

Public Notice ad

**Pima County Community Services, Employment and Training (CSET)  
Pima Vocational High School (PVHS)**

**REQUEST FOR PROPOSAL (RFP)**

**RFP Title:** Special Education Services

**RFP No.:** RFP-CSET-PVHS-2018-03

**Program Year:** 2018-2022

**RFP Issue Date:** Thursday, January 25, 2018, 10 a.m. Mountain Standard Time (MST)

**RFP Available for Pick Up:** Pima Vocational High School, 175 W. Irvington, Tucson, AZ 85714

**RFP Available Online:** <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and <http://webcms.pima.gov/government/procurement/>

**Proposal Drop Off Location:** Pima Vocational High School  
ATTN: Michele Ray  
175 W. Irvington  
Tucson, AZ 85714

**Publish Date:** Thursday, January 25, 2018, Daily Territorial,  
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>, and <http://webcms.pima.gov/government/procurement/>

**RFP Contact:** Michele Ray at 520-724-9737 or [michele.ray@pima.gov](mailto:michele.ray@pima.gov).

**QUESTIONS** may be sent to [michele.ray@pima.gov](mailto:michele.ray@pima.gov). All questions and answers will be posted at the above CSET website. The last day that questions will be accepted is Wednesday, February 7, 2018, 3 p.m., MST.

A **TECHNICAL ASSISTANCE SESSION** will be held for the purpose of clarifying requirements, answering prospective respondent questions and provide any updated information. Any changes to the RFP, as well as all questions and answers, will be posted on the CSET website referenced above. It is the responsibility of prospective respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional, but encouraged.

**Technical Assistance Session:** Friday, February 2, 2018, 3 p.m., MST  
Pima Vocational High School  
175 W. Irvington  
Tucson, AZ 85714

**Proposal Deadline:** Friday, February 9, 2018, 12 p.m., MST

**Opening of Proposals:** Friday, February 9, 2018, 12:15 p.m., MST

**Contract Recommendations:** Friday, March 2, 2018

## **SOLICITATION**

In accordance with Pima County Board of Supervisors Policy (“Selection and Contracting of Professional Services”), PVHS is requesting proposals from respondents who are qualified, responsible, and willing to provide fee for services in compliance with all specifications and requirements contained in the RFP. Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. County reserves the right to extend contracts for up to four (4) one-year periods.

The RFP may be picked up between 10 a.m. and 4 p.m., Monday through Friday, at PVHS, 175 W. Irvington, Tucson, Arizona, starting at 10 a.m. on Thursday, January 25, 2018. Please call (520) 724-9745 for access to the building. A copy of this RFP may be downloaded at <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

## **INTRODUCTION**

PVHS is seeking a qualified vendor or vendors to provide services for PVHS students ages 16-21 that shall include:

- A) psychological assessments and evaluations;
- B) consultation services to instructors, staff, parents and assist teachers in implementing appropriate educational modifications to ensure students’ academic success; evaluations necessary to determine eligibility for special education and 504 services; and
- C) Maintenance of all required documentation, testing results and student/parent meetings in order to continue Special Education Services.

All evaluations must be delivered on sites where the youth programs are located. Additionally, services necessary to assist the administration in preparing Individual Education Plans (IEP) for those students determined to be eligible for Special Education Services.

Proposals must be submitted in accordance with the RFP instructions. Failure to do so may be cause for the proposal to be rejected as non-responsive.

A proposer may propose to do A, B, or C or any combination of the above.