



**School Board of Leon County, Florida
District Term Contract
DTC-24-1018**

District-Wide Behavior Therapy Services

This Contract is between the School Board of Leon County, a public school district within Leon County, Florida, with offices at 2757 West Pensacola Street, Tallahassee, FL 32304 (District), and Positive Behavior Supports Corporation, (Contractor) located at 1909 Hillbrooke Trail, #3, Tallahassee, FL 32311. The District and Contractor are collectively referred to herein as “Parties,” and individually as a “Party.” All capitalized terms shall have the meaning assigned to them in the Contract unless otherwise defined here.

The Contractor responded to the District’s Request for Proposals, No: RFP 519-2024, District-Wide Behavior Therapy Services. The District has accepted the Contractor’s Proposal and enters into this Contract in accordance with the terms and conditions of RFP 519-2024, District-Wide Behavior Therapy Services.

Accordingly, and in consideration of the mutual promises contained in the Contract, the Parties agree as follows:

I. Scope of Work

The services and/or commodities to be provided by the Contractor pursuant to this Contract are defined in RFP 519-2024, District-Wide Behavior Therapy Services, and all Addenda which are referenced and incorporated herein. The vendor’s proposal is attached as Exhibit B. This Contract is a master agreement, with individual purchases being made via purchase orders (POs).

II. Contract Term

The initial term of the Contract is for three (3) years. The initial Contract term shall begin on July 26, 2023, or on the last date on which it is signed by all Parties, whichever is later.

III. Renewal Terms

The District and the Contractor may renew the Contract in whole or in part, for a renewal term not to exceed three (3) years, or portions thereof, at the renewal pricing specified in the Contractor’s original submission, upon mutual agreement of the Parties as set forth in the Contract.

IV. Contract

This Contract, together with the following attached documents (Exhibits), sets forth the entire understanding of the Parties and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

All Exhibits attached to this Contract are incorporated in their entirety and form as part of this Contract. The Contract has the following Exhibits:

- a) Exhibit A: RFP 519-2024, District-Wide Behavior Therapy Services and all Addenda;
- b) Exhibit B: Positive Behavior Supports Corporation response to RFP 519-2024, District-Wide Behavior Therapy Services; and
- c) Exhibit C: Positive Behavior Supports Corporation cost proposal.

In case of conflict, the documents shall have priority in the order listed:

- a) The District Term Contract;
- b) Exhibit A: RFP 519-2024, District-Wide Behavior Therapy Services and all Addenda;
- c) Exhibit B: Positive Behavior Supports Corporation response to RFP 519-2024, District-Wide Behavior Therapy Services; and
- d) Exhibit C: Positive Behavior Supports Corporation cost proposal.

V. Amendments

No oral modifications to this Contract are acceptable. All modifications to this Contract must be in writing and signed by both Parties, except changes to Section VII., below. Any future amendments of the Contract, which alter the definition of the services, shall define the services in the same format as Exhibit A.

Notwithstanding the order listed in Section IV, amendments issued after Contract execution may expressly change the provisions of the Contract. If an amendment expressly alters the Contract, then the most recent amendment will take precedence.

VI. Contract Notices

Contract notices may be delivered by email to the Contractor's designated contact person as prescribed in Section VII.

VII. Contract Management

The District employee who is primarily responsible for maintaining the Contract Administration file is:

Shelly Kelley, Coordinator
Office of Business Services
Leon County Schools
3397 West Tharpe Street
Tallahassee, FL 32303
Telephone (850) 488-1206
Email: kelleys2@leonschools.net

The District's Contract Manager is:

Cathy Shields, Director
Office of Exceptional Student Education
3955 W. Pensacola Street
Tallahassee, FL 32304
850-487-7160
Email: shieldsc@leonschools.net

The District may appoint a different Contract Administrator or Manager, which will not require an amendment to the Contract, by sending written notice to the Contractor. Any communication to the District relating to the Contract shall be addressed to the District's Contract Manager, or designee.

The Contractor has assigned the following individual(s) to serve as the designated contact person for this Contract:

Primary Contact:

Nicole Postma, Director of Business Development
Positive Behavior Supports Corporation
1909 Hillbrooke Trail, #3
Tallahassee, FL 32311
Telephone: (855) 832-6727
Email: npostma@teampbs.com

All questions and customer service issues concerning this Contract shall be directed to the Contractor's designated contact person(s), above. It will be the designated contact person's responsibility to coordinate with necessary District personnel, as required, to answer questions and resolve issues. The Contractor must provide written notice to the District's Contract Manager, or designee, if a new employee is designated as the contact person for this Contract.

