

Rolla 31 School District Request For Proposal Board-Certified Behavior Analyst (BCBA)

The Rolla 31 School District is seeking a highly qualified Board-Certified Behavior Analyst (BCBA) to provide behavioral services for the 2024-25 to students district-wide with an emphasis on grades PK-6 located in the three elementary buildings and middle school.

Scope of Services: The selected BCBA-certified School Behaviorist will provide services to special education and general education students across the school district.

The services provided will include

- Conducting Functional Behavior Assessments (FBA) and developing Behavior Intervention Plans (BIP) for individual students as needed.
- Providing direct and indirect behavior intervention services to students who require additional support.
- Collaborating with general education and special education teachers, paraprofessionals, administrators, and parents to implement behavior intervention plans effectively.
- Providing training to school staff on effective behavior management strategies, data collection, data analysis, and implementation of BIPs.
- Participating in Individualized Education Plan (IEP) meetings for students who require behavior support services.
- Maintaining accurate and up-to-date documentation of behavior intervention services and progress monitoring.
- Providing required supervision of Registered Behavior Technicians (RBTs).
- Providing direct support services during Extended School Year (ESY) programming if needed.

Qualifications: The selected BCBA-certified School Behaviorist must meet the following qualifications:

- Hold current certification as a Board-Certified Behavior Analyst (BCBA).
- Have experience providing behavior intervention services to school-aged children.
- Have knowledge of evidence-based practices for behavior intervention.
- Have excellent written and verbal communication skills.
- Can work collaboratively with school staff, parents, and administrators.
- Have the ability to maintain accurate and up-to-date documentation of behavior intervention services.

Bid specifications should include:

1. Certification of the therapist(s)
2. Proof of liability insurance
3. Specify hourly rates for
 - a. Treatment rate
 - b. Evaluation rate

- c. Consultation rate
 - d. Meeting rate
 - e. Documentation rate
 - f. Travel rate
 - g. An example of a FBA and BIP therapist has completed with confidential information redacted
4. Explanation of ability to provide appropriate staff with caseload increases throughout the year and/or when assigned staff are unable to fulfill assignments (i.e. illness, maternity, continuing education, etc.). Describe how much time you can devote to services in the District.
 5. The therapist (or agency) is required to be enrolled and participate in a federal work authorization program with respect to the employee(s) working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided or to be provided, to the District.
 6. In compliance with Rolla 31 School Board Policy, the District requires criminal background checks of all employees. The agency will be required to obtain a background check on all potential candidates before the District considers them for employment. The background check must include: a search of the FBI criminal history files, the Missouri Highway Patrol's criminal database and sexual offender registry, and the central registry of child abuse and neglect of the Children's Division of the Department of Social Services.
 7. Each bidder must submit a minimum of three references, preferably from education institutions and people who have observed or supervised the therapist's work.

Contract Period:

The contract will begin on August 1, 2024 and will continue until June 30, 2025. There will be an option to renew for an additional year based on performance and availability of funds.

Submittal of RFP:

Request for Proposals are due no later than 2:00 PM on Thursday, May 2, 2024.

Late submissions will not be accepted.

Request for Proposals may be submitted on paper.

- **Sealed Request for Proposal may be mailed and delivered or hand-delivered to the following address by 2:00 PM on May 2, 2024.**

**Rolla Public Schools – BCBA Sealed Bid
C/O Dr. Stacey Reed, Director of Special Services
500 A Forum Drive
Rolla, MO 65401**

Timeline:

RFP Due: May 2, 2024 2:00 PM
Opening of RFP: May 2, 2024, 2:00 PM - RPS Central Office Conference Room
Evaluation of RFP: May 2, 2024 - May 8, 2024
Award RFP: May 9, 2024
Contract Length: August 1, 2024 - June 30, 2025

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The Rolla 31 School District reserves the right to reject any or all proposals. Criteria for consideration will include bid requirements, prior successful experience with the district, quality of service, Missouri experience, and cost. Thank you for your interest in serving Rolla 31 Schools' students.

Questions should be directed to Dr. Stacey Reed, Director of Special Services, at 573-458-0100 x11211 or sreed@rolla31.org