

# Jefferson City School District



RFP- Audiology

2022

### **Contact Information**

Bridget Frank  
Assistant Superintendent of Special Services  
Jefferson City School District  
(573) 659-3016  
bridget.frank@jcschools.us

### **Timeline:**

Proposals Due: XXXXXX  
Proposals Reviewed by: XXXXX  
Response: XXXX

### **Background Information**

Jefferson City School District is requesting proposals from local qualified contractors to provide school based audiological services within the district beginning with the 2022-2023 school year. The school district may select a provider(s) to provide services for all schools in JC Schools or an individual school(s). This RFP is looking for highly qualified providers/agencies to provide the following audiological services to Jefferson City School District students:

- Comprehensive Assessments
- FM system evaluations
- On-site Training
- Interpretation of hearing evaluations

### **Scope of Services**

The services consist of all items listed herein for JC Schools, including all required labor, transportation, materials, and equipment (including portable audiometer, tools and equipment necessary for “play” audiometry, tympanometry assessment). It is the intent of this document that contractors provide a single proposal covering all categories of work for this service. Contractor providing services under this RFP will provide approximately 8-24 hours per month (based upon need) of the following services within Jefferson City Schools for the 2022-2023 school year including but not limited to the following:

- Consultation and collaboration of educational audiology knowledge with staff regarding hearing loss/deafness and CAPD, as needed. The total number of students served is dependent on student needs which will likely fluctuate each month/year. Consultation and collaboration may include:
  - Summary of medical records related to hearing/ENT
  - Consultation regarding or completion of Functional Listening Evaluations
  - Determining educational impact during special education or 504 evaluation process
  - Troubleshooting of devices and FM/DM systems

- Perform contracted audiological services for Jefferson City Schools for students as outlined and agreed upon by the students' Individualized Education Plan or 504 plan. Services may include:
  - Hearing screenings
  - Evaluations to determine student need for services/accommodations in the area of discipline;
  - Implementation of services for students as outlined in the IEP;
  - Participation in child study, eligibility, and IEP meetings as required by Jefferson City Schools
  - Collaboration with staff on the development of the student's IEP and ongoing educational programming as appropriate;
  - Utilization of Jefferson City Schools format for documentation.

### **SPECIAL CONSIDERATIONS**

The contractor shall identify the individuals providing services under this RFP prior to initiating services, these individuals must:

1. Present and maintain through the contracting period, a current State of Missouri license to practice audiology and provide a copy of this license to the Jefferson City School District.
2. Preferred work experience providing services to persons with developmental disabilities, particularly within the school setting
3. The person(s) providing services under this RFP will be subject to a criminal background check prior to performing any services through the Jefferson City School District. The cost of this background check shall be paid for by the contractor at the time of fingerprinting.

Note: Providers/agencies submitting a proposal under this RFP should be prepared to participate in an interview process and to provide a presentation to a committee of Jefferson City School District staff and administrators. Should you have any questions regarding school-based audiological services or the RFP application, please contact Bridget Frank, Assistant Superintendent of Special Services at [bridget.frank@jcschools.us](mailto:bridget.frank@jcschools.us) or (573) 659-3016.

Use as COVER SHEET when submitting your RFP

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ORGANIZATION NAME

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ADDRESS

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CITY, STATE, ZIP

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TELEPHONE NUMBER

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COMPLETED BY

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TITLE

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DATE

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(Signature)

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(Typed or printed name)

**Expected Deliverables:**

The audiologists will be expected to provide the following deliverables during requested collaboration of evaluation, IEPs, or 504s

- Communication via email, phone or in person to provide guidance and knowledge regarding specific collaboration needs
- Relevant data or information regarding evaluations and testing results
- Other deliverables agreed upon by the school and provider

**Expected Time Schedule:**

Availability determined and agreed upon by provider and JCPS staff collaborators. Will require some direct time with students and staff but this time will vary month to month. Availability via email or phone correspondence within a reasonable response time determined and agreed upon by the provider and JCPS staff collaborators.

**Description of qualifications:**

All audiologists are to be appropriately licensed by the state of Missouri and will need to show proof of criminal background check that is compliant with Missouri code.

**Description of Requested Response:**

In as much detail as possible, please address the following areas within the proposal.

- All information requested in this RFP
- Approach to collaboration with educational staff
- Approach to requested services
- Capacity to consult and collaborate with school staff regarding a variety of developmental and educational needs directly related to a child's hearing loss

- Professional development with teachers and staff
- Experience working with families or pediatric audiology patients.

**Criteria for Selection:**

The district will evaluate all proposals submitted and will choose the agency/provider(s) that, in the District's sole discretion, have the lowest or best proposal based on the following criteria:

- Qualifications and experience of Audiologist
- Proximity to the district;
- Ability to meet the district's needs, including but not limited to the requirements listed in the RFP;
- Knowledge/experience with pediatric audiology needs
- Knowledge/experience of personal amplification devices
- Knowledge/experience with updated assistive technology (FM/DM systems)
- Audiologists references
- Performance during interview process, if applicable
- Experience in providing similar services in a school setting;

The district reserves the right to reject any and all proposals, or parts thereof, and to select multiple agencies/providers to provide the desired services.