VIII. Termination

A. Termination for Convenience

This Contract may be terminated by either Party at will upon no less than 30 calendar days' written notice, unless a shorter period of time is mutually agreed upon by both Parties. The Board's sole obligation shall be to reimburse the Contractor for those goods or services shipped and accepted by the Board up to the date of termination, and costs incurred by the Contractor for unfinished goods, which are specifically manufactured for the Board and which are not standard products of the Contractor, as of the date of termination. In no event shall the Board be responsible for the loss of anticipated profit. Notice shall be delivered by certified mail (return receipt requested), by another method of delivery whereby an original signature is obtained, or in person with proof of delivery.

B. Termination for Cause

If a breach of this Contract occurs by the Contractor, the District may terminate the Contract for cause. The District choose to provide, at its exclusive option, an opportunity for the Contractor to cure the breach for cause within 30 calendar days upon written notice of the deficiency by the District. Any breach of this Contract which is still left uncured by the Contractor after the District has elected to provide 30 calendar days to cure (remedy) the breach, may result in the District's termination of this Contract upon 24 hours written notice by the District. If the District does not elect to afford an opportunity for the Contractor to cure a breach (e.g. instances of egregious Contractor conduct or other Contractor actions which may be harmful to the District), the District may immediately terminate this Contract for cause, upon 24 hours' written notice to the Contractor, as described in this section. Notice shall be delivered by certified mail (return receipt requested), in person with proof of delivery, or by another method of delivery whereby an original signature is obtained.

C. Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of this Contract.

D. Termination for Lack of Funds

In the event the funds to finance this Contract become unavailable, the District may terminate the Contract upon no less than 24 hours' notice, in writing, to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained. The District shall be the final authority as to the availability of funds.

E. Contract Termination Requirements

If at any time, the Contract is cancelled, terminated, or otherwise expires, and a Contract is subsequently executed with a contractor other than the Contractor or service delivery is provided by the District, the Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent provider. This includes, but is not limited to, the timely provision of all Contract-related documents, information, and reports, not otherwise protected from disclosure by law to the replacing party.

IX. Assignment

The Contractor shall not sell, assign, or transfer its responsibilities or interests under this Contract to another party without prior written approval of the District's Contract Manager, or designee. The District shall, at all times, be entitled to assign or transfer its rights, duties, and obligations under this Contract to another governmental agency or special district of the State of Florida upon providing written notice to the Contractor.

X. Subcontracts

The Contractor is fully responsible for all work performed under this Contract. The Contractor may, upon receiving written consent from the District's Contract Manager, or designee, enter into written subcontract(s) for performance of certain obligations under this Contract. No subcontract shall relieve the Contractor of any responsibility for the performance of its contractual duties. All payments to subcontractors shall be made by the Contractor.

It is understood and agreed that the District shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Contractor shall be solely liable to the subcontractor for all expenses and liabilities under this Contract. All subcontractors are subject to the same background check requirements as are referenced in Exhibit A.

XI. Price Adjustments

Any price decrease effectuated during the Contract period by reason of market change or special sales offered to other customers shall be passed on to the District. This shall also apply to all in-place equipment on a rent or lease plan. Price increases are not accepted, unless otherwise stated. All prices are firm and shall be held for the duration of the Contract term. The District may, at its sole discretion, review a request from the Contractor for an equitable adjustment in Contract pricing if pricing or supply availability is affected by extreme or unforeseen conditions in the marketplace, outside of the Contractor's control. Requests shall be submitted to the District's

Contract Manager along with justification and backup information, as necessary, such as a letter from a manufacturer regarding price increases. The District will consider the request and respond within 30 days. The Contractor shall continue to fill orders at the current Contract pricing until a decision has been made.

XII. Additions/Deletions

During the term of the Contract, the District reserves the right to add or delete the number of commodities or services, when considered to be in its best interest. Pricing shall be comparable to amounts awarded.

