

1091 Snelling Ave N, Saint Paul, MN 55108
hhade@midwaystar.org

651-642-0667 fax 651-202-3825
<https://www.midwaystar.org>

Request for Proposals

FY25 Sped
Services Proposal

Mohamed Warsame, Executive
Director

mwarsame@midwaystar.org

651-983-2814 - direct
cell

Director of Special Education Services & Sped Services
Proposal

Date Issued: June 6, 2024

Due Date: June 25, 2024

I. Overview

Midway Star Academy (MN 4153-07) is authorized by Pillsbury United Communities and approved by the Minnesota Department of Education (MDE) to operate as a public school. The school opened in 2005 and will be entering its 20th year of operation in the fall of 2025.

I. Purpose

Midway Star Academy Charter School is soliciting responses from qualified organizations to provide comprehensive charter school special education leadership for the 2024-2025 school year in the area of Director of Special Education tasks and services.

II. Anticipated Timeline

- Issuance of this RFP, June 6, 2024
- Deadline for Intent to Respond, 20 15, 2024 by 5:00 p.m.
- Deadline for Requests for Clarification, June 20, 2024, by, 5:00 p.m.
- Deadline for Proposals, June 25, 1st, 2024 by 5:00 p.m.
- Proposal Review Begins, as soon as proposals are received
- Contract awarded -July 1, 2024

III. Scope and Nature of Work

Midway Star Academy Charter School (School is searching for a Director of Special Education who can also assist in the design and implementation of quality special education programming. The selected organization will have successfully guided new and operational charter schools in Minnesota.

Midway Star Academy Charter School (School is seeking a proposal from your organization for services and fees related to the ongoing tasks and maintenance of an established school program. We would like a comprehensive proposal reflecting the services listed below.

Director of Special Education Services

- Assistance onboarding staff - new Special Education Coordinator, new special education staff
- Assistance with program design as needed
- Training specific to stakeholders, including board members, parents, teachers, related service providers, administrators, paraprofessionals, etc.
- Due process procedures, record keeping, special education software, child find, pre-referral processes
- Assistance with the employee and contracted services (recruitment, coaching, and retention) FYI most are set at the time of this RFP

- Program development, review, and evaluation
- Program monitoring
- Fiscal oversight, review, and guidance regarding state and federal special education funds, EDRS, third-party billing, UFARS coding
- Regular site visits to include regularly scheduled meetings with business management, SpEd Coordinator(s), and SpEd staff
- Assistance with complaints and dispute resolution
- The specific scope of services offered by each individual/firm shall be outlined in the submitted Proposal (see Section VIII below).

- Relevant Policies Review and Comment

IV. Term

The contract potentially resulting from this RFP shall be in effect beginning July 1, 2024, through June 30, 2025.

Continuation of services will be determined by June 1 of each year to assist both parties in planning and support.

V. Intent to Respond

Each organization intending to submit a proposal in response to this RFP is encouraged to submit an "Intent to Respond" via email to Mohamed Warsame, Executive Director, mwarsame@midwaystar.org, subject line: Charter School SPED Services RFP Intent to Respond, on or before 5:00 pm, June 25, 2024. The Intent to Respond should include the name of the organization, the name of a contact person, and the e-mail address of the contact person. Failure to submit an Intent to Respond by the deadline does not preclude an organization from submitting a proposal.

VI. Requests for Clarification

Prospective organizations may request that Midway Star Academy clarify the information contained in this RFP. All requests must be made in writing and submitted via email to Amy Faysal Ali, Executive Director, mwarsame@midwaystar.org, subject line: Charter School SPED Services RFP Request for Clarification.

Midway Star Academy School will provide a written response to all written requests for clarification within 24 hours of submission. Midway Star Academy Charter School will not respond to any new requests for clarification received after 5:00 pm, June 20, 2024. No response will be made to any oral questions. The response to any request for clarification will be provided to all parties that file an Intent to Respond by the deadline. Organizations that do not submit an Intent to Respond by the deadline will not automatically receive responses to Requests for Clarification. Organizations that do not submit an Intent to Respond by the deadline will be responsible for requesting this information from Mohamed Warsame, Executive Director, mwarsame@midwaystar.org

VII. Proposal Requirements

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to: Mohamed Warsame, Executive Director, mwarsame@midwaystar.org no later than June 25, 2024, at 5:00 p.m. Acknowledgment of receipt will be issued by Midway Star Academy Charter School within 24 hours. Proposals received after the deadline will not be accepted or considered.

Proposals must include the following requirements in order to be considered for this request:

- **Organizational Capacity:** Provide a description of your organization, including relevant services offered, history, and accomplishments.
- **Experience and Effectiveness:** Describe your organization's experience serving public schools and/or districts including Montessori charter schools in Minnesota, including effectiveness of service and contact information for references.
- **Background and Qualifications:** Provide background information and qualifications of any and all personnel who will be involved in performing the services required under this RFP. Include information related to subcontractors, if any will be utilized to perform said services.
- **Description of Services.** Describe the scope of special education services that your organization will provide to Midway Star Academy Charter School in order to ensure its effective operation as a Minnesota charter school.
- **Pricing:** Provide a description of all costs associated with service delivery; disaggregate start-up costs as appropriate if the costs are not included in the fees for the first year of operation. Provide a description of fee adjustments, if any, if the school enrollment changes during the 2024-25 school year. All costs shall include supervision, labor, materials, tools, equipment,

supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work.

VIII. Additional Information

At the discretion of **Midway Star Academy Charter School**, organizations may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP.

IX. Selection Criteria

The Executive Director will review all proposals and reserves the right to ask the School Board to review all proposals if deemed necessary. The following information, in addition to the requirements, terms, and conditions identified throughout this RFP, may be included in the selection process.

Proposals will be evaluated on the following:

- Organizational Capacity
- Experience & Effectiveness
- Background & Qualifications
- Scope of Service
- Pricing

X. Limitation

The issuance of this RFP constitutes only an invitation to submit a proposal to **Midway Star Academy Charter School**. It is not to be construed as an official and customary request for bids, but as a means by which **Midway Star Academy Charter School** can facilitate the acquisition of information related to contracting services.

Any proposal submitted constitutes a suggestion to negotiate and is not considered a bid. **Midway Star Academy** reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any organization, and the right to cancel and/or amend, in part or entirely, the RFP. The RFP does not commit **Midway Star Academy** either to award a contract or to pay for any costs incurred in the preparation of a proposal.