicts of interest that are identified should be disclosed immediately and will be subject to review and evaluation by NEWESD 101.
3. *Evaluation and Mitigation:* In the event of a disclosed conflict of interest, NEWESD 101 reserves the right to evaluate the nature and significance of the conflict. Depending on the nature of the conflict, mitigation measures may be required, or the consultant may be disqualified from consideration for this project.
4. *Confidentiality:* All information and data obtained during the assessment, feasibility study, and consultation process should be treated with strict confidentiality. Consultants are expected to protect sensitive information and not use it for personal gain or to the detriment of any party.
5. *Ethical Standards:* Consultants are expected to adhere to the highest ethical standards and conduct themselves in a professional manner at all times. Any breach of ethical conduct, including conflicts of interest, may result in immediate disqualification and may be reported to the relevant professional or ethical oversight bodies.
6. *Declaration of Independence:* By responding to this RFQ, consultants declare their independence and confirm that, to the best of their knowledge, they have no conflicts of interest that would prevent them from providing impartial and unbiased recommendations to NEWESD 101.
7. *Non-Disclosure Agreement:* The selected consultant may be required to sign a non-disclosure agreement to ensure that all information collected during the project remains confidential and is not shared with any parties outside of the project without the express consent of NEWESD 101.

NEWESD 101 takes conflicts of interest seriously and expects full transparency and cooperation from all consultants in this regard. Failure to disclose conflicts of interest may result in disqualification from consideration for this project.

Please acknowledge your understanding and acceptance of these conflict-of-interest requirements in your response to this RFQ.

CONTACT INFORMATION: Please submit all questions regarding this RFQ to the following email _____.

Applicant Information - Must Be Completed and Submitted by All Applicants	
Applicant Name:	Business Name:
Address (street, city, state, zip):	
Phone Number:	Email:
Attach the following documentation with the application: <ul style="list-style-type: none">• Copy of Business License• Copy of Certification(s)• Current CV or Resume	
Please describe how you would address each of the following requirements of this role? NOTE: Each question will receive a score ranging from 1-10, for a total of 40 points.	
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2. <i>Proposed Methodology:</i> Outline your approach and methodology for review of existing data, needs analysis and feasibility study.	
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4. *Cost Estimate*: Include a detailed cost estimate, broken down by tasks and expenses.