XIII. Other Conditions

A. Public Records

The Contractor agrees to (a) keep and maintain public records required by the Board to perform the service; (b) upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statute; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the Board; and (d) upon completion of the Contract, transfer, at no cost to the Board all public records in possession of the Contractor, or keep and maintain public records required by the Board to perform contractual obligations. If the Contractor transfers all public records to the Board upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, then the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request, in a format that is compatible with its information technology systems. The Board may unilaterally terminate the Contract for refusal by any Contractor to allow public access to all documents, papers, letters, or other material made, or received by the Contractor in conjunction with the Contract unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Section 119.07(1), F.S. or Section 119.071, F.S. Additionally, the Contractor may be subject to penalties under Section 119.10, F.S.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this Contract, contact the custodian of public records at:

**Leon County Schools
ATTN: Julie Jernigan
2757 West Pensacola Street
Tallahassee, Florida 32304
Telephone: (850) 487-7177
Email: jerniganj@leonschools.net**

B. Disputes

Any dispute concerning performance of the terms of this Contract shall be resolved informally by the Contract Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Divisional Director of Business Services or designee. The District's Divisional Director of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the Parties, the Contract Managers and the District's Contract Administrator.

C. Notices

All notices required or permitted by this Contract shall be given in writing and by hand-delivery or email to the respective Parties. All notices by hand-delivery shall be deemed received on the date of delivery and all notices by email shall be deemed received when they are transmitted and not returned as undelivered or undeliverable. Both Parties may change their contact information and Contract Manager by written notice given to the other Party as provided above.

D. Insurance

The Contractor agrees to provide adequate insurance coverage on a comprehensive basis and to hold such insurance at all times during the existence of this Contract. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the District under this Contract. At a minimum this coverage shall include general liability coverage no less than \$1 million per occurrence and \$2 million in aggregate. Upon the execution of this Contract, the Contractor shall furnish the District's Contract Manager, or designee, written verification of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The District reserves the right to require additional insurance where appropriate.

If the Contractor is a state agency or subdivision as defined in Section 768.28, F.S., the Contractor shall furnish the District, upon request, written verification of liability protection in accordance with Section 768.28, F.S. Nothing herein shall be construed to extend any Party's liability beyond that provided in Section 768.28., F.S.

E. Employee Status

This Contract does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the District and Contractor are independent contractors under this Contract and neither is the employee of the other for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law.

F. Force Majeure

Neither Party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption or performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

G. Available Funding

The District's performance and obligation to pay for goods and services under this Contract are contingent upon available annual funding. The costs of services paid under any other Contract or from any other source are not eligible for reimbursement under this Contract.

H. Scrutinized Companies Contractor Certification

The Contractor certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, (not including renewal years), the Contractor certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. Pursuant to Sections 287.135(5), F.S., and 287.135(3), F.S., the Contractor agrees the District may immediately terminate the resulting Contract for cause if the Contractor is found to have submitted a false certification or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the resulting Contract. Any company that submits a bid or proposal for a Contract, or intends to enter into or renew a Contract with an agency or local governmental entity for goods or services, of any amount, must certify that the company is not participating in a boycott of Israel.

CONTRACTOR:
POSITIVE BEHAVIOR SUPPORTS
CORPORATION

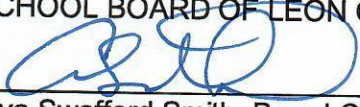
Nicole Postma

Nicole Postma

8/7/23

Date

SCHOOL BOARD OF LEON COUNTY, FL


Alva Swafford Smith, Board Chair

7/25/2023
Date


Rocky Hanha, Superintendent

7/25/23
Date

Request for Proposals (RFP)



District-Wide Behavior Therapy Services RFP 519-2024

RFP Released: May 23, 2023

Deadline for Questions*: June 12, 2023

Proposals Due*: 2:00 p.m. on June 22, 2023

June Kail
Procurement Officer
Leon County Schools
Purchasing Department
3397 West Tharpe Street
Tallahassee, Florida 32303

*Timeline subject to change. Changes will be communicated through an addendum to this RFP (see Section 1.8)

