

Position: Special Education Services

Charter School Name: Prairie Creek Community School

Issue Date: 4.11.25

Bid Submission Deadline: 4.25.25

Contact Information: Kelsey Fitschen-Hemmah, kfitschen@prairiecreek.org

Overview

Prairie Creek Community School is seeking proposals from qualified service providers to deliver special education services. Services we are accepting bids for include: DAPE, School Psychologist, Occupational Therapist, Speech Language Pathologist, ASL Interpreter, Special Education substitute teachers and substitute paraprofessionals.

Scope of Services

The services we require include, but are not limited to, the following:

1. **Providing direct and indirect services for students**
 - Maintaining and implementing a schedule and implementing service time and supports for students
 - Collaborating with staff to meet the needs of students
2. **Due Process includes but is not limited to:**
 - Attend IEP and evaluation meetings
 - Complete written documentation for IEPs, evaluations, and progress reports
3. **Communication**
 - Respond to communication in a timely manner
 - Communicate with parents as needed to meet the needs of students

Evaluation Criteria

The bidder should meet the following criteria:

- Proven experience in providing special education services for charter schools.
- Experience with MA billing
- Experience working with multi-age classrooms
- Ability to work with the requested school days and ability to complete work within required timeline.

Submission Instructions

All proposals must be submitted by April 18, 2025 to Kelsey Fitschen-Hemmah: kfitschen@prairiecreek.org. Late submissions will not be considered.

For additional information or questions regarding this RFB, please contact Kelsey Fitschen-Hemmah

Prairie Creek Community is an Equal Opportunity Employer
