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**Request for Proposal (RFP)**  
**KIBSD-FY20-06-School Psychology Services**  
**April 30, 2019**

The Department of Special Services in the Kodiak Island Borough School District (KIBSD) is seeking proposals from interested professional organizations, for the provision of contracted school psychology services.

This Request for Proposal (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which KIBSD intends to govern the relationship between it and the selected vendor.

All proposals must be received at the Kodiak Island Borough School District (KIBSD) Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615, **by 12 p.m. May 21, 2019** to be considered. Proposals will be opened at 1:00 p.m. May 21, 2019 in the KIBSD Finance Department located at 722 Mill Bay Road, Kodiak, Alaska 99615 RM F145.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFP, all vendors who intend to submit a response to this RFP should complete Attachment # 1 (Acknowledgement of RFP and Intent to respond) and return to [ffuentes01@kibsd.org](mailto:ffuentes01@kibsd.org).

If you have any questions regarding this RFP please contact Ferlene Fuentes (Purchasing Supervisor).

Please mark your proposal envelope, fax or Electronic proposal as follows:

**KIBSD-FY20-06-School Psychology Services**  
**Kodiak Island Borough School District**  
**722 Mill Bay Road**  
**Kodiak, AK 99615**  
**Attention: Purchasing Department**

**This is not an order.**

Sincerely,  
*Ferlene Fuentes*  
Ferlene Fuentes  
Purchasing Supervisor



## KIBSD-FY20-01-Special Education Services

### A. PROPOSALS

1. **Proposals must be received by 12:00 p.m. May 21, 2019** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on May 21, 2019 at 1:00 p.m. in the KIBSD Finance Department RM F145.
2. Proposals, if mailed, faxed, or sent electronically must be clearly marked as follows:

**KIBSD-FY20-06- School Psychology Services  
Kodiak Island Borough School District  
722 Mill Bay Road  
Kodiak, AK 99615  
Attention: Purchasing Department**

3. Vendors must submit proposals on the enclosed attachments. Forms submitted must be complete, legible, and manually signed.
4. The KIBSD Shipping and Receiving Office is open for business from 7 a.m. to 3:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. The ultimate responsibility for the delivery of the quotation document lies with the vendor. The School District shall make no concession regarding postal service or any other form of conveyance of the quotation document even when timely delivery of the quotation fails through no fault of the vendor. **Late proposals will not be considered and will be returned to the vendor unopened after the award.**

Vendors are encouraged to mail proposals at least five (5) working days prior to the quotation opening

### B. RECEIPT AND OPENING OF PROPOSALS

1. Proposals received prior to the advertised hour of opening will be kept securely sealed until the date and time of the opening of proposals. All faxed or electronic proposals will be placed in a sealed envelope until the bid opening.
2. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a quotation not properly addressed and identified in accordance with the instructions contained herein.
3. On the date and at the time and place fixed for the opening of Proposals, the District's representative will open and record all responsive bids. Vendors and other persons properly interested may be present, in person or in representative.



**C. PRICING**

1. All proposals must be exclusive of federal, state, and local taxes. An Exemption Certificate will be furnished when required.
2. All proposals must be firm for ninety (90) days after the quotation opening date.

**D. MODIFICATION, CORRECTION, OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified, corrected, or withdrawn prior to the closing time and date by written or FAX request. Proposals may not be modified or corrected verbally. The vendor bears the same responsibility for delivery of quotation modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletions, corrections, or withdrawals of the quotation not in compliance with these provisions may be construed as a lack of "Good faith" may be cause for rejection of the quotation.

**E. EVALUATION CRITERIA**

Proposals will be evaluated on many criteria deemed to be in KIBSD's best interests, including, but not limited to the following:

1. Price
2. Proposed services
3. Location
4. Past performance of vendor

A Local vendor preference of up to 10% may be given to vendors maintaining offices in Kodiak if all other factors are equal.

We reserve the right to select and purchase any or all of the quoted items. If prices are based on total quantity only, please indicate.

**F. CONTRACT DOCUMENTS**

The final agreement shall include:

1. This RFP, including attachments # 1 and #2.  
Attachment # 1 Acknowledgement of RFQ and Intent to Respond  
Attachment # 2 Vendor Information
2. The Purchase Order awarded to the successful Vendor



**G. AWARD OF CONTRACT (PURCHASE ORDER)**

1. The resulting contract will be awarded to the responsible vendor submitting the most attractive quotation as determined by the evaluation factors and complying with the requirements of this solicitation, provided the quotation is reasonable and it is in the best interest of the District to accept it. The District, however, reserves the right to consider all features of the quotation, reject any and all proposals, consider alternates, and waive any informality or irregularity in proposals received whenever such rejection or waiver is in the District's best interest.
2. The District reserves the right to reject the offer of any vendor who has previously failed to perform properly or complete on time, contracts of a similar nature; to reject the offer of a vendor who is not, in the opinion of the District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the District.
3. The KIBSD School Board during a regular scheduled meeting will review the contract documents and make award of the contracts if approved. The District's intent is to hire an employee.
4. Option to Renew: The vendor is given the option to renew for a period of two years under the same terms and conditions as stated in this RFP.

**H. COMPLIANCE WITH LAWS**

The vendor shall comply with all applicable Federal and State laws and local ordinances, including but not limited to, the Federal Occupational Safety and Health Act of 1970 and Health Act of 1973 and amendments thereto and all regulations issued thereunder by the Federal and State governments.

**I. CONFLICTING TERMS**

Whenever there is an apparent conflict between the General Terms and Conditions and the Specifications, the Specifications shall prevail.

**J. PAYMENT**

Payment of invoices will be made within thirty to forty-five (30 to 45) days after services have been rendered.

**K. TERMINATION**

If the vendor refuses or fails to deliver services within 15 days of the proposed date stated within paragraph D and in Attachment # 2, the District may by written notice to the vendor, terminate the contract and award the services to the next lowest responsive vendor.



**L. GENERAL SPECIFICATION**

All specifications are provided to convey the requirements options below:

- The contractor shall conduct professional screenings and evaluations, render reports and complete required IEP/eligibility paperwork.
- The contractor will attempt to attend students' Evaluation Summary and Eligibility Report meetings. If unable to do so, testing results will be communicated to appropriate school personnel.
- Nine monthly trips to the island lasting one to two weeks in duration with availability to conduct off-site office hours.
- Bids should include daily rate for on and off-site work, travel day rate and per diem.
- The school district will provide transportation and housing. Arrangements to be made with the successful proposal.



**KIBSD-FY20-06-School Psychology Services  
RFP-Attachment #1**

Acknowledgement of RFP and Intent to Respond

All vendors who intend to submit a response to this RFP must complete this form and fax/email it to:

Ferlene Fuentes, Purchasing Supervisor  
Kodiak Island Borough School District  
[ffuentes01@kibsd.org](mailto:ffuentes01@kibsd.org)  
(907)486-7592 phone  
(907)481-6108 fax

Any vendor, who fails to notify the District of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name: \_\_\_\_\_

Alaska Business License Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

- I have reviewed the requirements of this RFP and intend to respond.
- I have reviewed the requirements of this RFP and do not intend to respond but desire to remain on the District's vendor list.
- I have reviewed the requirements of the RFP and do not intent to respond, please remove my company's name from your vendor list.

\_\_\_\_\_  
Signature/Title/Date



**KIBSD-FY20-06-School Psychology Services-RFP-Attachment #2  
Vendor Information**

Business Name: \_\_\_\_\_

Alaska Business License Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact FAX Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location (Street address): \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date