RFP Timeline

Steps in the RFP process	Date and Time	Location (if applicable)
Release of RFP	May 23, 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com
Written Questions Due	June 12, 2023	Submit to: June Kail, Procurement Officer Subject: RFP 519-2024, District-Wide Behavior Therapy Services Email: purchasing@leonschools.net
Anticipated Posting of Answers to Submitted Questions	June 20, 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com 17
Sealed Proposals Due and Opened	June 22, 2023 at 2:00 p.m.	Submit to: Leon County Schools Purchasing Department Attn: June Kail, Procurement Officer RFP 519-2024, District-Wide Behavior Therapy Services 3397 W. Tharpe Street Tallahassee, FL 32303* *Also, the location for the Response Opening
Evaluation Team Meeting	June 28, 2023 at 10:00 a.m.	Leon County Schools Purchasing Department 3397 W. Tharpe Street Tallahassee, FL 32303
Anticipated Date the District will Advertise its Notice of Board Decision	July 17, 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com

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SECTION 1: Key information



1.1 Quick Facts

The School Board of Leon County, Florida (hereinafter referred to as the “District”), is requesting sealed proposals for the provision of District-Wide Behavior Therapy Services.

- a. The use of capitalization (such as Proposer) denotes words and phrases with special meaning as defined in [Section 5, Definitions](#).
- b. All dates and times reflect Eastern Time (Tallahassee, Florida) unless otherwise indicated.
- c. The District reserves the right to perform, or cause to be performed, the services herein described in any manner it sees fit, including, but not limited to, award of other contracts, utilization of existing State or governmental contracts, public purchasing cooperatives, or to perform the work with its own employees.



1.2 Proposer Qualifications

Proposers shall maintain a permanent place of business and have adequate finances and sufficient personnel to perform the services of this Contract. Further, the Proposer must:

- a. Ensure all proposed staff have current/active professional licensures or certifications for Applied Behavior Analysis (ABA) issued by the Behavior Analyst Certification Board (BACB);
- b. Have a minimum of three (3) years of continuous experience providing educationally-relevant ABA services; and
- c. Ensure its proposed staff includes one or more Board Certified Behavior Analysts (BCBA) who have earned a Master's degree in psychology, education or a related field of study.



1.3 How to Contact Us (Procurement Rules and Information)

- a. All questions related to this RFP must be made in writing, via email, to the Procurement Officer listed below. Questions will only be accepted if submitted in writing on or before the date and time specified in the Timeline.
- b. On or about the date referenced in the Timeline, the District will advertise its answers to written questions on the District's website at <https://www.leonschools.net/Page/4411> and DemandStar at <https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/>.
- c. Between the release of the solicitation, and the end of the 72-hour period following the advertisement of the Notice of Board Decision (the 72-hour period excludes Saturdays, Sundays, and District holidays), Proposers to this RFP, or persons acting on their behalf, may not contact any employee or officer of the Leon County School Board or Superintendent concerning any aspect of this solicitation, except in writing to the Procurement Officer as provided in this solicitation or directed by the District. Violation of this provision may be grounds for rejecting a Proposal.

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- d. Any person requiring special accommodations in responding to this solicitation because of a disability should contact the LCS Purchasing Department at (850) 488-1206 at least five (5) days before any pre-solicitation conference, solicitation opening, or public meeting. Persons who are deaf, hard-of-hearing, deaf-blind, or speech-disabled may contact the LCS Purchasing Office by using the Florida Relay Service at 1-800-955-8771 (TTY/ASCII).

The District's Procurement Officer

Name: June Kail, Director – Purchasing, Warehouse & Property Management

Purchasing Department

Leon County Schools

3397 W. Tharpe Street

Tallahassee, FL 32303

Telephone: (850) 488-1206

Email: purchasing@leonschools.net

- e. The Proposer shall not initiate or execute any decision or action arising from any verbal discussion with any District employee related to this RFP. Only written communications from the District's Procurement Officer and formal addendums are considered duly authorized expressions on behalf of the District. Additionally, only written communications from a Proposer are recognized as duly authorized expressions on behalf of the Proposer.

