

HAMBLEN COUNTY DEPARTMENT OF EDUCATION

210 East Morris Boulevard
Morristown, Tennessee 37813
Phone (423) 586-7700 • Fax (423) 586-7747

*The mission of Hamblen County Schools is to educate students
so they can be challenged to successfully compete in their chosen fields.*

DR. JEFF PERRY
Superintendent

BOARD OF EDUCATION

Shahin Assadnia

Carolyn Clawson

Joe Gibson, Jr.

Roger Greene

James Grigsby

Janice Haun

Clyde Kinder

To: Whom It May Concern

From: Mandy Lloyd, Supervisor of Special Services

Date: March 11, 2020

Re: Invitation to Bid

The Hamblen County Department of Education is seeking bids for the following:

- **School Behavior Specialist**

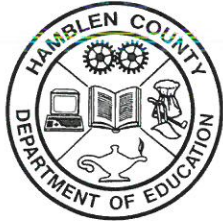
Bid must be submitted in a sealed envelope with type of bid clearly marked on the outside. **Faxes and Emails will be rejected.**

Bids are to be submitted to the Hamblen County Department of Education, Mandy Lloyd, Supervisor of Special Services, 210 East Morris Boulevard, Morrystown, Tennessee 37813.

Bids will be opened April 1, 2020 at 10:00 a.m. in the Department of Special Services. The Hamblen County Department of Education reserves the right to accept or reject any and/or all bids.

Specifications may be picked up at the Hamblen County Department of Education, Special Services Department, or requested by calling (423) 581-3067.

***The Hamblen County Board of Education reserves the right to accept or reject any and/or all bids.
Bid must include an Iran Divestment Act Certification Form.***



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To: Providers of School Behavior Specialist

**From: Hamblen County Department of Education
Special Services Department**

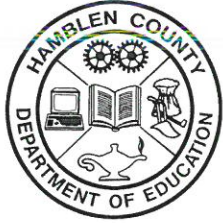
Date: March 11, 2020

Subject: School Behavior Specialist

You are invited to submit sealed proposals for a contract to provide the Hamblen County Department to Education with School Behavior Specialist. The company awarded the contract is expected to have the contract in place by July 1, 2020. If you are unable to meet these criteria, please do not submit a proposal for this contract. Also note further requirements under the following standard terms and conditions:

Standard Terms and Conditions

- Time and Place:** Bids must be received by the Hamblen County Department of Education, Special Services Department, Attn: Mandy Lloyd, Supervisor of **Morris Blvd, Morristown, TN 37813, *Faxes and emails will be rejected.***
- Sealed Bid Requirement:** Each bid must be submitted in a sealed envelope addressed to Hamblen County Department of Education, Special Services Department, Attn: Mandy Lloyd, Supervisor of Special Services, **210 East Morris Blvd, Morristown, TN 37813.** Each sealed envelope contacting a bid must plainly marked on the outside "**School Behavior Specialist**" and the envelope must bear on the outside the name and complete address of the vendor.
- Late Bids and Proposals:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from bid consideration. It shall solely be the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposal's will not be opened.
- Note to Bidders:** Bidders must satisfy themselves of the accuracy of the estimate quantities in the bid schedule by a review of provided specifications including any addenda. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be performed.
- Service and Billing Requirements:** The successful contractor agrees to accomplish all work covered by these specifications. The awarded contractor will be responsible for all travel reimbursement. For audit purposes all invoices must match the timesheets and the hourly rates submitted under this RFP. Itemized



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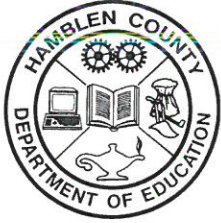
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invoices must be sent to Hamblen County Department of Education monthly, within 30 days of the completion of the month's services.

6. **General Information and Requirements:** the bid must include a list of staff that will be providing services along with a copy of their credentials. Awarded contractor must perform background checks on all employees assigned to Hamblen County Department of Education. Background information must be provided to Mandy Lloyd, Special Services Department Supervisor prior to contract starting date.
7. **Certification:** The Hamblen County Department of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work and the bidder shall furnish the Owner all such information and date for this purpose as it may request. The School System reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Board that such bidder is properly qualified to carry out the obligations of the agreement and to complete the work.
8. **Contract Period:** The contract shall be for one school year beginning July 1, 2020 and ending on June 30, 2021.
9. **Proof of Insurance:** The Contractor will be required to carry Workers Compensation Insurance with Employer Liability limits of 100/500/100, General Liability Insurance limits of 1,000,000 Each Occurrence and 3,000,000 Aggregate, and Professional Liability limits 1,000,000 each occurrence. Certificates of Insurance must be sent to the School System prior to commencement of work and must name Hamblen County Department of Education as an additional insured on all applicable policies.
10. **Rejection of Proposals:** The Hamblen County Department of Education reserves the right to reject, in whole or in part, all proposals received, to waive all technicalities, or to negotiate any term(s) or provision (s) of such proposals as meet the requirements and specification of this RFP.
11. **Inquiries Regarding Proposal: All communications concerning this request for proposal must be submitted in writing by email to:**

