

Division of Financial Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Department of Procurement
 45 West Gude Drive, Suite 3100
 Rockville, Maryland 20850

Request for Proposal No. 4699.1,
Special Education and Student Support Services
(Consolidated Replacement of RFPs 1063.6, 1134.5, 4290.5, and 4890.1)

Issue Date:	June 23, 2026
Questions Due Date:	June 29, 2026
Pre-Proposal Conference:	July 6, 2026 — Virtual Meeting on Teams. <i>See section 16.0</i>
Responses to Questions:	July 13, 2026
Proposal Due Date:	July 20, 2026, at 2:00 p.m.
Submit Proposals To:	MCPS Department of procurement, 45 West Gude Drive, Suite 3100, Rockville, MD 20850
Procurement Contact:	Nana Ama Asare – Buyer II NanaAma_A_Asare@mcpsmd.org • 240-740-7542

1.0 INTENT

On behalf of the Board of Education of Montgomery County, Maryland, Montgomery County Public Schools (MCPS) is issuing a Request for Proposal (RFP) to prequalify one or more qualified Contractor(s) to provide special education and student support services to students with disabilities. This consolidated RFP replaces and supersedes the following expiring solicitations:

Prior RFP No.	Prior Title	Replaced by Section of This RFP
1063.6	Speech-Language Services for Students with Disabilities	Section 3.2
1134.5	Occupational and Physical Therapy Services for Students with Disabilities	Sections 3.3 and 3.4
4290.5	Private Duty Nursing Services for Students with Special Needs	Section 3.5
4890.1	Music and Art Therapy Services for Students with Disabilities	Sections 3.7 and 3.8
1091.6	Services for Infants and Toddlers with Developmental Delays	Sections 3.2.5, 3.3.5, 3.4.5, and 3.9

The following service scopes are new additions to MCPS contracted services:

- Section 3.6 – Standby/School-Based Nursing Support (expanded from RFP 4290.5 to accommodate program-level nursing needs for programs such as CREA at Thomas Edison School of Technology)
- Section 3.10 – Orientation and Mobility Specialist (O&M) Services
- Section 3.11 – Applied Behavior Analysis (ABA) Services
- Section 3.12 – Board Certified Behavior Analyst (BCBA) Services

All services are provided as primary or related services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq., Section 504 of the Rehabilitation Act of 1973, and the Code of Maryland Regulations (COMAR), to enable students with disabilities to receive a Free Appropriate Public Education (FAPE) as described in their Individualized Education Programs (IEPs) or Section 504 Plans.

Respondents are not required to offer all service categories listed in this RFP. A Service Selection Checklist is provided at the beginning of Section 3.0. Separate awards may be made by the service category, and MCPS reserves the right to award contracts to multiple vendors across one or more service areas.

2.0 INTRODUCTION

Montgomery County Public Schools (MCPS) is the 14th largest school system in the United States, and the largest in the state of Maryland. During the 2025-2026 school year, MCPS serves more than 156,541 students from 157 countries speaking 162 languages. With a Fiscal Year (FY) 2026 Operating Budget of approximately \$3.16 billion, MCPS employs more than 24,900 employees. Among the 211 schools that MCPS operates, 42 are National Blue-Ribbon schools.

The student demographics of MCPS in 2025-2026 school year are as follows:

Hispanic/Latino: 35.2%

White: 23.3%

Black or African American: 21.9%

Asian: 13.8%

Two or more races: $\leq 5.5\%$

American Indian or Alaskan Native: $\leq 0.2\%$

Native Hawaiian or other Pacific Islander: $\leq 0.1\%$

In alignment with the mission of our district's 2025-2030 Strategic Plan, all students will receive a solid academic foundation, grounded in strong critical thinking skills, with opportunities to enhance and enrich their learning. All students will develop resilience, be adaptable, and have a lifelong passion for learning. All students will become effective communicators and collaborators predicated on meaningful relationships. All students will make a positive impact in their community and be ready for success in their personal and professional life.

MCPS also believes that we must engage every student, every day; learning is achieved by cultivating curiosity and encouraging determination, focus, and hard work; and adult learning and engagement are key to student learning. Therefore, MCPS encourages and supports critical thinking, problem solving, active questioning, and risk taking to continuously improve; stimulate discovery by engaging students in relevant and rigorous academic, social, and emotional learning experiences; and challenge ourselves to analyze and reflect upon evidence to improve our practices.

The Division of Special Education within MCPS oversees delivery of special education and related services consistent with each student's Individual Education Program. The Department of Special Education Related Services administers contracted therapy and support services for K-12 students. The Department of Special Education Prekindergarten and Early Childhood Services administers contracted services for the Infants and Toddlers Program. MCPS will not be obliged to guarantee a minimum number of hours for students to any Contractor under this agreement.

3.0 SCOPE OF SERVICES

The purpose of this contract is to provide special education and related support services to MCPS students with disabilities, on an as-needed basis and for varied durations.

SERVICE SELECTION: Respondents must complete the following Service Selection Checklist indicating all service categories they are qualified and prepared to provide. Respondents need only submit a complete proposal response for the sections they have checked. MCPS may make separate awards for each service category.

Check	Service Category	Replaces / Source RFP	Population Served
<input type="checkbox"/>	Section 3.2 – Speech-Language Pathology (SLP) Services [K–12 and/or I&T; see Section 3.2.5 for I&T modifications]	Replaces RFP 1063.6	K–12 Students
<input type="checkbox"/>	Section 3.3 – Occupational Therapy (OT) Services [K–12 and/or I&T; see Section 3.3.5 for I&T modifications]	Replaces RFP 1134.5 (OT)	K–12 Students
<input type="checkbox"/>	Section 3.4 – Physical Therapy (PT) Services [K–12 and/or I&T; see Section 3.4.5 for I&T modifications]	Replaces RFP 1134.5 (PT)	K–12 Students
<input type="checkbox"/>	Section 3.5 – Private Duty Nursing (PDN) Services	Replaces RFP 4290.5	Ages 3–21
<input type="checkbox"/>	Section 3.6 – Standby/School-Based Nursing Support	New Scope (expanded from 4290.5)	Program-Level / K–12
<input type="checkbox"/>	Section 3.7 – Music Therapy Services	Replaces RFP 4890.1	K–12 Students
<input type="checkbox"/>	Section 3.8 – Art Therapy Services	Replaces RFP 4890.1	K–12 Students
<input type="checkbox"/>	Section 3.9 – I&T Special Education Services (birth–age 3)	Based on RFP 1091.6	Birth–Age 3
<input type="checkbox"/>	Section 3.9 – I&T Social Work Services (birth–age 3)	Based on RFP 1091.6	Birth–Age 3 only
<input type="checkbox"/>	Section 3.9 – I&T Nutrition Services (birth–age 3)	Based on RFP 1091.6	Birth–Age 3 only
<input type="checkbox"/>	Section 3.10 – Orientation & Mobility (O&M) Specialist Services	New Scope	K–12 — Visually Impaired Students
<input type="checkbox"/>	Section 3.11 – Applied Behavior Analysis (ABA) Services	New to MCPS	K–12 Students
<input type="checkbox"/>	Section 3.12 – Board Certified Behavior Analyst (BCBA) Services	New to MCPS	K–12 Students

3.1 General Requirements Applicable to All Service Categories

The following requirements apply to all service categories described in this RFP, unless explicitly modified within a specific service category subsection.

3.1.1 Mandatory Services

The following services are considered mandatory across all service categories:

- Screening, evaluation, and reassessment of students with suspected or confirmed disabilities, including written assessment reports as appropriate to the discipline.
- Development and implementation of student Individualized Education Programs (IEPs) in conjunction with the IEP team, or Individualized Family Service Plans (IFSPs) for Infant and Toddler services.
- Communication with educational teams and parents/guardians regarding student progress, reinforcement strategies, and home activities.
- Participation in the special education decision-making process, including attendance at annual IEP meetings and eligibility determination meetings.
- Maintenance of session logs, lesson plans, and progress notes as required by MCPS.
- Completion of quarterly progress updates on all IEP goals in conjunction with other team members.
- Attendance at periodic training sessions as required by MCPS to ensure compliance with federal, state, and MCPS procedures.
- Submission of written documentation on each student at the conclusion of service or at year-end.
- Modification of educational environments and recommendation of adaptations as necessary.