1.4 Developing Your Proposal

- a. This RFP is being issued as part of an open, competitive process and sets out the steps and conditions that apply.
 - b. Proposers should take the time to read and understand the RFP. In particular, they should:
 - 1. Review Title XLVIII, [K-20 Education Code](#), within the Florida Statutes.
 - 2. Develop a strong understanding of the District's requirements detailed in [Section 2](#).
 - 3. Ensure their company is on file and in good standing with the Florida Department of State, or provide certification of exemption from this requirement, as required for all entities defined under Chapters 607, 617, or 620, Florida Statutes (F.S.), seeking to do business with the District.
 - c. Proposers should prepare a clear and concise Proposal, avoiding complicated jargon, and thoroughly describing their ability to meet the expectations of the District.
 - d. Proposers must follow the format and instructions included in this RFP for their Proposal submittal.
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- e. Proposals that contain provisions that are contrary to the material requirements of this RFP are not permitted. Including alternate provisions or conditions may result in the Proposal being deemed non-responsive to the solicitation.
 - f. Proposers must use Attachment I (Cost Proposal Form), to submit pricing. Proposers shall not change or substantially alter the form, but fill it out completely, as instructed in Section 3.2 of this RFP.
 - g. Proposers should thoroughly review their Proposal before submission to ensure the Proposal is complete and accurate and it has provided all information requested in the format prescribed in Section 3, Procurement Rules and Information.
 - h. The District is not liable for any costs incurred by a Proposer while responding to this RFP, including the costs associated with attending site visits, oral presentations, or negotiations, as applicable.
 - i. Proposers are expected to submit questions or concerns they have regarding the requirements or terms and conditions of this solicitation during the question and answer phase, per Section 1.3, a.
 - j. The District shall reject any and all Proposals that do not meet the following **pass/fail criteria (also referred to as Mandatory Responsiveness Criteria)**. Any Proposal rejected for failure to meet these requirements will not be evaluated further:
 - 1. Company or individual must possess a current/active professional license or certification for ABA services issued by the BACB;
 - 2. Company or individual has a minimum of three (3) years of continuous experience providing educationally-relevant ABA/behavior support services;
 - 3. Proposer's staff must include one or more licensed or certified BCBAs who have earned a Master's degree in psychology, education or related field of study and have current certification by the BACB.
 - 4. The Proposer must confirm that all services to be provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, and Chapter 119, F.S.), Section 218.39, Florida Statutes, (F.S.) as defined in Chapter 10.800, Rules of the Auditor General; and
 - 5. The Proposer shall complete and submit Attachment I, Cost Proposal Form, Attachment II, Required Provisions Certification, Attachment III, Notice of Conflict of Interest, Attachment IV, Proposer Contact Information, and Attachment V, Proposer's Reference Form.



1.5 Submitting Your Proposal

- a. Proposers shall submit their Proposals in a sealed envelope or package with the RFP number and the date and time of the Proposal opening clearly marked on the sealed envelope or packaging. Proposers may submit their Proposals by mail, courier, delivery

services (such as FedEx or UPS), or hand-delivery to the location below. **The District will not accept any Proposals submitted via email or fax.**

- b. Proposers must mail or otherwise deliver their Proposals to the following address:
- Leon County Schools**
Purchasing Department
RFP 519-2024, District-Wide Behavior Therapy Services
Attn: June Kail, Procurement Officer
3397 W. Tharpe Street
Tallahassee, FL 32303
- c. It is the Proposer's responsibility to ensure their Proposal is delivered to the District by the date and time stipulated in the Timeline. The District's clock will stamp Proposals received and shall provide the official time for the Proposal opening. **Late Proposals will not be accepted.**
- d. Submit a Technical Proposal and a Cost Proposal in separately sealed and clearly labeled packages. The Cost Proposal may be shipped along with the Technical Proposal as long as it is sealed separately (such as in a sealed envelope) within the same shipping container and clearly marked.
- e. Submit one (1) signed, original Technical Proposal, five (5) additional hardcopies, and five (5) electronic copies of the Technical Proposal in searchable PDF format on individual electronic storage devices or flash drives (not password protected). The original Technical Proposal will take precedence in the event there is a discrepancy between the original and the hardcopies or electronic copies.
- f. Submit one (1) signed, original Cost Proposal (Attachment I), three (3) additional hardcopies and one (1) electronic copy of the Cost Proposal in searchable PDF format on an electronic storage device or flash drive (not password protected). The original Cost Proposal will take precedence in the event there is a discrepancy between the original and the hardcopies or electronic copies.
- g. The signed original Proposals shall be clearly marked as "Original" and the hardcopies shall be numbered one (1) through five (5).
- h. If the Proposer includes information in their Proposal that they believe is and have marked as confidential or trade secret, the Proposer should submit one (1) redacted hard copy and one (1) redacted electronic copy, in searchable PDF format (in addition to the non-redacted version) as outlined in Section 3.6.
- i. Proposers are encouraged to print Proposal documents double-sided and minimize the use of non-recyclable materials.



