



REQUEST FOR PROPOSAL  
WSD 26.02 - RFP  
SUBSTITUTE BASED SPECIAL EDUCATION  
SERVICES  
WATERFORD SCHOOL DISTRICT

The Board of Education of Waterford School District is accepting firm, sealed proposals for Substitute Based Special Education Services for Waterford Schools.

Specifications and proposal forms can be obtained online at [bidnetdirect.com](http://bidnetdirect.com). Under All Solicitations, choose: WSD 26.02 Substitute Based Special Education Services.

Bids will be accepted on BidNet Direct by Date: 9/2/25 Time: 2:00pm. All proposals will be publicly opened and read aloud through Zoom meeting, information on BidNet Direct. Proposals received after this time will not be considered or accepted.

All consultants submitting proposals must provide notarized Familial Disclosure and Iran Compliance attachments to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant submitting a proposal and any member of the Waterford School Board or the Waterford School District Superintendent. The District will not accept a proposal that does not include these sworn and notarized disclosure statements.

The Board of Education reserves the right to accept or reject any or all proposals, either in whole or in part; to award contract to other than the low consultant, to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the owner.

*Inspired, Educated, and Empowered to Thrive*

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## INSTRUCTIONS TO BIDDERS

### PROPOSALS

1. Bids will be submitted through BidNet Direct for Substitute Based Special Education Services in accordance with the attached specifications.
2. Proposals will be submitted through BidNet Direct on Proposal forms indicated by Bid close of September 2, 2025 @ 2:00 pm at which time all proposals will be publicly opened and read aloud immediately. Proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail proposals are invalid and will not receive consideration.
3. Proposals will be made in full conformity with all the conditions set forth in the specifications. Proposals will remain firm for a period of 180 days following the date on which the proposals are opened.
4. Any questions regarding bid specifications must be received no later than August 26, @ 2.00 pm. Questions must be submitted in BidNet Direct. No response will be made to oral questions. Questions will be answered through an addendum and posted on BidNet Direct. It is the responsibility of the vendor to check BidNet Direct for any addendums.
5. The Board of Education reserves the right to accept or reject any or all proposals, in whole or in part; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the owner.
6. All blank portions of the proposal must be completely filled in. Each submitted proposal must include the legal name of the consultant and will be signed by the person(s) legally authorized to bind the consultant to a contract. If proposals are submitted by an agent, satisfactory evidence of agency authority is required.
7. Any consultant may withdraw their proposal at any time prior to the scheduled time for receipt of proposals.
8. Proposals will include the names of at least five accounts where the consultant is currently providing services, preferably school districts.
9. All consultants submitting proposals must provide Familial Disclosure and Iran Compliance notarized forms and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant submitting a proposal and any member of the Waterford Schools Board or the Waterford School District Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statements.

### SCOPE

This specification includes all labor, materials, equipment and services to provide Substitute Based Special Education Services for Waterford School District.

### CONTRACT AWARD

It is the intent to award this Request for Proposal at the September 18, 2025 meeting of the Board of Education. After proposals are opened, evaluated and approved by the Board of Education, the selected consultant(s) will be contacted. The contract in support of this award will be in the form of a **PURCHASE ORDER** mailed to the consultant(s) after receipt of adequate insurance as listed.

## INSTRUCTIONS TO BIDDERS (Continued)

### INSURANCE

The Consultant agrees to hold harmless and defend the Owner and its agents, officials and employees from any liability, claim or injury, related to or caused by fault or negligence of Consultant employees or subcontractors. In order to demonstrate this responsibility, the Consultant must have adequate insurance throughout this project as follows:

- A minimum Commercial General Liability limit of \$1,000,000;
- A minimum Umbrella Liability limit of \$1,000,000; and
- Professional Liability insurance coverage with minimum limits of \$1,000,000
- Statutory Workers Compensation insurance
- Waterford School District as additional insured must be noted on insurance certificate

Certificates of such insurance will be filed with the Business Office within five working days of notification of award.

### SCHOOL SAFETY LEGISLATION FINGERPRINTING

Effective January 1, 2006, the School Safety Legislation was enacted into law by the State of Michigan. The law requires any employee, vendor, or contractor who regularly and continuously provides work under a contract in a school to have a criminal history check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). Regular and continuous work under contract means either of the following:

1. To work at school on a more than intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school district, intermediate school district, public school academy, or nonpublic school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils.
2. To work at school on a more than intermittent or sporadic basis as an individual under a contract with a school district, intermediate school district, public school academy, or nonpublic school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils.

