

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

School Psychologist Bid No. 23-23

The Bedford County Department of Finance is requesting proposals for School Psychologist(s). Sealed bids will be received until **2:00 p.m., Wednesday, November 2, 2022**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their bid, complete, prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Julie Haynes, Federal Programs, 931-684-3284, or haynesj@bedfordk12tn.net, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Bid price shall be for the fiscal year ending June 30, 2023, with an option to renew for two additional one year periods.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statues and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

INSTRUCTIONS TO BIDDERS

Proposals are to be made on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 23-23 School Psychologist.** Bids will be received and opened at **2:00 p.m., Wednesday, November 2, 2022.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with bid.

Bedford County Schools, Department of Special Education, needs to contract with a school psychologist(s) to provide services to students for the 2022-2023 school year. There is an option to renew for two additional one year terms.

The following criteria will be considered in the selection process:

- Assessment personnel must be able to attend in person as assessing students virtually is not preferred.
- Ability to organize and manage time, workloads, and work in multiple school settings.
- Must possess a current School Services Personnel License with the State of Tennessee.
- Maintain professional and commercial general liability insurance covering the contractor for and against loss or damage resulting from services performed. Coverage shall have minimum limits of One Million Dollars (\$1,000,000) and Three Million Dollars (\$3,000,000) in the annual aggregate for both professional liability and general liability coverage.
- Ability to be punctual, and attend all meetings, including, but not limited to, Eligibility Meetings, Re-evaluation Meetings, Student Support Team Meetings, and other meetings as requested by school staff.
- Must possess an understanding of and hold all needed credentials to administer and score IQ, Adaptive, Achievement, Rating Scales, and other assessments needed for the evaluation process. Successful bidder will also be able to administer assessments, write, and submit all Psychological Reports within the 60-day timeline.
- Must possess knowledge to develop Behavior Intervention Plans and Functional Behavior Assessments as may be requested.
- Ability to work with special education staff to review and complete needed paperwork when students are due for re-evaluation.
- Ability to follow eligibility criteria set forth by the State of Tennessee, and use state approved documents that are housed within Easy IEP (EDPlan) and located on the Tennessee Department of Education's website.
- Specific working days will only include days when students are in attendance, and will not exceed 7.5 hours per day.
- Transportation is not provided and there is no reimbursement for mileage under the terms of this bid.
- Work will be performed at various schools around Bedford County based on case loads:

Cascade Elementary School, 2998 Fairfield Pike, Wartrace

Cascade Middle School, 1165 Bell-Buckle-Wartrace Road, Wartrace

Cascade High School, 3035 Fairfield Pike, Bell Buckle

Community Elementary School, 3480 Hwy 41A North, Unionville

Community Middle School, 3470 Hwy 41A North, Unionville
Community High School, 100 Community Crossings, Unionville
Eakin Elementary School, 1100 Glenoaks Road, Shelbyville
Eastside Elementary School, 421 Elliott Street, Shelbyville
Harris Middle School, 570 Eagle Boulevard, Shelbyville
Learning Way Elementary, 200 Learning Way Drive, Shelbyville
Liberty Elementary School, 500 Snell Road, Shelbyville
Shelbyville Central High School, 401 Eagle Boulevard,
Shelbyville Southside Elementary School, 903 Cannon
Boulevard, Shelbyville
Thomas Magnet School, 515 Tate Avenue, Shelbyville
Bedford County Learning Academy, 401 Elm Street, Shelbyville
Bedford County Virtual School, 1165 Bell Buckle-Wartrace Road,
Wartrace

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 23-23

Gentlemen,

Having examined the specifications for **School Psychologist(s)**, we (I) submit the following proposal:

Hourly Rate \$ _____

Company Name: _____

Mailing Address: _____

Signature and Title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____