3.1.2 Staffing

- All service providers must hold valid, current licensure, certification, or registration as required by the State of Maryland for their respective discipline. Copies of all credentials must be submitted to the MCPS Project contact prior to commencement of services and updated annually.
- Familiarity with pediatric therapy, IEPs, and school-based service delivery is required. The Maryland Online IEP (MO IEP) system must be completed prior to the first day of service at no cost to MCPS. For providers serving the Infant and Toddler population, familiarity with IFSPs and the Maryland Online IFSP system is also required.
- MCPS retains the right to reject any staff proposed by the Contractor and to request replacement of any person deemed unacceptable.
- Security: All people providing services must be in a condition of mental and emotional stability, be physically fit, and be qualified to perform such services. All personnel must successfully complete a full criminal background check and fingerprinting process prior to the commencement of services.
- No MCPS staff member, whether full- or part-time, may be employed in the performance of this contract.

3.1.3 Contractor Responsibility

- The Contractor must report changes in staff to the MCPS Project Contact at least two (2) weeks prior to staff departure from service.
- The Contractor shall provide the MCPS Project Contact with copies of all applicable licenses and certifications for all staff prior to the beginning of services.
- The Contractor must have flexibility for adding and withdrawing students to or from contracted services within a two-week period.
- The Contractor must investigate any concerns regarding the fitness, competency, or quality of services provided by any staff member within five (5) business days of notification by MCPS and provide MCPS with the outcome of such investigation no later than ten (10) business days after notification.
- Contracted service providers shall only be required to perform duties and attend meetings that are directly related to the scope of services for which they are contracted as defined in their applicable service section. Contractors shall not be assigned duties outside of their contracted scope without prior written approval from the MCPS Project Contact.

3.1.4 Place of Performance

Services will be provided at MCPS school or program locations as designated by the MCPS Project Contact. For Infant and Toddler services, delivery locations may include MCPS facilities, community settings, or students' home environments as required by the IFSP.

3.1.5 Calendar

Contracted staff will observe the MCPS calendar. Staff will not report on the hours for days when MCPS schools are closed due to scheduled holidays, no-school days, or emergency closings. The MCPS school calendar can be found at <https://www.montgomeryschoolsmd.org/calendar/> and a hard copy will be provided when the contract is awarded.

3.1.6 Special Considerations

3.1.6.1 Supplemental Services

No additional or supplemental service outside of those prescribed in the students' IEP or 504 Plan shall be provided by the contracted agency.

3.1.6.2 Workday

The standard workday and service hours will be as specified within each service category subsection. MCPS will provide contracted staff with the applicable work hours and school location. MCPS should be given at least twenty-four (24) hours' advance notice if any services cannot be provided as prescribed.

3.1.6.3 Transportation/Mileage Reimbursement

This MCPS contract shall not allow for travel expenses unless expressly authorized in writing by the MCPS Project Contact. Time and transportation to and from the service location are not billable. The contract award does not include reimbursement for mileage, except as specifically noted for Orientation and Mobility services in Section 3.10.

3.1.6.4 Billing

Invoices shall be sent to MCPS Project Contact monthly or as otherwise agreed in writing by MCPS. Invoices shall include hourly rate, school or program name, date, type of service provided, student's name, and name of the staff member who provided services. Within thirty (30) days after receipt of each invoice and acceptance of the work, MCPS shall pay for the work performed when approved by the MCPS Project Contact, in accordance with Article 8 of the MCPS General Contract Articles. MCPS reserves the right to submit payment in the form of credit card, Single Use Account (SUA), or Automated Clearing House (ACH). The Contractor agrees that no additional charge, fee, or price will be assessed to MCPS for the use of these electronic payment methods.

3.1.6.5 No-Show

In the event a student is absent or otherwise unavailable for a scheduled session, a no-show fee as specified in the Pricing Schedule (Section 5.0) may be applicable per service category. MCPS should be given at least twenty-four (24) hours' advance notice if services cannot be provided by the contractor as scheduled. If a program or activity is cancelled with less than twenty-four (24) hours' notice and contracted staff have already reported to the location, contracted staff may bill one (1) hour as an inconvenience fee.

3.1.6.6 Tests and Materials

Any tests or materials used with students will be provided by or preapproved by MCPS. The Contractor may not use any tests or materials without prior written approval from MCPS.

3.2 Speech-Language Pathology (SLP) Services

(Replaces RFP No. 1063.6 — Speech-Language Services for Students with Disabilities)

The purpose of this scope is to provide speech-language pathology services to MCPS students with identified or suspected communication disorders. Speech-Language services are provided as both a primary service and a related service under IDEA and COMAR. Students are served with identified needs in articulation, language, voice, fluency, and/or augmentative and alternative communication (AAC) that impact their education. Services will be required for one (1) to five (5) days per week at one or more MCPS school locations as determined by each student's IEP. Seven (7) hours of service will be provided per day. MCPS will not be obliged to assign a specific number of students to the Contractor.

3.2.1 Mandatory Services

- Screening and assessment of students with suspected speech and language disabilities.
- Development and implementation of students' Individualized Education Programs (IEPs).
- Communication with educational teams and parents regarding progress and appropriate additional activities.
- Participation in the special education decision-making process by attendance at IEP meetings.
- Maintenance of lesson plans, logs, and progress notes as required by MCPS Speech and Language Services.
- Attendance at periodic training sessions to ensure compliance with federal, state, and MCPS procedures.

3.2.2 Staffing

- Speech pathologists must be fully licensed by the State of Maryland Board of Audiology, Speech-Language Pathology and Hearing. Any exceptions must be reviewed in advance and approved in writing by the Supervisor of Speech and Language Services.
- MCPS has the right to reject any staff offered by the Contractor or to request replacement of any person determined to be unacceptable.
- Security: All people providing services shall undergo a full criminal background check and fingerprinting process before services can be provided.
- No MCPS Staff, whether full or part-time, may be employed in the performance of this contract.

3.2.3 Contractor Responsibility

- The Contractor must report changes in staff to the MCPS Project Contact two (2) weeks prior to departure from service.
- The Contractor shall provide the MCPS Project Contact with copies of Maryland licensure for speech-language pathology for all staff prior to the beginning of services.

3.2.4 MCPS Project Contact

(Contact to be Confirmed)

Speech and Language Services

Spring Mill Center, 11721 Kemp Mill Road

Silver Spring, Maryland 20902

(301) 649-8085

3.2.5 Infant and Toddler (I&T) Program Modifications — Speech-Language Pathology

(Applies when Respondent is providing Speech-Language Pathology services to the I&T population under IDEA Part C)

Contractors providing Speech-Language Pathology services to eligible children in the Montgomery County Infants and Toddlers Program (MCITP) must comply with all requirements of this section in addition to the relevant discipline scope above. Where requirements in this

subsection conflict with the K–12 scope above, the I&T requirements govern for I&T service delivery.

3.2.5.1 Service Delivery Model

I&T Speech-Language Pathology services are delivered in the child’s natural environment, which includes the home, childcare setting, preschool, or community location as specified in each child’s IFSP. Services are not delivered in a school building unless the school is the child’s natural learning environment. Contractors must use a family/caregiver coaching model as the primary mode of service delivery, actively involving the parent or caregiver in each session to build capacity for implementation of strategies within the child’s daily routines.

3.2.5.2 Plan Type and Documentation

- Services are governed by the child’s Individualized Family Service Plan (IFSP), not an IEP. All goals, objectives, and service frequencies are drawn from the IFSP.
- The contractor must complete an MCITP Family Visit Note at each session documenting progress toward IFSP outcomes and activities and strategies implemented within the child’s daily routine and environment.
- The contractor must communicate verbally with the child’s family at least monthly regarding progress.
- The contractor must communicate with the assigned MCITP service coordinator at least monthly.
- The contractor must document all services and communication on MCITP forms including Family Contact Logs, Family Visit Notes, Family Cancellation Forms, and/or Conference Forms, submitted at least monthly to the MCITP/MCPS Project Contact.
- The contractor must participate in IFSP meetings including six-month reviews, annual reviews, and transition planning meetings.
- For children approaching age three, the contractor must contribute to the transition process by collaborating with the service coordinator to write the transition report, documenting present levels of performance and draft IEP goals in accordance with MCPS guidelines, and participating in transition planning meetings at identified MCPS locations as requested.

3.2.5.3 Eligibility Evaluation and Assessment

The contractor may be requested to conduct initial eligibility evaluations under IDEA Part C and/or transition assessments for children approaching age three (3), using MCITP/MCPS approved formats. All evaluation results must be documented in a written report submitted to the MCITP/MCPS Project Contact within the timeframes required by IDEA Part C.