Hamblen County Department of Education
Attn: Lisa Horner
Special Services Department
210 East Morris Boulevard
Morristown, TN 37813
Email: hornerl1@hcboe.net



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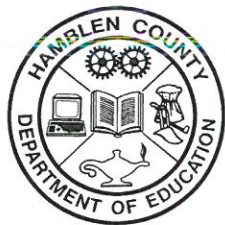
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12. **Iran Divestment Act Reference Number:** CTAS-2461: Under T.C.A. § 12-12-111, a bid shall not be considered, nor any award made where the required statement has not been submitted. If the bidder cannot make the certification, the bidder must so state and must furnish with the bid a signed statement setting forth in detail the reasons. A political subdivision may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

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- I. The Hamblen County Department of Education, Special Services Department, is seeking formal proposals from highly qualified and capable Board-Certified Behavior Analyst service providers to provide school services for qualifying students. School behavioral service providers must be in accordance with all specifications, terms, and conditions set-forth in these proposal documents.
 - II. It is the intent of Hamblen County Department of Education to establish a qualified provider of school behavior specialist services. The school behavior specialist provider shall meet the minimum mandatory requirements established in these proposal documents. Contracting with behavior specialist provider services will be based on service provider's firm fixed hourly rate, and their response to minimum requirements and questions.
 - III. The bid should be figured on one (1) position for the 2020-2021 school term. The bid should also include the annual salary rate and the total approximate hours of service your agency can provide.
 - IV. All prices offered shall be firm against any increase for one (1) year from the effective date of the contract. The Hamblen County Board of Education shall have the option to renew for one (1) additional year at the same cost, terms, and conditions as the original contract contingent upon agreement of the vendor and Hamblen County Department of Education.



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- V. Behavior Specialist must conduct themselves in a professional manner always. Hamblen County Department of Education reserves the right to request immediate removal of any person exhibiting inappropriate behavior or who has had repeated performance issues.

VI. **Bid must also include any associated costs as well as the following services:**

- Directly observe qualifying students in all relevant settings. Develop and submit behavior services assessment report
- Develop and submit behavior support plan. This plan to include prevention and reinforcement strategies for replacement behaviors as well as intervention strategies for target behaviors
- BCBA will conduct on-site training of necessary school staff on the implementation of the behavior support plan. Evaluation and training timeline not to exceed 60 days unless there are extenuating circumstances. Additional time for services allowed with Special Services Supervisor's approval
- If the intervention has not produced substantial progress toward intended goal within 90 days, analyze the potential barriers to implementation and/or change the behavior support plan.
- Completes all necessary documentation within a 60-day timeframe and in a satisfactory manner.
- Respond to referrals for service in a timely and appropriate manner.
- Participates in professional meetings or conferences deemed to be beneficial to the qualifying students' behavioral progress.

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Bid must include an Iran Divestment Act Certification Form.***

Proposal Form

Pricing must be submitted on the form below.

Item Number	Description	Unit Cost
1.	Hourly rate for Board Certified Behavior Analyst	
2.	Cost per Evaluation	
3.	Cost per Observation	
4.	In the space below list any additional services not included in the specifications and provide fee structure.	

Name: _____

Date: _____

This Certification Must be Completed by Each Bidder in Order to be Considered

I understand that under the Iran Divestment Act, T.C.A. 12-12-101—12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over \$1,000 with a person who engages in investment activities in Iran. The state's chief procurement officer, as required by T.C.A. 12-12-106, has created a list of persons who engage in investment activities in Iran. Any person who is on the list is ineligible to contract with any political subdivision of the State of Tennessee, and any such contract will be considered void *ab initio* under T.C.A. 12-12-110. The list is published on the Tennessee Department of General Services' website at:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

Bidder Name

Bidder Signature

Date of Certification