



February 1, 2024

Request for Proposal (RFP)-VIDE-2024-001

Proposal Deadline: February 16, 2024 at 4:00 pm EST

bids@vide.vi

Purpose

The Virgin Islands Department of Education (VIDE), through the Division of Special Education in the St. Thomas/St. John District, is soliciting proposals from licensed psychologists. The selected contractor will provide the district with licensed psychologist(s) to complete twenty-five (25) psychological evaluations within the period from March 4, 2024 through June 30, 2024

Scope of Work

Proposals are being requested from locally licensed psychologists who are able to meet the contractual performance requirements specified below.

- The contractor selected agrees to provide psychological evaluations for (25) students from an official listing provided exclusively through the Division of Special Education, by either the District Director, the EDC Coordinator, or a designee specified by written correspondence. These psychological evaluations must be completed within the *anticipated* period from March 4, 2024 through June 30, 2024 with a possible option for contract renewal for another 25 evaluations.
- The psychological evaluation of each referred student must begin on or after the date that the contractor has received the parent's or other legal guardian's signature giving consent. While contractor preparations to evaluate may be in process, no formal assessments can begin unless (and until) the contractor has received the parent's written approval to proceed with a private provider psychological evaluation through the VIDE.
- The psychological evaluation of each student must include a review of the referral documents and a comprehensive psycho-educational assessment. For a child of school age, this generally includes a cognitive and educational/achievement battery of tests, along with other appropriate assessment tools selected and administered to address the referral concerns and any relevant areas of suspected disability.
- A psychological evaluation is considered complete when a written report has been signed by the contracted psychologist and the finalized confidential document has been securely submitted and received by the Educational Diagnostic Center (EDC).

Proposal Requirements

- The proposal must clearly state the psychologist's qualifications, all fees to be charged per completed evaluation, and the total cost for completing twenty-five (25) psychological evaluations from March 4, 2024 through July 31, 2024
- The proposal must include plans for monthly submittal of a detailed confidential listing of all evaluation sessions conducted and any psychological reports submitted.

- The proposal must specify the source of the assessment materials to be utilized by including one of the following options:
 - The proposal and specified fees entail full assumption of the responsibility by the contract psychologist for providing test kits, manuals and record forms, as well as any required scoring or report writing tools.
 - The proposal and specified fees entail signing out of available test kits, manuals and record forms from the Department of Education -EDC. Any assessment kits or materials signed out by the contract psychologist must be returned to the EDC office at the completion of all contractual obligations.

Also, any of the Department's consumable test record booklets that were not utilized for contracted evaluation of students must be returned to the EDC office.

- The proposals must include the psychologist's current license number assigned by the Virgin Islands Board of Psychology Examiners. Any subsequent contractual agreement will include the psychologist's federal tax identification number and documentation of insurance coverage for general liability and/or professional liability.

NOTE: The selected contractor is required to be registered with www.sam.gov and new vendors must complete any other required documentation package(s).

Contractual Requirements:

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) Current *Virgin Islands Business License* issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (2) *Certificate of Liability Insurance* indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than Three Hundred Thousand Dollars and Zero Cents (\$300,000.00) for any one occurrence. The Contractor must provide a *Certificate of Liability Insurance* and *Declaration/Endorsement* pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (3) One current original *Certificate(s) of Good Standing/Existence*, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.

- (4) If applicable, **Certificate of Issuance or Renewal of Trade Name** issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (7) Current **Certificate of Government Insurance** issued by the Office of Custodian, Department of Finance, Government Insurance Fund; or Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.
- (8) **System for Award Management (SAMS) Debarment Certification** Form, www.sam.gov

Please note the referenced above documents are subject to modification at the Government's discretion.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.