As a contractor providing services for Waterford School District, you and your employees and/or subcontractors are required to arrange for a criminal history check prior to the start of your providing services to Waterford School District. The expense is the responsibility of the contractor and will not be reimbursed.

Each contractor will receive the required forms for the criminal history check in order to provide to you and your employees and/or subcontractors. The forms will include Live Scan providers, instructions for scheduling appointments and confirmation of results.

**Failure to comply with this requirement and confirm approval prior to the start of your program(s) will result in the cancellation of your substitute based services contract with Waterford School District.**

## INSTRUCTIONS TO BIDDERS (Continued)

### TIMELINE

The District anticipates the following timeline:

RFP released	August 19, 2025
Proposals due	September 2, 2025 @ 2:00 P.M.
RFP Award	September 18, 2025

## SPECIFICATIONS

### **SPEECH & LANGUAGE PATHOLOGIST**

#### **Qualifications:**

- Master's Degree in Speech & Language Pathology
- Valid full Michigan License in Speech and Language Pathology
- Current ASHA Certificate of Clinical Competency (CCC) or ASHA Certification Fellow (CF)
- Must possess and demonstrate a strong understanding in the areas of standardized and informal assessment strategies related to communication disorders
- Must be confident in the ability to conduct comprehensive speech & language evaluations
- Plan and provide services for students who have been identified as speech and language impaired

#### **Experience:**

- Employment experience in speech & language pathology preferred

#### **Scope of Services (Essential Duties and Responsibilities):**

- Evaluate speech and language functions
- Complete comprehensive and appropriate evaluations according to MARSE Standards, District Guidelines, and ASHA Guidelines
- Provide a complete diagnostic summary report including a summary of the evaluation information
- Maintain communication with parents and other relevant team members
- Document student progress through specific objectives and long-term goals
- Complete Medicaid billing services provided to students in an efficient, comprehensive, and timely manner
- Participate in building designated teams in order to provide pre-referral interventions
- When appropriate, make referral for further evaluation
- Provide direct services related to expressive, receptive, and pragmatic language
- For Early On specific role:
  - Provide information concerning speech and language to other professionals and to parents/providers
  - Provide ongoing training and coaching support to eligible families and early intervention team
  - Complete home visits within the community
  - Confer and work with parents/providers to implement the individual family service plan using the primary service provider model based on family routines
  - Attend and engage in weekly team meetings with the transdisciplinary team to support whole child developmental needs as identified in the IFSP

#### **SPECIFICATIONS**

- Participate in the development and planning of writing IFSP outcomes
- Maintain child/family confidentiality

## SPECIFICATIONS (Continued)

### **OCCUPATIONAL THERAPIST**

#### **Qualifications:**

- Registered Occupational Therapist in the State of Michigan
- Licensed as an Occupational Therapist in the State of Michigan

#### **Experience:**

- Employment experience in occupational therapy preferred

#### **Scope of Services (Essential Duties and Responsibilities):**

- Assess student in suspected areas of disability as outlined by the Michigan Administrative Rules and Regulations for Special Education (MARSE)
- Interpret and complete written evaluation reports, progress reports, and IEP goals and objectives in accordance with state and federal guidelines
- Develops occupationally based intervention plans based on student needs and evaluation results
- Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals
- Plan, deliver and document direct occupational therapist services in accordance to IEP's and Section 504 Plans
- Maintain professional documentation
- Consult with school personnel and parents and all others involved in the education/treatment of the student
- Evaluates the student's ability and formulates the student's occupational profile through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews
- Coordinates with the IEPT members for the purpose of determining appropriate goals and objectives to meet the needs of specific students and attends IEPT meetings
- Coordinates the delivery of occupational therapy services with classroom teachers and special education staff to ensure the continuity and consistency of comprehensive special education services to students
- Attends required professional development sessions, conferences, department and district meetings
- All other duties assigned

SPECIFICATIONS (Continued)

**SCHOOL SOCIAL WORKER**

**Qualifications:**

- Valid Michigan School Social Worker Certificate (310 Certificate)
- Master's Degree in Social Work
- Demonstrate knowledge of Special Education law and MARSE
- Experience in a school setting preferred