3.2.5.4 Staffing — Additional I&T Requirements

- Availability of bilingual staff, specifically English/Spanish speakers, is strongly preferred for I&T service delivery.
- Staff must be familiar with IFSPs. Familiarity with MCITP and MCPS Part C procedures is strongly preferred.
- Contractor staff must follow MCPS mandated Child Welfare Reporting guidelines. An oral report must be made to Child Welfare Services (CWS) at 240-777-4417 as soon as possible.

MCPS Form 335-44 must be submitted to CWS within 48 hours after an oral report, with a copy sent to the MCPS Project Contact.

3.2.5.5 I&T Billing Caps

Notwithstanding the standard hourly billing described in the K–12 scope above, the following caps apply to I&T service billing:

- Initial eligibility evaluations and assessments: billable for actual hours worked, up to a maximum of four (4) hours.
- Initial eligibility or transition assessments for children over 30 months of age: billable for actual time worked, up to a maximum of five (5) hours.
- Transition assessments including present levels of performance, report writing, and draft IEP goal development: billable up to a maximum of five (5) hours.
- Initial eligibility or transition assessment plus transition planning meeting (TPM) for children over 33 months of age: billable for actual time worked, up to a maximum of six (6) hours.
- IFSP reviews (annual and six-month): billable for actual time worked, up to a maximum of two (2) hours.
- Team and site meetings: billable at a maximum of one and one-half (1.5) hours per meeting.
- Half-day in-services: billable for three and one-half (3.5) hours.
- Full-day in-services: billable for actual hours worked, up to a maximum of seven and one-half (7.5) hours.

3.2.5.6 Workday and Travel — I&T

The I&T service day consists of seven (7) hours, of which five (5) hours are direct intervention sessions and travel between home or community visits. Transportation to the first visit of the day and from the last visit are not included in the billable seven hours. No mileage reimbursement is provided. Contractors are expected to cluster visits geographically to minimize travel time. Contracted staff may not transport children or families.

3.2.5.7 I&T Project Contact

[MCITP/MCPS Infants and Toddlers Project Contact — To Be Confirmed]

Department of Special Education Prekindergarten and Early Childhood Services

4511 Bestor Drive, Room 146, Rockville, Maryland 20853

(240) 740-2170

3.3 Occupational Therapy (OT) Services

(Replaces RFP No. 1134.5 — Occupational Therapy component)

The purpose of this scope is to provide occupational therapy services to MCPS students who demonstrate delays, deficits, or disorders in fine motor skills, sensory processing, visual-motor integration, self-care/adaptive behavior, and/or functional performance that impact educational participation. Services are delivered as a related service under IDEA and COMAR. Services will be required one (1) to five (5) days per week at MCPS school locations. A standard service day

is seven (7) hours. MCPS will not be obliged to assign a specific number of students to the Contractor.

3.3.1 Mandatory Services

- Occupational therapy evaluation and re-evaluation including standardized and functional assessments, written evaluation reports, and IEP goal development.
- Direct, individual, and or group occupational therapy services consistent with each student's IEP goals, including fine motor, sensory integration, visual-motor, and activities of daily living (ADL) supports.
- Consultative services to teachers and educational teams regarding classroom modifications, adaptive equipment, and environmental accommodations.
- Recommendation and fitting of adaptive equipment as needed, with coordination with the Department of Special Education Related Services for equipment procurement.
- Push-in and pull-out service delivery models as determined by the IEP team.

3.3.2 Staffing

- All occupational therapists must be licensed by the Maryland State Board of Occupational Therapy Practice.
- Occupational Therapy Assistant (OTA) services require direct supervision by a licensed OT in accordance with Maryland state regulations.
- School-based pediatric OT experience is strongly preferred.
- MCPS has the right to reject any staff offered by the Contractor or to request replacement of any person determined to be unacceptable.
- Security: All people providing services shall undergo a full criminal background check and fingerprinting process before services can be provided.
- No MCPS Staff, whether full or part-time, may be employed in the performance of this contract.

3.3.3 Contractor Responsibility

- The Contractor must report changes in staff to the MCPS Project Contact two (2) weeks prior to departure from service.
- The Contractor shall provide the MCPS Project Contact with copies of Maryland licensure for all OT staff prior to the beginning of services.

3.3.4 MCPS Project Contact

[SE OT/PT Project Contact — To Be Confirmed]

Department of Special Education Related Services

Division of Specialized Support Services

850 Hungerford Drive, Rockville, Maryland 20850

3.3.5 Infant and Toddler (I&T) Program Modifications — Occupational Therapy

(Applies when Respondent is providing Occupational Therapy services to the I&T population under IDEA Part C)

Contractors providing Occupational Therapy services to eligible children in the MCITP must comply with all requirements of this section in addition to the relevant discipline scope above. Where requirements in this subsection conflict with the K–12 scope above, the I&T requirements govern for I&T service delivery.

3.3.5.1 Service Delivery Model

I&T Occupational Therapy services are delivered in the child’s natural environment as specified in each child’s IFSP. Contractors must use a family/caregiver coaching model as the primary mode of service delivery, actively involving the parent or caregiver in each session.

3.3.5.2 Plan Type and Documentation

- Services are governed by the child’s IFSP, not an IEP.
- The contractor must complete an MCITP Family Visit Note at each session.
- The contractor must communicate verbally with the child’s family at least monthly regarding progress.
- The contractor must communicate with the assigned MCITP service coordinator at least monthly.
- The contractor must document all services and communication on MCITP forms submitted at least monthly to the MCITP/MCPS Project Contact.
- The contractor must participate in IFSP meetings including six-month reviews, annual reviews, and transition planning meetings.
- For children approaching age three, the contractor must contribute to the transition process by collaborating with the service coordinator to write the transition report, documenting present levels of performance and draft IEP goals in accordance with MCPS guidelines, and participating in transition planning meetings at identified MCPS locations as requested.

3.3.5.3 Eligibility Evaluation and Assessment

The contractor may be requested to conduct initial eligibility evaluations under IDEA Part C and/or transition assessments for children approaching age three, using MCITP/MCPS approved formats. All evaluation results must be documented in a written report submitted within the timeframes required by IDEA Part C.

3.3.5.4 Staffing — Additional I&T Requirements

- Availability of bilingual staff, specifically English/Spanish speakers, is strongly preferred.
- Staff must be familiar with IFSPs. Familiarity with MCITP and MCPS Part C procedures is strongly preferred.
- Contractor staff must follow MCPS mandated Child Welfare Reporting guidelines. An oral report must be made to Child Welfare Services (CWS) at 240-777-4417 as soon as possible. MCPS Form 335-44 must be submitted to CWS within 48 hours after an oral report.

3.3.5.5 I&T Billing Caps

Notwithstanding the standard hourly billing described in the K–12 scope above, the following caps apply to I&T service billing:

- Initial eligibility evaluations and assessments: billable for actual hours worked, up to a maximum of four hours.
- Initial eligibility or transition assessments for children over 30 months of age: billable for actual time worked, up to a maximum of five hours.
- Transition assessments including present levels of performance, report writing, and draft IEP goal development: billable up to a maximum of five hours.
- Initial eligibility or transition assessment plus transition planning meeting (TPM) for children over 33 months of age: billable for actual time worked, up to a maximum of six (6) hours.
- IFSP reviews (annual and six-month): billable for actual time worked, up to a maximum of two hours.
- Team and site meetings: billable at a maximum of one and one-half (1.5) hours per meeting.
- Half-day in-services: billable for three and one-half (3.5) hours.
- Full-day in-services: billable for actual hours worked, up to a maximum of seven and one-half (7.5) hours.

3.3.5.6 Workday and Travel — I&T

The I&T service day consists of seven hours, of which five hours are direct intervention sessions and travel between home or community visits. No mileage reimbursement is provided. Contractors are expected to cluster visits geographically.

3.3.5.7 I&T Project Contact

[MCITP/MCPS Infants and Toddlers Project Contact — To Be Confirmed]

Department of Special Education Prekindergarten and Early Childhood Services

4511 Bestor Drive, Room 146, Rockville, Maryland 20853

(240) 740-2170

3.4 Physical Therapy (PT) Services

(Replaces RFP No. 1134.5 — Physical Therapy component)

The purpose of this scope is to provide physical therapy services to MCPS students who demonstrate gross motor delays, physical impairments, or functional mobility limitations that impact their ability to access and benefit from their educational program. Services are delivered as a related service under IDEA and COMAR. Services will be required one to five days per week at MCPS school locations. A standard service day is seven hours. MCPS will not be obliged to assign a specific number of students to the Contractor.

