

## **RFP for Special Education Services for The TRIO Wolf Creek Distance Learning Charter School**

The TRIO Wolf Creek Distance Learning Charter School is soliciting bids for the following services in the area of **Special Education** for the 2023-2024 through 2027-2028 school years. For more information about Wolf Creek, please visit our website at [www.triowolfcreek.com](http://www.triowolfcreek.com).

Even if your institution cannot provide all of the services listed, you are still encouraged to apply and clearly indicate which services you can provide to the charter school with a price for each bulleted item.

Bids for these services will be solicited under an open bidding process.

Electronic bids will be accepted by emailing Tracy Quarnstrom at [tquarnstrom@wolfcreekhs.org](mailto:tquarnstrom@wolfcreekhs.org)

Mailed bids will be accepted by mailing bids to:

**Tracy Quarnstrom – (RFP)**  
**Wolf Creek Online Charter School**  
**29678 Karmel Ave**  
**Chisago City MN 55013**

**Deadline for bid submission is March 30, 2023 at 3 p.m. Bids will be opened in the Wolf Creek Learning Suites for any interested parties.**

If you have questions or need clarifications on bidding, please contact Tracy Quarnstrom via email.

- Administration
  - Special education director is responsible for administration of services at Wolf Creek.  
***Please list name of individual and a summary of the services they will provide.***
  
- Unique Learners Manager
  - Management of special education programs in collaboration with the charter school director.  
***Please list name of individual and a summary of the services they will provide.***
  
- Collaborative Planning for low incidence
  - Advisor to all low incidence programming: coordinates all related staff services.  
***Please list name of individual.***
  
  - Services to include the following:  
Occupational therapy, physical therapy, outcome services.  
***Please list name of individual in each category who will provide the service.***
  
  - Hearing impaired, visually impaired.  
***Please list name of individual in each category who will provide the service.***

Physical Health instruction as needed.

***Please list name of individual in each category who will provide the service.***

Collaborative plan instructional services.

***Please list name of individual who will provide the service.***

- Licensed School psychologists.
  - Assignment of school psychologists for 40 hours per month to help with ESR evaluations, IEP meetings, MTSS processes and meetings. and 504 meetings as needed.  
***Please list name of individual who will provide the service.***
  - Works in collaboration with Special education teacher(s) at Wolf Creek.
  - Reviews all IEPs/504s as needed.
- Appointment of special education clerical secretary who will process and send out tuition acknowledgements, IEPs, tuition bills, assist in scheduling needed meetings, such as IEP, ESR, 504 and other meetings as well as maintain the special education files (2-5 hours per month). In addition, the SPED student files at TRIO will be reviewed quarterly for missing data.

***Please list name of individual who will provide the service.***

- Electronic communications to charter school will update charter school on relevant special education compliance and legislative issues and concerns.
- File review and due process review yearly will ensure that charter school is in full compliance with special education laws that pertain to charter schools.
- Assistance with MDE reviews for due process compliance will be provided.
- Tuition billing to other districts will be primary responsibility of the person/business who submits a bid for this request for proposals. Working with the charter school director needed information for tuition billing can and will occur.
- Training for new and existing TRIO staff will be provided to meet due process requirement for the charter school. If bidding on this bullet point, please include a specific description on how this training will occur.
- Services of a licensed school nurse for 25 hours each year to provide medical consulting on IEPs, 504 plans and other medical emergencies as needed and to train TRIO health assistant as needed.
- Consultation on questions and students needs around due process and evaluation.

TRIO Wolf Creek has attempted to be as transparent as possible in publishing this RFP, we acknowledge that at times services may exceed this list of services due to changes in the educational environment or school needs. We acknowledge that the service provider and charter school will work together to perform the needed services if this situation arises.

The total annual cost for the items my organization has indicated that can be provided for TRIO is:

\_\_\_\_\_.

Please provide three (3) references including a contact name, telephone number and email address from other entities – charter schools, public schools, private schools, other public institutions or private institutions if you have not previously provided services to TRIO.

**The undersigned hereby declares that his/her proposal is made without improper connection with any other persons making proposals on this same contract and is in all respects fair and without collusion or fraud.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Printed name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_