



Opportunities For Learning Public Charter Schools

Opportunities For Learning-Duarte, INC. REQUEST FOR QUOTE

SPECIAL EDUCATION NON-PUBLIC AGENCY SERVICES

Posted: February 23, 2024
DUE DATE: March 15, 2024

To whom it may concern,

Opportunities For Learning-Duarte, Inc. (“OFL-Duarte”) is requesting quotes for Special Education Non-Public Agency Services.

OFL-Duarte is a year-round independent study public charter school serving approximately 300 students in person and virtually through our resource center in Duarte. Our goal is to provide an individualized educational environment to students who have not been successful or satisfied with their experience in traditional schools. The school serves students 7th to 12th grade, providing a High School Diploma to those who meet the requirements. OFL-Duarte is seeking 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 OFL-Duarte’s website: <https://ofl-d.org/notices/rfp/>

A copy of the proposed scope of work is attached. Interested vendors are not required to submit a quote covering the entire scope of work. OFL-Duarte will accept quotes covering all or any portion of the services. Please ensure your quote clearly indicates which services are included in the quote. OFL-Duarte reserves the right to negotiate the final terms and conditions of the contract, including the scope of work.

If you would like to submit supporting documentation with your quote (e.g., customer references, statement of qualifications, company history, alternative fee structures, etc.), please feel free to do so. All quotes should be placed on your company’s letterhead and include a bid or price estimate. Please submit your quote by the due date above to:

Jeff Moreno
Assistant Principal of Instructional Operations
jpmoreno@oflschools.org

OFL-Duarte staff will review all quotes and make a recommendation to the Board of Directors. It is anticipated that OFL-Duarte will award the contract in May, and the term of any resulting contract is anticipated to begin on July 1, 2024.

If you have any questions, or if you’d like to schedule an optional tour of our school facilities, please contact Jeff Moreno using the contact information above. We very much look forward to reviewing your quote.

Sincerely,

Opportunities For Learning-Duarte, Inc.

Scope of Work

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