



## REQUEST FOR QUOTE (RFQ)

Options for Youth - Duarte Inc., (OFY-D) is requesting quotes for **Special Education Non-Public Agency Services**

Options for Youth - Duarte Inc., is a year-round WIOA-aligned blended learning public charter school serving 3593 students in 6 regions and 19 school sites throughout the greater Los Angeles County area. Our school mission states: *"Our schools create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality."*

OFY-D is seeking **Special Education Non-Public Agency Services** services to assist in our charter school operations and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFY-D's website: <https://ofy-d.org/>

A copy of the proposed **Scope of Work** is attached below. Interested vendors are not required to submit a quote covering the entire scope of work. OFY-D will accept quotes covering all or any portion of the services outlined in the Scope of Work. Please ensure that any quote submitted clearly indicates which services are included in the quote. OFY-D reserves the right to negotiate the final terms and conditions of the contract including the Scope of Work.

All quotes should be submitted on company letterhead and include a bid or estimate of cost for the services being offered. Supporting documentation such as customer references, statements of qualifications, company history, alternative fee schedules, etc. are welcomed. Please submit quotes by the due date above to:

**Jeff Moreno**  
**Assistant Principal of Instructional Operations**  
**[jpmoreno@ofy.org](mailto:jpmoreno@ofy.org)**

OFY-D staff will diligently review all submitted quotes and make a recommendation to Options for Youth - Duarte's Board of Education. It is anticipated that OFY-D will award the contract with the term of the contract commencing July 1, 2024.

Please contact Jeff Moreno, using the above contact information, should you have any further questions. OFY-D looks forward to receiving your quote.

Sincerely,  
Options for Youth - Duarte, Inc.



## Scope of Work for Special Education Non-Public Agency Services

### I. General Services

#### A. Compliance

1. Monitor Special Education program compliance.
2. Monitor 504 compliance by tracking 504 plans, assessments, and due dates.
3. Complete IEP reviews, utilizing a rubric to assist with compliance and CDE requirements.
4. Provide assistance with the SELPA Application Process
5. General education monitoring of mandated immunization records.
6. Ordering/tracking and monitoring of epi-pens and Narcan/naloxone at each of the school sites.

#### B. Training

1. CPR, First Aid, and AED training
2. Epi-pen and Narcan/naloxone training
3. Training and Staff Development

### II. Personnel Services - Provide fully trained and qualified personnel to meet the following roles and responsibilities

**A. Adapted Physical Education Teacher:** Writes IEP goals related to Physical Education, participates in IEP meetings and works with students to achieve their IEP goals.

**B. Assistive Technology Specialist:** Assists students who require technology based support services to meet their IEP goals. Completes assessments to determine student needs and what type of technology devices are needed to make academic progress.

**C. Audiological Services:** Provided by a licensed audiologist to assist students with hearing impairments or hearing loss to access their education.

**D. Occupational Therapist:** Provides purposeful activity or interventions designed to achieve occupational outcomes that promote health, and prevent injury or disability to develop, improve, sustain, or restore the highest possible level of independence.

**E. Physical Therapist:** Evaluates students' movement dysfunction, and devises a treatment plan and IEP goals to address the students' needs.

#### F. School Nursing Services

1. School nurse collaboration on laws and regulations for compliance.
2. Administration of health assessments and vision/hearing screenings as mandated every three years for students with an IEP.

#### G. School Psychologist (or Mental Health Specialist)

1. Provide student academic support, supervision, behavior observation, as well as assistance with special education paperwork and student progress monitoring.
2. Specially Designed Vocational Education and Career Development.
3. Behavior Intervention – design or planning and implementation



4. Provide counseling and guidance services for students, staff, and educational partners
5. Psychological Services other than assessment and IEP development
6. Run Socio-Emotional and wellness-based Student Groups.
7. General Education Crisis Intervention.
8. 504 team participation.

**H. Speech & Language Pathologist:** Language and speech development and remediation

**I. Paraprofessional (or Office Staff)**

1. Student academic support, supervision, behavior observation, as well as assistance with special education paperwork and student progress monitoring.
2. Design, develop, and implement customized programs per client's requests and needs.
3. Develop customized special programming.
4. Provide on-demand consultation and crisis intervention support.

**J. Special Education Specialist (Temp on Call)**

1. Provide Specialized Academic Instruction (SAI) Services.
2. Participate as a part of the IEP team as appropriate.
3. Monitor case management of student caseloads