3.4.1 Mandatory Services

- Physical therapy evaluation and re-evaluation include standardized and functional assessments, written evaluation reports, and IEP goal development.
- Direct, individual, and/or group PT services consistent with IEP goals, including gross motor skill development, mobility training, postural stability, and strength and endurance building.
- Consultative services to school teams regarding mobility, positioning, adaptive equipment, and accessibility modifications.
- Assessment and recommendation for assistive technology, wheelchairs, walkers, orthotics, and other adaptive mobility devices.
- Functional mobility assessment within the school environment.
- Push-in and pull-out service delivery models as determined by the IEP team.

3.4.2 Staffing

- All physical therapists must be licensed by the Maryland State Board of Physical Therapy Examiners.
- Physical Therapy Assistant (PTA) services require supervision by a licensed PT in accordance with Maryland state regulations.
- School-based pediatric PT experience is strongly preferred.
- MCPS has the right to reject any staff offered by the Contractor or to request replacement of any person determined to be unacceptable.
- Security: All people providing services shall undergo a full criminal background check and fingerprinting process before services can be provided.
- No MCPS Staff, whether full or part-time, may be employed in the performance of this contract.

3.4.3 Contractor Responsibility

- The Contractor must report changes in staff to the MCPS Project Contact two (2) weeks prior to departure from service.
- The Contractor shall provide the MCPS Project Contact with copies of Maryland licensure for all PT staff prior to the beginning of services.

3.4.4 MCPS Project Contact

[SE OT/PT Project Contact — To Be Confirmed]

Department of Special Education Related Services

Division of Specialized Support Services

850 Hungerford Drive, Rockville, Maryland 20850

3.4.5 Infant and Toddler (I&T) Program Modifications — Physical Therapy

(Applies when Respondent is providing Physical Therapy services to the I&T population under IDEA Part C)

Contractors providing Physical Therapy services to eligible children in the MCITP must comply with all requirements of this section in addition to the relevant discipline scope above. Where requirements in this subsection conflict with the K–12 scope above, the I&T requirements govern for I&T service delivery.

3.4.5.1 Service Delivery Model

I&T Physical Therapy services are delivered in the child’s natural environment as specified in each child’s IFSP. Contractors must use a family/caregiver coaching model as the primary mode of service delivery.

3.4.5.2 Plan Type and Documentation

- Services are governed by the child’s IFSP, not an IEP.
- The contractor must complete an MCITP Family Visit Note at each session.
- The contractor must communicate verbally with the child’s family at least monthly regarding progress.
- The contractor must communicate with the assigned MCITP service coordinator at least monthly.
- The contractor must document all services and communication on MCITP forms submitted at least monthly to the MCITP/MCPS Project Contact.
- The contractor must participate in IFSP meetings including six-month reviews, annual reviews, and transition planning meetings.
- For children approaching age three (3), the contractor must contribute to the transition process by collaborating with the service coordinator to write the transition report, documenting present levels of performance and draft IEP goals in accordance with MCPS guidelines, and participating in transition planning meetings at identified MCPS locations as requested.

3.4.5.3 Eligibility Evaluation and Assessment

The contractor may be requested to conduct initial eligibility evaluations under IDEA Part C and/or transition assessments for children approaching age three (3), using MCITP/MCPS approved formats. All evaluation results must be documented in a written report submitted within the timeframes required by IDEA Part C.

3.4.5.4 Staffing — Additional I&T Requirements

- Availability of bilingual staff, specifically English/Spanish speakers, is strongly preferred.
- Staff must be familiar with IFSPs. Familiarity with MCITP and MCPS Part C procedures is strongly preferred.
- Contractor staff must follow MCPS mandated Child Welfare Reporting guidelines. An oral report must be made to Child Welfare Services (CWS) at 240-777-4417 as soon as possible. MCPS Form 335-44 must be submitted to CWS within 48 hours after an oral report.

3.4.5.5 I&T Billing Caps

Notwithstanding the standard hourly billing described in the K–12 scope above, the following caps apply to I&T service billing:

- Initial eligibility evaluations and assessments: billable for actual hours worked, up to a maximum of four (4) hours.
- Initial eligibility or transition assessments for children over 30 months of age: billable for actual time worked, up to a maximum of five hours.
- Transition assessments including present levels of performance, report writing, and draft IEP goal development: billable up to a maximum of five hours.
- Initial eligibility or transition assessment plus transition planning meeting (TPM) for children over 33 months of age: billable for actual time worked, up to a maximum of six hours.
- IFSP reviews (annual and six-month): billable for actual time worked, up to a maximum of two (2) hours.
- Team and site meetings: billable at a maximum of one and one-half (1.5) hours per meeting.
- Half-day in-services: billable for three and one-half (3.5) hours.
- Full-day in-services: billable for actual hours worked, up to a maximum of seven and one-half (7.5) hours.

3.4.5.6 Workday and Travel — I&T

The I&T service day consists of seven hours, of which five hours are direct intervention sessions and travel between home or community visits. No mileage reimbursement is provided. Contractors are expected to cluster visits geographically.

3.4.5.7 I&T Project Contact

[MCITP/MCPS Infants and Toddlers Project Contact — To Be Confirmed]

Department of Special Education Prekindergarten and Early Childhood Services

4511 Bestor Drive, Room 146, Rockville, Maryland 20853

(240) 740-2170

3.5 Private Duty Nursing (PDN) Services

(Replaces RFP No. 4290.5 — Private Duty Nursing Services for Students with Special Needs)

A growing number of MCPS students must be accompanied by a private duty nurse to enable them to attend school or school-sponsored and/or school-funded programs. Students, ages 3 years through 21 years, who are enrolled in a public school and have documented health issues requiring constant monitoring by an RN or LPN are eligible. Currently, MCPS has approximately thirty-five (35) or more students requiring private duty nursing services.

3.5.1 Mandatory Services/Skills for School Attendance

- Provide primary care from the time the student boards the bus until the student exits the bus at the end of the school day.
- The private duty nurse coordinates care with the procedures and schedule of the school.
- The private duty nurse remains constantly available for the student's health care needs and shall always accompany the student.

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- The private duty nurse administers medication, which must be stored in the locked health suite medicine cabinet.
 - Services as outlined in the student's Plan of Care may include; urinary catheterizations; suctioning and reinsertion of tracheotomy tube; medication administration and management; oxygen administration and ventilator care; enteral (tube) feedings; continuous glucose monitoring and diabetic pump monitoring; and all other treatments ordered by the physician, PA, or nurse practitioner.

3.5.2 Mandatory Skills/Services for School-Sponsored/School-Funded Programs

When requested by MCPS, Contractors are required to provide private duty nurses to enable students to attend school-sponsored and/or school-funded programs outside of school and/or outside of the school day, including extracurricular activities, athletics, field trips, and outdoor education, under the same requirements described in Section 3.5.1.

3.5.3 Staffing

- The Contractor will ensure that all private duty nurses maintain current licensure to practice as an RN or LPN in the State of Maryland. It is the sole responsibility of the Contractor to provide updated licenses throughout the contract term.
- CPR and First Aid certifications must be current for all nursing staff.
- MCPS has the right to reject any staff offered by the Contractor or to request replacement of any person determined to be unacceptable.
- No MCPS full or part-time staff may be employed in the performance of this contract.

3.5.4 Contractor Responsibilities

- The Contractor must report changes in staff for in-school support to the special education supervisor in the Division of Specialized Support Services two (2) weeks prior to departure from service.
- The Contractor must report changes in staff for out-of-school programs no later than twenty-four (24) hours prior to the start of the program or activity.
- Each prequalified Contractor may be assessed a fee of up to \$100.00 per day, for each day or portion thereof, that the Contractor fails to provide the services of a private duty nurse to an assigned student.

3.5.5 MCPS Project Contact

[Student Services PDN Project Contact — To Be Confirmed]

Division of Specialized Support Services / Section 504 Coordinator

850 Hungerford Drive, Rockville, Maryland 20850

(240) 740-3850

3.5.6 Place of Performance

Services will be provided at the student's assigned school and/or during off-campus field trips, programs, activities, and outdoor education, including during regular school hours, after school hours, and overnight hours, as required by the students' Plan of Care and IEP.

3.5.7 Calendar and Workday

The workday for PDN services shall be as required by the students' Plan of Care, usually consisting of up to seven hours per school day, including transportation.

