

Woodland Hills School District  
Request for Proposal for Coordinated Early Intervening Services

**WOODLAND HILLS SCHOOL DISTRICT**

**Request for Proposal for Comprehensive Coordinated Early  
Intervening Services**

**Invitation for Proposal**

The Woodland Hills School District is requesting proposals for qualified providers that can conduct Functional Behavior Assessments (FBA) and work with the District's SAP and IEP teams to develop and implement positive behavior support plans. The District was identified as demonstrating significant disproportionality in regards to discipline/suspensions/expulsions and is seeking to review and address the contributing factors to ensure compliance with IDEA.

Services to the school district will need to begin during the month of September, 2021 and continue through the school district's fiscal year ending June 30, 2022.

The point of contact with the Woodland Hills School District is Pamela Zackel, Director of Special Education at (412) 731-1300, ext. 0135.

In order to be considered for selection, agency's proposals must be received in a sealed envelope clearly marked "CCEIS REQUEST FOR PROPOSAL", delivered to the Woodland Hills School District, 531 Jones Avenue, North Braddock, PA 15104. Bids will be accepted until July 7, 2021 by 1:30 PM at which time and place there will be a public opening and reading of proposals received.

Faxed or e-mailed proposals will not be accepted.

Tentative plans call for the Woodland Hills Board of School Directors to review the proposals and to take action to award a contract at its Legislative meeting on July 15, 2020.

The Woodland Hills Board of School Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto. If any proposal is accepted by the School District, a letter from the Board Secretary will evidence the awarding contract within 20 days of the Legislative Meeting at which the contract was awarded.

The Request for Proposal for Comprehensive Coordinated Early Intervention Services and specifications may be obtained from Michael Gigliotti, Business Manager/Board Secretary, Woodland Hills School District, 531 Jones Avenue, North Braddock, PA 15104, as well as the district's web site at [www.whsd.net](http://www.whsd.net). Any questions should be directed to Ms. Zackel at (412)731-1300, ext. 0135 or [zackpa@whsd.net](mailto:zackpa@whsd.net).

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**Specifications for Proposal**

**Scope of Services**

The qualified provider will assist in identifying the factors contributing to the significant disproportionality, particularly in the area regarding race and discipline. The qualified provider shall conduct functional behavioral assessments to identify and address the factors contributing to academic or behavioral difficulties and provide training and professional development services to ensure the District will develop appropriate interventions and supports as well as aid in the revision of District policies and procedures.

**Qualifications**

Eligible candidates shall meet the following specifications:

- Shall have no obligations or interests that conflict with the best interests of Woodland Hills School District
- Shall have the professional proficiency to provide the services requested (CEIS).
- Shall have completed one of the Board-Certified Behavior Analyst credential programs offered by a university.

**Form of Proposal**

Proposals shall be presented as follows:

1. Brief statement of understanding of the work to be done and a positive commitment to perform the work within the specified time period.
2. Presentation of names of the individuals who will be authorized to make representations on behalf of the provider
3. Reference list of public-school district clients including the types of services performed and the length of service with each district.
4. The agency's approach to performing the FBAs (methodology and data collection procedures, documentation and reporting, hypothesis development, intervention planning, evaluation and effective plan development)

**Evaluation of Proposal**

Proposals will be evaluated using the following criteria:

- Experience with Pennsylvania public school districts
- Evidence in proposal the submitting firm clearly understands the scope of the services to be performed
- The experience and professional qualifications of the individual/staff
- Cost of the CCEIS services
- Other supportive considerations as documented by the agency submitting the proposal

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**Additional Information**

- The District will not be liable for any cost incurred in the preparation of proposals.
- The submission of a proposal shall be prima facie evidence that the agency/individual submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The agency/individual submitting the proposal shall furnish the District such additional information as the District may reasonably require.
- The District will not be liable and will not pay for any costs not included in the proposal. Specifically, it will not be subject to any fees for “extra work.”
- The agency/individual will be responsive to the District’s requests for advisory assistance and to advise as necessary to enable the school to be compliant with regulatory agencies.
- The District reserves the right to conduct pre-contract negotiations with any potential firms that have submitted proposals.
- The District reserves the right to reject any and all proposals. It retains sole discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such a process is in the best interest of the District.

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**(Return this form as the Cover Page of your Proposal)**

Name of Provider \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web Site Address \_\_\_\_\_

FIRST, the undersigned have carefully examined the Request For Proposal for Coordinated Early Intervening Services in accordance with the specifications of the proposal and agree to furnish and perform the specified services for the Woodland Hills School District (the "District") within the time limits specified for the amounts indicated below.

SECOND, the proposal shall include an hourly fee schedule for the project and include itemization of all costs. If additional services might be required but not specifically identified in this RFP, the hourly fee schedule should reflect this separately.

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\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title or Office \_\_\_\_\_

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**About Woodland Hills School District**

The **Woodland Hills School District** is nestled in the eastern portion of Allegheny County. The District covers nearly 14 square miles and includes the communities of Braddock, Braddock Hills, Chalfant, Churchill, East Pittsburgh, Edgewood, Forest Hills, North Braddock, Rankin, Swissvale, Turtle Creek and Wilkins Township. Although composed of twelve municipalities, the District is one comprehensive community in its support of our schools and our mission. There are presently three elementary buildings, one middle school and one high school. With a student population close to 3,300, the mission of the Woodland Hills School District is to provide each student with an excellent educational experience that is driven by the highest expectations and prepares students for meaningful participation in all facets of society.