**Experience:**

- Employment experience in school social work preferred

**Scope of Services (Essential Duties and Responsibilities):**

- Provide direct and indirect services to students with IEPs
- Assess students in suspected areas of disability as outlined by the Michigan Administrative Rules and Regulations for Special Education (MARSE)
- Interpret and complete written evaluation reports, progress reports, and IEP goals and objectives in accordance with state and federal guidelines
- Participate in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals
- Plan, deliver, and document school social work services in accordance with IEPs and Section 504 Plans
- Maintain professional documentation
- Consult with school personnel and parents and all others involved in the education/treatment of the student
- Serve as a liaison between the home, school, and community
- Coordinate the delivery of school social work services with classroom teachers and special education staff to ensure the continuity and consistency of comprehensive special education services to students
- Attend required professional development sessions, conferences, department, and district meetings
- All other duties as assigned

SPECIFICATIONS (Continued)

**SCHOOL PSYCHOLOGIST**

**Qualifications:**

- Valid Michigan School Social Worker Certificate (310 Certificate)
- Master's Degree in Social Work
- Demonstrate knowledge of Special Education law and MARSE
- Experience in a school setting preferred

**Experience:**

- Employment experience in school psychology preferred

**Scope of Services (Essential Duties and Responsibilities):**

- Provide direct and indirect services to students with IEPs
- Assess students in suspected areas of disability as outlined by the Michigan Administrative Rules and Regulations for Special Education (MARSE)
- Interpret and complete written evaluation reports, progress reports, and IEP goals and objectives in accordance with state and federal guidelines
- Participate in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals
- Plan, deliver, and document school social work services in accordance with IEPs and Section 504 Plans
- Maintain professional documentation
- Consult with school personnel and parents and all others involved in the education/treatment of the student
- Serve as a liaison between the home, school, and community
- Coordinate the delivery of school social work services with classroom teachers and special education staff to ensure the continuity and consistency of comprehensive special education services to students
- Attend required professional development sessions, conferences, department, and district meetings
- All other duties as assigned

SPECIFICATIONS (Continued)

**PHYSICAL THERAPIST**

**Qualifications:**

- Master's Degree in Physical Therapy
- Valid Michigan License in Physical Therapy
- Must possess and demonstrate a strong understanding in the areas of standardized and informal assessment strategies related to motor development, balance, coordination, strength, gait, and functional mobility
- Must be confident in the ability to conduct comprehensive physical therapy evaluations

**Experience:**

- Employment experience in physical therapy preferred

**Scope of Services (Essential Duties and Responsibilities):**

- Evaluate physical functions
- Complete comprehensive and appropriate evaluations according to MARSE Standards, District Guidelines, and APTA Guidelines
- Provide a complete diagnostic summary report including a summary of the evaluation information
- Maintain communication with parents and other relevant team members
- Document student progress through specific objectives and long-term goals
- Complete Medicaid billing services provided to students in an efficient, comprehensive, and timely manner
- Participate in building designated teams in order to provide pre-referral interventions
- When appropriate, make referral for further evaluation
- Provide direct services related to motor development, balance, coordination, strength, gait, and functional mobility

## SPECIFICATIONS (Continued)

### **SCHOOL NURSE**

#### **Qualifications:**

- Degree from an accredited nursing program; a Bachelor of Nursing Degree is preferred.
- Must be licensed as a registered nurse in Michigan.
- Valid CPR certification is required.

#### **Experience:**

- A minimum of one year of nursing experience is required, with three years preferred.
- Experience in community health, pediatrics, emergency care and triage, and/or a physician's office is preferred.
- Experience with ventilator/tracheostomy use and care is necessary.
- Experience providing nursing services to students with complex medical needs, including suctioning, tube feeding, and seizure care, is required.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

#### **Scope of Services (Responsibilities):** The School Nurse will:

- Perform student care duties based on individual student needs and district, local, state, and national regulations and policies.
- Administer daily and PRN (as-needed) medications and nursing care procedures as prescribed by a student's physician.
- Notify parents when further medical evaluation for a student is indicated.
- Provide nursing care and physical screening to students, assessing students and implementing first aid measures as needed.
- Complete all required documentation within established timelines.
- Participate in professional development to enhance skills.
- Act as a liaison between the school, home, and physicians to coordinate care and obtain Plans of Care for students for implementation at school.
- Educate school staff on proper procedures and care for student health concerns.
- Initiate emergency procedures for students and staff as needed.
- Provide health education and anticipatory counseling.
- Act as a liaison between the school, home health department professionals, and other community agencies.

