Youngstown City School District

'Honoring the Past, Embracing the Future'

Third-Party Provider for IDEA B Services In Non-Public Schools

REQUEST FOR PROPOSAL (RFP)

May 8, 2026

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1. Summary

The Youngstown City School District ("YCSD") is accepting proposals from third-party providers to provide IDEA B Services for non-public schools that serve eligible children from YCSD. IDEA B services or benefits may be provided by a Local Educational Agency (LEA) or by a contractor independent of the non-public school and any religious organization. IDEA B services or benefits must be secular, neutral, and non-ideological.

For the **2026-2027 school year, YCSD has been allocated funds to serve eligible students attending 11 non-public schools within its** boundaries.

This Request for Proposals ("RFP") seeks competitive proposals for delivering IDEA-B funded services during the **2025-2026 school year.**

2. Contact Information

Dr. Karen Woods
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Youngstown, Ohio 44505
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3. Purpose

The School District is seeking to contract with one or more Third Party Provider(s) (also referred to as "Vendor(s)") to provide IDEA B services to eligible YCSD children being served in non-public schools.

The IDEA B services that are to be provided are listed below:

IDEA B Services

- Speech Therapists
- Occupational Therapists
- Physical Therapists
- Intervention Specialists
- Classroom Paraprofessionals

Services provided to IDEA-eligible non-public YCSD children identified based on the following:

- Services provided must be secular, neutral and non-ideological
- Services depend on the identified needs of non-public schools, as well as the available allocation and funds; additional services may be contracted under a separate agreement.
- IDEA B Parent Involvement will be conducted in the form of an informational meeting within 30 days of the program's implementation. All required documentation will be submitted to YCSD.

Documentation: Collection, review, and submission to YCSD of all required documentation for non-public schools to ensure accuracy, completion, and compliance will be collected by the contracted teacher and/or contractor.
Teacher Licensure: Submit and maintain all required documents to ensure that properly licensed teachers, per ODE guidelines, provide direct services to eligible YCSD children in non-public schools.
Personnel Evaluations: The third-party provider will need to complete and maintain performance evaluations twice a year.
Participation: Attendance at consultation and non-public meetings, as requested by YCSD.

4. Proposal Guidelines and Requirements:

This process is open and competitive.

Quotes received after the deadline of **May 29, 2026 at 5:00 pm** will not be considered.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The quoted prices should include all costs and expenses for providing the services, including, but not limited to, general and administrative costs, overhead, and profit. ***If your price excludes specific fees or charges, provide a detailed list of excluded fees with a complete explanation of the nature of those fees.***

If the execution of work requires hiring subcontractors, clearly state this in the proposal. Sub-contractors must be identified, and their work must be defined. Provide the subcontractor's name, address, and Employee Identification Number (EIN).
All subcontractors must meet all personnel requirements of this RFP, including the requirement that all providers be appropriately licensed. The School District will not refuse a proposal based on the use of subcontractors; however, we reserve the right to refuse the subcontractors identified or selected by the Third-Party Provider.

The RFP specification includes the following areas that require a response:
- Third Party Provider Information
- Instructional Services Description
- Hourly Pricing, including all applicable fees (e.g., detailed administrative costs)
- Submission of three (3) references.

This RFP does not guarantee that your services will be selected or purchased. Responsive proposals that the District deems to be most advantageous, with benefits and other factors considered, and the District, at its option, may select more than one approved Vendor to provide the services. The District does not obligate itself to accept the lowest cost, most significant benefit, or any other proposal. It shall have no liability to any company whose proposal is not accepted.

5. RFP: Third Party Information

A. General Information regarding your business. The information must include the following:

- Type of Company (e.g., LLC, S Corp, etc.)
- Total Number of Employees
- Years in Business
- Summary of Services
- References - three (3) required

B. Evidence of sound financial background:

Please indicate your earnings for the past two years and three quarters.

Year	Total Earnings	Comments
FY-2023-2024		
FY-2024-2025		
FY-2025-2026 (Year to Date)		

List your top 3 Customers by US dollar volume or customer base.

Customer Name	Contact Name	Phone Number

C. Instructional Service Description

1. History of Service Delivery
   - Include your company's history of providing services to students, especially IDEA B-served students, and working with LEAs.
2. Personnel Monitoring
   - Describe how your company monitors and evaluates employee performance.
   - Confirm that all employees, including subcontractors, who would provide services per this RFP are appropriately licensed.
3. Service Delivery for **2026-2027**
   - The description of services includes, but is not limited to, speech therapy, occupational therapy, physical therapy, intervention specialist services, and any other services that may be anticipated.
   - The minimum and maximum number of students your agency can serve, and that will be placed in groups.
   - Proposed frequency of instruction weekly (1x per week, 2x per week, etc.)
   - Time period of a unit of instruction (30 minutes, 50 minutes, etc.)
4. Pricing

- Hourly cost of services for the upcoming school year.
- Itemize any other costs not included in the hourly cost of services (administration fees, mileage, etc.)

6. Submission, Funding, and Deliverables

Timeline

- This RFP is dated **May 8, 2025**. Vendors may also request a copy to be sent via email by contacting Linda Yosay at karen.woods@youngstown.k12.oh.us
- Proposals are due by **5:00 p.m**. (Eastern Time) on **May 29, 2026.** Proposals must be submitted by email to Linda Yosay at karen.woods@youngstown.k12.oh.us
- The subject line of the transmitting email should read as follows: ***"Proposal for IDEA B Services."***
- Proposals will be evaluated thereafter.
- Any questions about this RFP must be submitted via email only to Linda Yosay at karen.woods@youngstown.k12.oh.us (Please, no phone calls)

The District will endeavor to notify Vendors who are on record with the District of their opportunity to submit a proposal for this RFP. Therefore, Vendors must provide complete and accurate contact information to the District, including email addresses, and updates will be deemed validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all Vendors will be presumed to have actual knowledge of all information posted on the District's web page relating to this RFP. Vendors shall not avail themselves of incomplete knowledge and/or lack of familiarity with this RFP and any addenda resulting from the Vendor's failure to register with and provide accurate contact information to the District and/or the firm's failure to check the District's webpage.