When the student's Plan of Care requires nursing services during transportation to and/or from school or a school-sponsored program or activity, the private duty nurse shall accompany the student and provide continuous nursing care for the duration of the transportation. Time spent by the private duty nurse accompanying and providing care to the student during transportation is considered part of the nurse's billable workday. If the combination of transportation time and the school day or program exceeds seven hours, the Contractor may bill for actual hours worked beyond seven hours, provided that such additional time is documented and approved in advance in writing by the MCPS Project Contact.

Services may be required during the summer Extended School Year (ESY) program or other MCPS summer programs, in accordance with the students' Plan of Care and their IEP.

Contracted staff will observe the MCPS school calendar. Staff will not report on the hours for days when MCPS schools are closed due to scheduled holidays, no-school days, or emergency closings.

3.5.8 Supplemental Services

No additional or supplemental service outside of the student's Plan of Care shall be provided to the student by the contracted agency.

3.6 Standby/School-Based Nursing Support Services

(New Scope — Expanded Access for Program-Level Nursing Coverage)

This scope addresses a need distinct from individual-student Private Duty Nursing under Section 3.5. Certain MCPS programs — including the Community Resources for Educational Access (CREA) program at Thomas Edison School of Technology — serve clusters of students with IEPs and/or 504 Plans who require a nurse to be present and on standby during program hours. Unlike PDN, services under this scope are program-level, meaning the nurse is available to serve all eligible students within a designated program or health room setting during assigned hours.

3.6.1 Mandatory Services

- Provide first aid and emergency care to students with IEPs and 504 Plans and to staff as needed.
- Assess and triage health complaints and injuries.
- Administer medications and treatments as prescribed by healthcare providers.
- Monitor and document health conditions and incidents accurately in MCPS health record systems.
- Maintain a clean, safe, and well-stocked health room environment.

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- Maintain accurate health records and ensure compliance with HIPAA, FERPA, and all applicable school and state policies.
 - Communicate effectively with students, parents/guardians, school staff, and healthcare providers.
 - Participate in emergency preparedness drills and protocols.

3.6.2 Staffing

- All standby nursing staff must hold a current, valid RN license issued by the Maryland Board of Nursing. An LPN license may be considered for certain program-level settings with prior written approval from MCPS.
- Experience in school nursing or pediatric care is preferred.
- CPR and First Aid certifications must be current.

3.6.3 Program Context and Scheduling

MCPS will notify contractors of specific program locations, schedules, and hours of coverage needed. For example, the CREA program at Thomas Edison School of Technology currently requires coverage Monday through Friday, 5:30 PM to 9:00 PM.

3.6.4 MCPS Project Contact

[Program Nursing Project Contact — To Be Confirmed]

850 Hungerford Drive, Rockville, Maryland 20850

3.7 Music Therapy Services

(Replaces RFP No. 4890.1 — Music Therapy component)

The purpose of this scope is to provide music therapy services to MCPS students with disabilities. Under IDEA, 34 CFR § 300.34, music therapy is a related service. Music therapy services may include assessments, direct services, and consultative services. Both pull-out and push-in models can be used as determined by IEP teams.

3.7.1 Mandatory Services

- Assessment and reassessment, including written assessment reports, development and implementation of student IEPs, including individual, group, pull-out, and push-in therapy, along with consultation to staff.
- Communication with school teams regarding progress, reinforcement, and home activities.
- Completion of quarterly progress updates on IEP goals in conjunction with other team members.

3.7.2 Staffing

- Therapists must hold board certification as a Music Therapist (MT-BC) from the Certification Board for Music Therapists (CBMT).

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- Service providers must be familiar with pediatric therapy, IEPs, and school-based therapy delivery.
 - No MCPS Staff, whether full or part-time, may be employed in the performance of this contract.

3.7.3 MCPS Project Contact

[Department of Special Education Related Services — To Be Confirmed]

850 Hungerford Drive, Room 234, Rockville, Maryland 20850

(240) 740-3880

3.8 Art Therapy Services

(Replaces RFP No. 4890.1 — Art Therapy component)

The purpose of this scope is to provide art therapy services to MCPS students with disabilities. Under IDEA, 34 CFR § 300.34, art therapy is a related service. Art therapy services may include assessments, direct services, and consultative services. Both pull-out and push-in models can be used as determined by IEP teams.

3.8.1 Mandatory Services

- Assessment and reassessment, including written assessment reports, development and implementation of student IEPs, including individual, group, pull-out, and push-in therapy, along with consultation to staff.
- Communication with school teams regarding progress, reinforcement, and home activities.
- Completion of quarterly progress updates on IEP goals in conjunction with other team members.

3.8.2 Staffing

- Therapists must hold the Registered Art Therapist (ATR) credential from the Art Therapy Credentials Board (ATCB) or be ATR-BC (Board Certified).
- Service providers must be familiar with pediatric therapy, IEPs, and school-based therapy delivery.
- No MCPS Staff, whether full or part-time, may be employed in the performance of this contract.

3.8.3 MCPS Project Contact

[Department of Special Education Related Services— To Be Confirmed]

850 Hungerford Drive, Room 234, Rockville, Maryland 20850

(240) 740-3880

3.9 Infant and Toddler (I&T) Services — Special Education, Social Work, and Nutrition

(Based on expiring RFP No. 1091.6 — Services for Infants and Toddlers with Developmental Delays)

This section covers the three service disciplines unique to the Infants and Toddlers program that are not addressed in the K–12 scopes above. All services are provided to eligible children from birth through age two years, eleven months, governed by IDEA Part C and delivered under IFSPs coordinated through the Montgomery County Infants and Toddlers Program (MCITP). All requirements of Sections 3.1 and the I&T modifications in Sections 3.2.5, 3.3.5, and 3.4.5 regarding service delivery model, documentation, billing caps, and workday apply equally to the disciplines below.

3.9.1 I&T Special Education Services

- Provision of special education instruction consistent with IFSP goals in natural environments.
- Family coaching and caregiver training in strategies to support child development within daily routines.
- Developmental assessment and written evaluation reports using MCITP/MCPS approved formats.
- Participation in IFSP meetings, transition planning, and multidisciplinary team coordination.
- Collaboration with service coordinator on transition report and present levels for children approaching age three (3).

Staffing: Providers must hold Maryland certification or licensure in special education or early childhood special education. Experience with IDEA Part C and IFSP-based service delivery is required.

3.9.2 I&T Social Work Services

- Provision of social work services consistent with IFSP goals, including family support, counseling, and connection to community resources.
- Assessment of family strengths, priorities, and concerns as part of the eligibility and IFSP development process.
- Written social work assessments and participation in IFSP meetings and transition planning.
- Collaboration with service coordinator on transition documentation for children approaching age three (3).

Staffing: Providers must hold a current Maryland license as a Licensed Certified Social Worker-Clinical (LCSW-C) or Licensed Graduate Social Worker (LGSW). Experience with IDEA Part C early intervention is strongly preferred.

3.9.3 I&T Nutrition Services

- Nutrition assessment and development of nutrition goals and interventions within the IFSP.
- Family education and coaching on feeding, nutrition, and healthy development within daily routines.
- Written nutrition assessment reports and participation in IFSP meetings.

Staffing: Providers must hold current licensure or registration as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). Pediatric and early intervention experience is strongly preferred.

3.9.4 I&T Project Contact

[MCITP/MCPS Infants and Toddlers Project Contact — To Be Confirmed]

Department of Special Education Prekindergarten and Early Childhood Services

4511 Bestor Drive, Room 146, Rockville, Maryland 20853

(240) 740-2170

3.10 Orientation and Mobility (O&M) Specialist Services

(New Scope — Supplemental coverage as Maryland School for the Blind transitions to 0.5 FTE coverage in FY 2027)

The Maryland School for the Blind (MSB) has indicated that full-time (1.0 FTE) O&M coverage may not be available beginning FY 2027. MCPS is soliciting supplemental O&M coverage through this RFP. If MSB provides 0.5 FTE coverage, MCPS will contract for the remaining 0.5 FTE equivalent. If MSB provides no coverage, MCPS may contract for up to 1.0 FTE equivalent.

3.10.1 Mandatory Services

- Formal O&M assessments, including written evaluation reports and IEP goal recommendations.
- Direct O&M instruction including indoor and outdoor navigation, long cane techniques, sighted guide techniques, sensory efficiency, and community-based travel skills.
- Instruction in use of public transportation and community resources as part of transition planning.
- Consultation with MCPS teachers of the visually impaired (TVIs), classroom teachers, and educational teams.
- IEP meeting participation, annual reviews, and eligibility meetings.
- In addition to direct instructional and travel time, the O&M Specialist may bill up to two hours per week for indirect duties including routine paperwork, parent contacts, and consultation.

