

North Kingstown School District

Request for Proposal (RFP)

In-District Applied Behavior Analysis (ABA) Clinic Services

RFP No. 2025-20

Release Date: June 22, 2025

I. INTRODUCTION

The North Kingstown School District invites proposals from qualified providers to establish and operate an independent, in-district Applied Behavior Analysis (ABA) clinic to serve preschool-aged students (ages 3-5) who are eligible for services through their medical insurance for the 2025-2026 school year. The purpose of this RFP is to identify a collaborative partner to deliver high-quality, evidence-based ABA services in a dedicated space within the district.

II. OBJECTIVE

The objective of this RFP is to secure a vendor that will:

- Design, implement, and operate a comprehensive in-district ABA clinic model.
- Serve children ages 3-5 who qualify for ABA services.
- Collaborate with district special educators and related service providers to identify students' present levels of academic and functional performance.

III. SCOPE OF WORK

The selected provider will be responsible for:

A. Program Design & Implementation

- Develop a comprehensive, evidence-based ABA program.
- Collaborate with district personnel to identify eligible students.
- Create individualized treatment plans based on assessment data and goals.

B. Staffing

- Hire, supervise, and compensate all clinic staff (BCBAs, RBTs, etc.).
- Ensure staff meet all licensure and certification requirements.
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C. Service Delivery

- Deliver 1:1 and small group ABA therapy in the designated clinic space.
- Implement programs targeting skill acquisition, communication, adaptive behavior, and behavior reduction.

- Use data-driven methods for ongoing assessment and decision-making.

D. Family and School Collaboration

- Participate in IEP meetings and team reviews when appropriate.
- Maintain communication with families and school staff as needed.
- Support transition planning and skill generalization into natural environments.

E. Facility & Equipment

- Rent a dedicated in-district clinic space from the school district at a fixed monthly rate of \$400.
- Furnish all necessary materials, curriculum resources, and equipment required to implement the ABA program effectively.

IV. PROPOSAL REQUIREMENTS

A. Executive Summary

A brief overview of the proposing agency's approach, experience, and vision for the ABA clinic.

B. Qualifications and Experience

- Agency background and a minimum of five (5) years providing ABA services.
- Licensure/certifications for all clinical staff.
- Demonstrated success collaborating with public school districts for at least five (5) years.

C. Program Design

- Detailed description of the proposed ABA model and service delivery.
- Staffing plan, including proposed ratios and supervisory structure.
- Methodology for data collection, goal setting, and progress monitoring.

D. Implementation Plan

Timeline and plan to launch the clinic by September 2, 2025.

E. References

Three (3) references from current or recent contracts providing ABA services in Rhode Island public schools.

V. EVALUATION CRITERIA & SCORING RUBRIC

All proposals will be reviewed by a district evaluation team. Proposals will be scored based on the following weighted criteria. Each criterion will be rated on a scale of 1 to 5, and then multiplied by its weight to determine the total score.

Criteria	Weight	Score Range (1-5)	Weighted Score (Max)
Experience and Qualifications	50%	1 = Inadequate 3 = Satisfactory 5 = Exceptional	250 points
Collaboration and Communication	25%	1 = Inadequate 3 = Satisfactory 5 = Exceptional	125 points
References and Past Performance	25%	1 = Weak/Unverified 3 = Solid 5 = Strong/Verifiable	125 points

Total Possible Score: 500 points

VI. SUBMISSION DETAILS

- Deadline for Questions: July 1, 2025
- Proposal Submission Deadline: July 7, 2025 by 12:00 pm
- Submission Method:
100 Romano Vineyard Way
North Kingstown School District 02852
Bidnet:
- Point of Contact:
Dr. Rachel Santa
Director of Student Services
401-363-5388
rachel-Santa@nksd.net

VII. TIMELINE (TENTATIVE)

Implementation	September 2, 2025
RFP Released	June 22, 2025
Deadline for Questions	July 1, 2025
Proposals Due	July 7, 2025
Vendor Selection and Notification	July 11, 2025
Contract Start Date	September 2, 2025

VIII. TERMS & CONDITIONS

- The North Kingstown School District reserves the right to accept or reject any or all proposals, in whole or in part, and to waive informalities as deemed appropriate.
- All submitted proposals will become the property of the district.
- The selected provider will be required to enter into a formal written agreement with the North Kingstown School District.

This RFP is not an offer to contract. Acceptance of a proposal neither commits our school district to award a contract to any Vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a Vendor for reasons other than the lowest price. We will thoroughly examine each proposal for the best price, quality, and alignment of specific credentials, performance measures, flexibility, and opportunities for collaboration.