Interpretations, corrections, and changes to the RFP that are made in any manner other than a written addendum will not be binding. The list of Third Party Provider awardees for the upcoming school year will be announced on the district's website on or before **June 15, 2026.**

Agreement

- The Performance Period for the list of Third-Party Providers identified through this RFP will be one school year, starting with the selection of the vendor in the current year and ending on June 30 of the following year.
- The agreement may be modified based on the ESEA reauthorization (ESSA) and any changes made by the Ohio Department of Education during the agreement's performance period.
- Agreements will be subject to the applicable requirements of Appendix II of 2 C.F.R. Section 200.
- A selected Vendor shall perform or cause to be conducted an Ohio Bureau of Criminal Investigation and Identification and Federal Bureau of Investigation criminal background check of the vendor's employees or any subcontractors that will perform work or services.
- Before performing any services by such employees, the criminal background check shall be performed and completed at the Vendor's sole cost and expense.
- No person shall be employed by the Vendors or any subcontractors who have been found guilty of any criminal offenses enumerated in Ohio Revised Code Section 3319.39 or any equivalent provisions under Federal law or the laws of any other state.

- The Vendor must provide evidence of such background checks/results to the District before providing equitable services. The District reserves its right to deny employment to any employee whose check is in question.
- Vendors must maintain insurance coverage by insurance companies authorized to do business in Ohio with an A.M. Best Rating of A or better.
- A certificate of insurance for the vendor's insurance coverage indicating these amounts and naming the district as an additional insured must be submitted at the time of the award.

  i. Comprehensive General Liability- An occurrence limit of not less than $2,000,000, a general aggregate limit of not less than $2,000,000, and a product and completed operations aggregate limit of not less than $2,000,000
  ii. Automobile Liability- covering all owned, non-owned, and hired vehicles used in connection with the Work: Bodily injury (including death and emotional distress) and property damage with a combined single limit of $ 1,000,000 for each accident
  iii. Workers' Compensation-Statutory
  iv. Employer's Liability- one million dollars ($1,000,000) for each accident, one million ($1,000,000) for each employee, and one million dollars (1,000,000) policy limit
  v. Excess Umbrella Liability- $5,000,000 Combined Single Unit
  vi. Sexual Abuse and Molestation Insurance with limits of not less than one million ($1,000,000) per occurrence and one million dollars ($1,000,000) in the aggregate.

- The Vendor shall indemnify and hold harmless the Board, the District, its officers, and their employees from and against all claims and liabilities incurred in or arising from the Vendor's contract performance.
- The Vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including employer and employee contributions and surcharges to any relevant public retirement system, Social Security taxes, unemployment compensation, Medicare, and other similar deductions.
- The District has the right to terminate the contract at any time in the event of (i) a material breach of the contract by the vendor that remains uncured for fourteen (14) days after notice of breach is provided by the District or (ii) a determination by a court or administrative agency that any material provision of the contract is contrary to law or that any material provision of the contract may not lawfully be carried out.
- The District may also terminate the contract for convenience and without cause upon thirty (30) days' written notice to the vendor.
- The School District will inform the Third-Party Provider of the amount of services needed for each school after selection and consultation between the non-public representative and YCSD.
- The amount of services needed is not negotiable and may fluctuate based on changes in school district, state, and federal funding.

Required Deliverables of Selected Vendor(s)
The Third Party Provider will provide the following by the agreed-upon timeline, which includes but is not limited to

- Proper ODE Licensure for each IDEA B teacher
- Submit and maintain performance evaluations two times a year for third-party provider personnel.
- Reports and Documentation
- Parent Involvement Requirements
- Invoice submission
- Participation
- Comply with YCSD deadline requests
- Comply with all applicable IDEA B statutory and regulatory requirements
- Comply with all applicable federal, state, and local health, safety, and civil rights laws
- Ensure that the instruction is aligned with Ohio's academic content standards
- Name the YCSD on the provider's liability insurance.

Responsibilities of the Local Educational Agency (LEA)

- Conduct consultation and planning meetings
- Approve appropriate instructional programming and materials
- Monitor Third-Party Provider
- Conduct unannounced visits
- Provide clear procedures for the submission of invoices and
- Communicate the amount of services available. The School District may request more documentation to support invoices when needed.
- Pay the Third Party Provider after the delivery of approved services and completion of all requirements in the amounts indicated per approved invoices within 30 days of receipt by the School District's Treasurer.

7. Format for Proposals

Please use the following as a guideline to format your proposal:

- **Length and Font Size:** Please use fonts no smaller than 12 points. The maximum proposal length, including title page, cover letter, and proposal, should not exceed 10 pages.

8. RFP Evaluation Criteria

The RFP must be received before the deadline. The mandatory criteria must be met to be considered for review:

- Identifying one individual for the supervision of all personnel and functions for the implementation of the full scope of work
- Address all requirements
- Demonstrate evidence of no acts of recovery of unresolved audit findings for the Fiscal Agent.

YCSD may conduct additional interviews, discussions, and due diligence with any responding Vendors as the YCSD deems necessary. ***YCSD reserves the right to reject all proposals and to cancel this RFP (in whole or in part) at any time and for any reason. YCSD shall have no liability to any Vendor arising out of such cancellation or rejection.*** YCSD reserves the right to waive minor variations or irregularities in the selection process.