3.10.2 Staffing

- All O&M Specialists must hold the Certified Orientation and Mobility Specialist (COMS) credential issued by ACVREP.
- Experience serving school-age visually impaired students in a school-based environment is required.
- A valid driver's license and reliable transportation are required.

3.10.3 Mileage Reimbursement

Mileage and tolls related to work performed under this contract will be reimbursed at the prevailing IRS standard mileage rate. Community-based instruction expenses are allowable at cost, not to exceed \$200.00 per O&M Specialist per contract year, with receipts.

3.10.4 Reference Rate

For reference, the current MSB service agreement compensates O&M services for \$118.00 per hour, inclusive of travel time. Respondents should propose a competitive hourly rate in the Pricing Schedule (Section 5.0).

3.10.5 MCPS Project Contact

[SE Visual Impairment Contact — To Be Confirmed]

Department of Special

Education Related Services 850 Hungerford Drive, Rockville, Maryland 20850

3.11 Applied Behavior Analysis (ABA) Services

[SE Contact — To Be Confirmed]

Department of Special

Education Related Services

850 Hungerford Drive, Rockville, Maryland 20850

Applied Behavior Analysis (ABA) is a science-based approach involving the systematic application of behavior principles to assess and improve socially significant behaviors. ABA services are evidence-based intervention for students with Autism Spectrum Disorder (ASD) and other developmental disabilities and may qualify as a related service under IDEA when included in a student's IEP.

3.11.1 Mandatory Services

- Development and implementation of individualized Behavior Intervention Plans (BIPs) in collaboration with the IEP team.
- Delivery of ABA therapy using evidence-based methodologies, including discrete trial training (DTT) and natural environment teaching (NET).
- Data collection, analysis, and graphing of student behavior to inform treatment decisions.
- Functional Behavior Assessments (FBAs) and written reports.
- Direct, individual, and/or group ABA therapy sessions as specified in students' IEPs.
- Training and coaching of MCPS staff, paraprofessionals, and parents in ABA strategies.
- Coordination with BCBA supervisors (Section 3.12) to ensure clinical oversight of all ABA programs.

3.11.2 Staffing

- Registered Behavior Technicians (RBTs) providing direct ABA services must hold a current RBT credential issued by the BACB.
- All ABA programs must be supervised by a Board-Certified Behavior Analyst (BCBA) as described in Section 3.12.
- School-based ABA experience is strongly preferred.

3.11.3 MCPS Project Contact

[SE Contact — To Be Confirmed]

Department of Special

Education Related Services

850 Hungerford Drive, Rockville, Maryland 20850

3.12 Board Certified Behavior Analyst (BCBA) Services

[SE Contact — To Be Confirmed]

Department of Special

Education Related Services

850 Hungerford Drive, Rockville, Maryland 20850

MCPS is proposing to contract BCBA supervisory services to provide clinical oversight of ABA programs, conduct Functional Behavior Assessments, and develop Behavior Intervention Plans for students across the district.

3.12.1 Mandatory Services

- Conduct comprehensive Functional Behavior Assessments (FBAs) including written FBA reports.
- Develop, implement, monitor, and update individualized Behavior Intervention Plans (BIPs).
- Provide clinical supervision of RBTs and ABA technicians delivering direct services under Section 3.11.
- Attend IEP meetings to present FBA/BIP results and provide behavioral expertise to the team.
- Train and consult with MCPS teachers, paraprofessionals, and specialists in evidence-based behavior support strategies.
- Provide crisis support and coaching in behavior de-escalation strategies as needed.

3.12.2 Staffing

- All BCBA's must hold current Board-Certified Behavior Analyst (BCBA) certification issued by the BACB.
- Maryland licensure as a Licensed Behavior Analyst (LBA) is required where applicable under state law.

- A minimum of three (3) years of school-based or equivalent clinical experience working with students with ASD is required.
- Experience supervising RBTs and/or behavior technicians is required.

3.12.3 MCPS Project Contact

[SE Contact — To Be Confirmed]

Department of Special

Education Related Services

850 Hungerford Drive, Rockville, Maryland 20850

4.0 CONTRACT TERM

The initial term of contract shall be for one (1) year as stipulated in the RFP. However, the contract may not begin until one day after approval by the Montgomery County Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract to existing prices, terms, and conditions for up to three additional terms for one year each. Written notice indicating MCPS' intention to pursue the extension will be issued to the successful contractor(s) 90 days prior to the expiration of the original contract. The contractor shall have 10 days from the date of notification to return the notice acknowledging its intent to accept or reject the extension.

Once all responses are evaluated, MCPS staff may make a recommendation to the MCPS Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board, a contract amendment will be issued.

5.0 PRICING

The Respondent's proposal shall include a completed pricing sheet provided in Attachment E. This contract shall be a firm fixed hourly rate contract. Respondents must submit pricing only for the service categories indicated in their completed Service Selection Checklist in Section 3.0. MCPS will not be obligated to a minimum number of hours or students under any service category.

5.1 Pricing Controls and Budget Management

5.1.1 Firm-Fixed Annual Rates with Defined Escalation Ceiling

Year one hourly rates must be firmly fixed and will remain in effect for the full initial contract year. For each renewal year, MCPS will apply the lower of (a) the Contractor's requested rate adjustment or (b) three percent (3%) above the prior year's rate. Rate adjustments are not automatic. Contractors must request adjustments in writing at least sixty 60 days before each renewal, subject to MCPS approval. MCPS reserves the right to reject any rate increase request and to negotiate or rebid if rates are determined to be non-competitive.

35.1.2 Group Session Rates

Contractors offering group therapy services must provide a separate per-student group rate in addition to the individual hourly rate. The group rate will apply when two or more students are served simultaneously by a single contractor staff member.

5.1.3 No-Show and Cancellation

A no-show fee may be billed when a student is absent without twenty-four (24) hours' advance notice to the contractor. Maximum allowable no-show fees are listed in the Pricing Schedule. Contractors may not charge a no-show fee when MCPS cancels a session or when school closings occur.

5.1.4 Infant and Toddler Rates

Contractors providing, I&T services should propose separate rates where the scope of service delivery differs materially from K–12 services. MCPS will evaluate I&T and K–12 rates independently for reasonableness. I&T billing caps as specified in Sections 3.2.5.5, 3.3.5.5, and 3.4.5.5 apply to evaluation and IFSP meeting time regardless of the hourly rate.

5.2 Pricing Schedule

Complete the following table for all service categories selected in Section 3.0. Rates shall be in U.S. dollars per hour.

Note: The Assessment/Evaluation Rate covers all time required to complete the evaluation, score assessments, and write the evaluation report. IEP/IFSP Meeting Attendance is billed at the actual duration of the meeting. O&M mileage is reimbursed separately at the prevailing IRS rate and is not included in the hourly rate. I&T billing caps as described in the applicable subsections apply.

6.0 DATA PRIVACY AND SECURITY

As specified in more detail in the MCPS General Contract Articles and elsewhere in this RFP, the vendor will comply with all federal, state, and local laws, regulations, and ordinances applicable to this project, including but not limited to the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and its implementing regulations (34 C.F.R. part 99), the Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. § 6501-6505, and its implementing regulations (16 C.F.R. § 312, et seq.), the Protection of Pupil Rights Amendment, ("PPRA") 20 U.S.C. § 1232(h) and its implementing regulations (34 C.F.R. § 98.1 et seq.), the Maryland Student Privacy Act of 2015, Md. Ed. Code Ann., §4-131, Code of Maryland Regulations (COMAR) 13A.08, as well as applicable Board of Education policies and MCPS regulations, including but not limited to MCPS Regulation AFA-RA, Research and Other Data Collection Activities in Montgomery County Public Schools, MCPS Regulation JOA-RA, Student Records, and MCPS Regulation JFF-RA, Federal Requirements for Use of Protected Student Information. The vendor must provide a current SOC 2 Type 2 report to verify the effectiveness of their security controls and commitment to data integrity and confidentiality over a sustained period. Data storage and transmission must be secure and encrypted both in transit and at rest. Disclosure of how/where MCPS data will be securely stored is required, including but not limited to the hosting and access to data. The vendor must commit to not selling, sharing, or

using student data for any purpose other than providing the educational service outlined in the contract. There must be regular penetration testing, and breach history must be disclosed.