**SPECIFICATIONS (Continued)**

- Maintain clinic equipment and regularly assess the need for consumable supplies.
- Manage the process for third-party billing with Medicaid to obtain reimbursement for nursing care.
- Perform related work as required.
- Possess the ability to establish and maintain effective working relationships with students, families, and other school district personnel.
- Possess the ability to write, implement, and monitor Plans of Care.



**PROPOSAL FORM DUE: September 2, 2025 @ 2:00 pm**

**PROPOSAL: RFP WSD 26.02 Substitute Based Special Education Services**

	<u>COST FOR 2025-26</u>	<u>COST FOR 2026-27</u>	<u>COST FOR 2027-28</u>
Speech and Language Pathologist	_____ /hr	_____ /hr	_____ /hr
School Psychologist	_____ /hr	_____ /hr	_____ /hr
Occupational Therapist	_____ /hr	_____ /hr	_____ /hr
Physical Therapist	_____ /hr	_____ /hr	_____ /hr
Social Worker	_____ /hr	_____ /hr	_____ /hr
School Nurse	_____ /hr	_____ /hr	_____ /hr

What is your policy regarding minimum hours per assignment or per week? \_\_\_\_\_

What is your policy on notice period to cancel? \_\_\_\_\_

Do you provide on demand services scheduling services? \_\_\_\_\_

Are there any additional fees (e.g., for travel, administrative costs, materials, assessment tools)? Please itemize all potential additional costs.

Where do travel costs start from? \_\_\_\_\_

Is travel time compensated at the hourly rate? Yes \_\_\_\_\_ No \_\_\_\_\_

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT AND IRAN COMPLIANCE ATTACHED?**

Familial Disclosure Yes \_\_\_\_\_ No \_\_\_\_\_

Iran Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

WAS THERE ADEQUATE TIME TO PREPARE YOUR PROPOSAL? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", how much additional time would be appropriate? \_\_\_\_\_

This question is asked in order to evaluate whether sufficient time is being given interested consultants, given normal conditions and priorities.

CONSULTANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## PROPOSAL FORM (Continued)

CONSULTANT: LIST FIVE RECENT REFERENCES, PREFERABLY SCHOOL DISTRICTS:

School District	Person to Contact	Phone Number
School District	Person to Contact	Phone Number
School District	Person to Contact	Phone Number
School District	Person to Contact	Phone Number
School District	Person to Contact	Phone Number

**Interested consultants will note in this space only any additional information, criteria or contingencies affecting their proposal, understanding that this additional information, criteria or contingency may be utilized in the evaluation process and subsequent award.**

PROPOSAL FORM (Continued)

**Sworn and Notarized Familial Disclosure Statement**

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Waterford School District School Board or the Waterford School District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Waterford School District School Board are: Kristen Wagner, John Paul Torres, Michael Ristich, Pat Donohue, Elizabeth McGregor, Robert Petrusha, Jr., and Kim Soncrainte.

The Waterford School District Superintendent is: Adam Martin

The Following are the familial relationships:

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There are none.

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

The undersigned, authorized representative of bidder (insert name) \_\_\_\_\_

does hereby acknowledge that bidder has read the foregoing disclosure statement and the statements herein contained are true.

\_\_\_\_\_  
Signature of Bidder Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

**PROPOSAL FORM (Continued)**

All consultants submitting proposals must provide Familial Disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant submitting a proposal and any member of the Waterford Schools District Schools Board or the Waterford Schools Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

PROPOSAL FORM (Continued)

**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Waterford School District’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Waterford School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Waterford School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company Name of Authorized Representative

Title of Authorized Representative Signature

Date

STATE OF MICHIGAN)

) ss

COUNTY OF \_\_\_\_\_)

The undersigned, authorized representative of bidder (insert name) \_\_\_\_\_  
does hereby acknowledge that bidder has read the foregoing disclosure statement and the  
statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

PROPOSAL FORM (Continued)

**Acceptance of Proposal**

The undersigned agrees to commence the work covered by this Proposal within thirty days after notification of the project award.

It is agreed that this RFP is valid for 180 days from the date of submission.

The undersigned affirms that the RFP was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other business.

CONSULTANT

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BUSINESS ADDRESS

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TELEPHONE NUMBER

---

FAX NUMBER

---

BY (SIGNATURE)

---

PRINTED NAME

---

TITLE

---

SIGNED THIS

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 DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

E-MAIL ADDRESS

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