Artificial Intelligence tools may be used to assist in data summarization however they must not serve as a replacement for human analysis. Protected student information shall not be fed into any AI tools. MCPS requires disclosure of AI modules' function in clear, accessible terms. The consultant must clearly identify the system components that use AI and the purpose of each. Compliance with the district's acceptable use and data privacy policies is required.

7.0 PERFORMANCE

It is the intention to award to the most favorable respondent(s) based on the evaluation criteria in Section 15.0. However, the Montgomery County Board of Education reserves the right to make awards according to the best interest of MCPS. This request for proposals may result in multiple awards.

In determining the qualifications of an offeror, MCPS will consider the offeror's record and performance of any prior contracts with MCPS, federal departments or agencies, or other public bodies, including but not limited to the offeror's record providing online digital curriculum services to MCPS or other schools or school districts. MCPS expressly reserves the right to reject the proposal of any offeror if the investigation discloses that the offeror, in the opinion of MCPS, has not properly performed such prior contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded its obligations to subcontractors or employees.

MCPS may conduct any necessary investigation to determine the ability of the offeror to perform the work, and the offeror shall furnish to MCPS all such information and data requested, such as information about its reputation, past performance, business and financial capability and other factors that demonstrate that the provider is capable of satisfying MCPS' needs and requirements for a specific contract. MCPS reserves the right to reject any proposal if the evidence submitted by the offeror or investigation of such offeror fails to satisfy MCPS that such offeror is properly qualified to carry out the obligations of the contract and to complete all requirements contemplated therein. Consideration will be given to any previous performance with MCPS as to the quality and the acceptability of bidder's services.

All offerors submitting a proposal shall include evidence that they maintain a permanent place of business. Copies of any appropriate licenses necessary to perform this work shall be submitted with each proposal. Offerors also shall demonstrate that they have adequate staff to perform the required services. Use of subcontractor(s) and/or third-party providers, if any, must be specifically identified within the proposal. Subcontractor and/or third-party provider roles shall be clearly expressed. MCPS reserves the right to accept or reject use of proposed subcontractor(s) and/or third-party provider(s).

MCPS reserves the right to add or delete Contractors throughout the contract term should MCPS determine, in its sole discretion, that there be a need for additional services not available from the awarded Contractors.

8.0 CONTRACT TERMINATION

MCPS reserves the right to cancel the contract in whole or in part at any time in accordance with Article 12 of the MCPS General Contract Articles. MCPS also reserves the right to cancel the contract with a Respondent for failure to comply or failure to fulfill the terms of this contract in accordance with Article 13 of the MCPS General Contract Articles.

9.0 REFERENCES

All offerors should include a list of a minimum of three references who use the vendors' services and can attest to the firm's quality of work; and, if possible, shall include school districts of comparable size to MCPS that have utilized the respondents' services. Include names of clients, contact person, email address and phone number of all references. Also, as an attachment, offerors shall include a list of all current school district clients.

References may or may not be reviewed or contacted at the discretion of MCPS. Typically, only references from the top ranked short-listed offerors are contacted. MCPS reserves the right to contact references other than, and/or in addition to, those furnished by an offeror.

Company Name & Address	Contact Person	Phone Number	Service Category
1.Email _____ _____	_____	_____	_____
2.Email _____ _____	_____	_____	_____
3.Email _____ _____	_____	_____	_____

10.0 FORMAT OF RESPONSE

10.1 Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification for all selected service categories. Respondents must include a completed and signed Service Selection Checklist (Section 3.0) before any scope-specific responses. Respondents are not required to respond to service category sections they have not selected; however, they must clearly note which sections are intentionally not addressed.

10.2 **Contractors** shall include all statements and representations made within its proposal in the contract for services with MCPS. If the contractor responds only "Understand and comply," it is assumed that the contractor complies with MCPS' understanding of the requirement.

- 10.3** MCPS shall not be responsible nor be liable for any costs incurred by the contractor in the preparation and submission of their proposals and pricing.
- 10.4** A pricing proposal shall be submitted as a separate document organized by service category, outlining content, timeline for implementation, and professional development considerations as applicable.

11.0 MANDATORY SUBMISSIONS

Each offeror must submit a complete proposal including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Offerors may request via e-mail to Nana Ama Asare via email at NanaAma_A.Asare@mcpsmd.org

One (1) original and one (1) copy, as well as one (1) electronic version of the original and a redacted version on a flash drive must be sent by mail, courier or hand-delivery and shall be bound with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. **No faxes or electronic submission of proposals will be accepted.** Proposals are to be received no later than 2:00 p.m. on July 20, 2026. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools
Department of procurement RFP #4699.1
45 West Gude Drive, Suite 3100
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official who has authority to contract with MCPS. The firm and the official's name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS may also negotiate with the one offeror who submits the best proposal or with two or more offerors who are in the competitive range. Therefore, it is important that the offeror's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the offeror's proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the offeror's qualifications and expertise. MCPS urges the offeror to be specific and brief in their responses.

Offerors must include all statements and representations made within its proposal in the contract for services with MCPS unless otherwise agreed upon by MCPS and offeror during negotiations. This includes, but is not limited to, the vendor's point-by-point response to this RFP. If the offeror answers only "Understand and comply" it is assumed that the offeror complies with MCPS' understanding of the requirement.

MCPS shall not be responsible for or liable for any costs incurred by the offeror in the preparation and submission of their proposals and pricing.

Complete Response must include:

- Completed and signed Service Selection Checklist (Section 3.0) with authorized signature
- Point-by-point response to each section of the RFP for all selected service categories
- Description of staff employment procedures and how supervision of staff and quality of service will be monitored
- Complete resumes or credential summaries for all staff who will be assigned, organized by service category
- Copies of current licenses, certifications, and/or registrations for all staff proposed for each selected service category
- Written verification that all proposed staff have completed or will complete the required criminal background check and fingerprinting prior to commencing services
- Proof of professional liability (errors and omissions) insurance and general liability insurance meeting MCPS minimum requirements
- A list of at least three (3) references — see Section 9.0
- List of all current school district clients, organized by service category
- Respondents' annual fiscal report to demonstrate financial stability
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)
- Minority Business Enterprise Form (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Pricing Form (Attachment E)
- Mid-Atlantic Purchasing Team Rider Clause (Attachment F)
- Current Form W-9
- A redacted copy of the Respondent's proposal

12.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL

The proposal submitted in response to this request may contain technical data which the contractor does not want to use or disclose for any purpose other than evaluation of the proposal. Contractor must mark the cover sheet with the appropriate legend specifying restricted pages. MCPS assumes no liability for disclosure or use of unmarked technical data.

13.0 PROPRIETARY AND CONFIDENTIAL INFORMATION

Offerors are notified that MCPS has unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights mean that MCPS has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the offeror in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential commercial or financial information of an offeror, as defined by the Maryland Public Information Act, State

Government Article, Section 10-617, from disclosure. It is the responsibility of the offeror to clearly identify each part of its proposal that is confidential commercial or financial information by stamping the bottom right-hand corner of each pertinent page with one-inch bold face letters stating the words “confidential” or “proprietary.” The offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS to keep the information confidential, the offeror must agree to defend and hold MCPS harmless if any information is inadvertently released. Each offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIO requests.

14.0 EVALUATION CRITERIA

MCPS reserves the right to ask clarifying questions about submitted proposals. Offerors also may ask questions that they may have related to this RFP prior to submitting their responses. See Section 13.0, Schedule of Events. Only proposals received by the deadline will be considered. Proposals will be screened down to a number of finalists.

MCPS reserves the right to convene a meeting with the top qualified offerors prior to awarding a contract. The purpose of the meeting will be to afford both parties an opportunity to discuss any aspects of the requirements and services that will be performed and clarify any issues. Issues raised during the meeting, which cannot be resolved to the satisfaction of MCPS, shall be caused by rejecting the proposal. In addition, vendors should be prepared to provide a product and services demonstration, providing an overview of the proposed product and services at no cost to MCPS. As appropriate, the vendor shall be responsible for the installation of the proposed products and services and any third-party software at the district-designated demonstration facility before the demonstration, as necessary. If requested by MCPS, the top qualified offeror or offeror shall provide MCPS with an opportunity to access and review the vendor’s system as in operation at that time, via the Internet from a MCPS computer, to ensure conformity to the requirements of this RFP as well as for the quality and ease of the user interface.

All offerors are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS, require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when requested. Proposals meet all requisite criteria will be evaluated. Those who do not meet requisite criteria will not be evaluated further. Selection will be made based on the criteria listed below.

- 1. Completeness of Response**
- 2. Contractor’s ability to provide the described mandatory services and availability of appropriately credentialed staff for each selected service category**
- 3. Related experience and qualifications, including school-based pediatric special education experience**
- 4. References, including comparable school district clients**
- 5. Contractor’s understanding of the scope of services as demonstrated by the response**
- 6. Availability of professional contract staff**

7. Reasonableness of proposed pricing relative to regional market rates for school-based special education services

A selection committee comprised of MCPS staff and potentially outside stakeholders will evaluate proposals based on these criteria.

15.0 SCHEDULE OF EVENTS

The anticipated schedule of activities related to this RFP is as follows:

RFP Issued:	June 23, 2026
Questions Due:	June 29, 2026, by 4:00 p.m.
Pre-Proposal Conference:	July 6, 2026, 1:00pm – 2:00pm
Responses Posted:	July 13, 2026
Proposals Due:	July 20, 2026, at 2:00 p.m.
Anticipated Award Effective Date:	August 2026 Board of Education meeting

All dates are subject to change at the discretion of MCPS.

16.0 PRE-PROPOSAL CONFERENCE

A virtual Pre-Proposal Conference for prospective contractors will be held on July 6, 2026, from 1:00-2:00pm, via teams, information below. Attendance at this conference is encouraged but is not mandatory. Questions about this RFP are due by 4:00 PM on June 29, 2026, so responses can be prepared and addressed at the pre-proposal conference. This virtual pre-proposal conference will be recorded for reference, when necessary, by MCPS. The purpose of the pre-proposal conference will be to allow prospective contractors the opportunity to obtain clarification of the RFP requirements and ask questions directly from MCPS staff to assist them in the preparation of their proposal responses.

Join Zoom Meeting:

<https://teams.microsoft.com/meet/21249481660510?p=Ef4CoHXFAQLN2IF5fW>

Meeting ID: 212 494 816 605 10

Passcode: 3Ud79MV9

Firms shall provide the names of the person(s) who will virtually attend the pre-proposal conference. Please include no more than two representatives. Send the names to Nana Ama Asare, Buyer II via e-mail at NanaAma_A_Asare@mcpsmd.org no later than June 29, 2026, at 12:00pm.

17.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the sole responsibility of the vendor to check the MCPS Procurement website at <http://www.montgomeryschoolsmd.org/departments/procurement> or contact the Department of Procurement by email NanaAma_A_Asare@mcpsmd.org and procurement@mcpsmd.org to confirm that an addenda/errata have been issued.

In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Offerors must acknowledge receipt of such addenda/errata by returning one signed copy of each of the addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

18.0 eMaryland MARKETPLACE ADVANTAGE

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace Advantage. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at <https://emma.maryland.gov/>, regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

19.0 MULTI-AGENCY PARTICIPATION

MCPS reserves the right to extend the terms and conditions of this solicitation to all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This should include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at the time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bidding requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Awarded offeror(s), and this contract shall be binding only upon the principal's signing such an agreement. Invoices shall be submitted "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Awarded offeror. MCPS assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation.

20.0 INQUIRIES

Inquiries regarding this solicitation must be submitted in writing to Nana Ama Asare, Buyer II via email at NanaAma_A.Asare@mcpsmd.org and procurement@mcpsmd.org. Questions are due by 4:00 p.m. on June 29, 2026. Responses will be posted on eMaryland Marketplace and on the MCPS' Procurement website by July 13, 2026. The Board of Education will not be responsible for any oral or telephone explanation or interpretations by any agent or employee of MCPS. Any binding information given to a contractor in response to a request will be furnished to all contractors as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed contractors. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

Contact by offerors with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of their RFP response. The MCPS Procurement website address is <https://www2.montgomeryschoolsmd.org/departments/procurement/vendors/>

21.0 UNNECESSARILY ELABORATE BROCHURES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the contractor's lack of cost consciousness. Elaborate artwork and expensive visual and other presentation aids are neither necessary nor wanted.

22.0 BID PROTESTS

Any bid protests, including appeals, will be governed by the applicable MCPS Department of Procurement Regulations, as stated in the MCPS Procurement Manual. The burden of production of all relevant evidence and the burden of persuasion to support the protest is on the Contractor making the protest.

23.0 CONTRACT

MCPS plans to enter a contractual agreement with Respondent(s) to whom the award is made and intends to make MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, part of the contractual agreement, except and unless modified by MCPS. In addition, the Contractor will ensure that all staff abide by the provisions of the MCPS General Contract Articles. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Lacking any response to the contrary, MCPS will infer that the Respondent agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles. Respondents should note that any variance may provide a basis for MCPS to reject the proposal. In particular, the provisions set forth in **Articles 5, 12-14, 16-18, 21-24, 26, and 28 of the MCPS General Contract Articles are non-negotiable.**

24.0 NOTICE TO BIDDERS

The appropriate items below must be completed as part of the RFP. Failure to comply may disqualify your bid. Please type or print legibly in ink.

I. BIDDER INFORMATION:

As appropriate, check and/or complete one of the items below.

1. Legal name (as shown on your income tax return) _____
2. Business Name (if different from above) _____
3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. BIDDER'S CONTACT INFORMATION: This will be filed as your permanent contact information.

Company Name _____

Address _____

Bid Representative's Name _____

Phone Number/Extension _____

Email Address _____

Website _____

Service Categories Selected (check all that apply):

- 3.2 – Speech-Language Pathology 3.2.5 – SLP I&T 3.3 – Occupational Therapy
- 3.3.5 – OT I&T
- 3.4 – Physical Therapy 3.4.5 – PT I&T 3.5 – Private Duty Nursing
- 3.6 – Standby Nursing Support 3.7 – Music Therapy 3.8 – Art Therapy
- 3.9 – I&T Special Education 3.9 – I&T Social Work 3.9 – I&T Nutrition
- 3.10 – O&M Specialist 3.11 – ABA Services 3.12 – BCBA Service

III. PURCHASE ORDER ADDRESS: Please complete if different from Bidder's Contact Information.

1. Purchase Order Address _____
2. Representative's Name _____
3. Phone Number (s)/Extension(s) _____
4. Fax Number _____
5. Email Address _____

IV. PROMPT PAYMENT DISCOUNT: MCPS may consider prompt payment discounts as part of the award process; however, the Board reserves the right to make awards according to the best interests of MCPS.

_____ Prompt payment discounts of less than twenty (20) days will not be considered.

V. PURCHASING CARD AND SUA PAYMENT PROGRAM: MCPS is currently utilizing a purchasing card and Single Use Accounts (SUA) payment program through JP Morgan MasterCard. Please check the appropriate box below.

- Yes, we accept MasterCard No, we do not accept MasterCard

Note: To avoid payment delays after this change, all bidders that accept MasterCard are strongly encouraged to sign up to receive SUA payments upon being notified of an award. For bidders that do not accept MasterCard, the ACH payment method is also available. Please e-mail SUA@mcpsmd.org to register for SUA or e-mail accountspayable@mcpsmd.org to request ACH registration forms.

VI. PURCHASE ORDER PREFERENCE: Montgomery County Public Schools (MCPS) is in the process of issuing orders via Facsimile or US Mail. MCPS prefers facsimile. Please check your preference below.

- Facsimile US Mail Email EDI

VII. SLMBE (SMALL, LOCAL AND MINORITY BUSINESS ENTERPRISE): Check the appropriate box below.

- African American Asian American Hispanic Native American
 Female Disabled None

VIII. NON-DEBARMENT ACKNOWLEDGEMENT

_____ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. (Attachment)

As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Montgomery County Public Schools should there be a change in status.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

IX. CONTRACTOR’S CERTIFICATION:

Upon notification of award, this document in its entirety is the awarded contractor’s contract with MCPS. By signing below, the undersigned acknowledges that he/she is entering into a contract with MCPS.

- A. The undersigned proposals to furnish and deliver services in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same services, and is in all respects fair and without collusion or fraud.
- B. I hereby certify that I am authorized to sign for the bidder and that all statements, representations, and information provided in this response to the Request for Proposals, including but not limited to the Non-Debarment Acknowledgement, are accurate.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

Attachment A: Equal Opportunity Certification

Attachment B: Certification of Nonsegregated Facilities

Attachment C: Minority Business Enterprise

Attachment D: Non-Debarment Acknowledgement

Attachment E: Pricing Form

Attachment F: Mid-Atlantic Purchasing Team Rider Clause

Appendix A: MCPS General Contract Articles