1.6 Proposal Opening

- a. Proposals are due and will be publicly opened at the time, date, and location specified in the Timeline.

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- b. District staff are not responsible for the inadvertent opening of a Proposal that is improperly sealed, addressed, or not correctly identified with the RFP number.
 - c. After the Bid Opening, interested parties may submit a written request to the Procurement Officer for the names of all Proposers.
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1.7 Disposition of Proposals

- a. The District reserves the right to withdraw this RFP at any time and by doing, assumes no liability to any Proposer.
 - b. The District reserves the right to reject any Proposals received in response to this RFP.
 - c. The District reserves the right to waive Minor Irregularities when doing so would be in the best interest of the District. At its exclusive option, the District may correct Minor Irregularities but is under no obligation to do so.
 - d. All documentation produced as part of this Proposal shall become the exclusive property of the District, may not be returned to or removed by the Proposer or its agents, and will become a matter of public record, subject to the provisions of Chapter 119, F.S. Selection or rejection of the Proposal will not affect this right. Should the District reject all Proposals and re-solicit, information submitted in response to this RFP will become a matter of public record as indicated in Section 119.071, F.S. The District shall have the right to use any ideas, adaptations of any ideas, or recommendations presented in any Proposal. The award or rejection of a Proposal shall not affect this right.
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1.8 Changes to the RFP

The District will post all addenda and materials relative to this procurement on the District's Purchasing website at <https://www.leonschools.net/Page/4411> and on DemandStar at <https://www.demandstar.com/app/agencies/florida/leon-county-schools-purchasing-department/procurement-opportunities/ed9224e2-7a4c-4013-91a2-56aa6ed77478/>.

Interested parties are responsible for monitoring this site for new or changing information relative to this procurement. Proposers are responsible for ensuring that all addendums have been read and incorporated, as applicable, in their Proposal.



1.9 Protest Procedures

Per Section 120.57(3), F.S., a Notice of Intent to Protest or a Formal Written Protest must be filed with the District's Purchasing Department within the timeframes established in Florida Statutes. Filings may be made physically at 3397 W. Tharpe Street, Tallahassee, Florida 32305, or via email to bidprotests@leonschools.net. Protests must be made in compliance with Rules 28-110.003 and 28-110.004, Florida Administrative Code (F.A.C.). Filings received on a weekend, District holiday, or after 5:00 p.m. will be filed the next business day.

Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

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SECTION 2: Scope of Work

2.1 Background

The District and the School Board are created under Article IX, Section 4, of the Constitution of the State of Florida. The School Board is an independent taxing and reporting authority responsible for the operation, control and supervision of all free public schools within the school district, subject to the Florida K-20 Education Code, Chapters 1000 – 1013, F.S. The Board consists of five (5) elected officials responsible for, among other things, the adoption of policies which govern the operation of District public schools. The elected Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of state laws, State Board of Education Rules, and School Board policies.

The District provides a standard, traditional curriculum to a student body of approximately 31,000 students ranging from pre-kindergarten through the 12th grade. LCSB also provides adult education at several facilities during regular and non-school hours. In addition to the standard curriculum, LCSB offers a variety of specialized technical training programs for the higher-grade levels.

2.2 Procurement Overview

The District is seeking proposals from qualified Vendors to provide Applied Behavior Analysis and Behavior Support Services for students identified with behavioral challenges that prevent academic skill acquisition, prohibit academic progress, or create a risk of injury to themselves or others. Without these services, students with behavioral challenges would not develop according to their potential in areas of academics, social skills, and successful participation in daily school activities, nor meet school expectations.

Although it is recognized that a number of students may benefit from Applied Behavior Analysis and Behavior Support Services, only those students who meet federal and state guidelines as having an identified disability, or a suspicion of having a disability, and have received interventions and supports through the school-based multidisciplinary team, which based on data were ineffective, may receive these services funded by the District. This program is not designed to provide support to students with challenging behaviors, who are not otherwise behaviorally challenged, suspected to have a disability, identified as a student with a disability, or to serve students who are having difficulties in school unrelated to the existence of a chronic and unresolved behavior challenge, with evidence that behavioral interventions were ineffective

Applied Behavior Analysis is one of many areas needed to support students suspected of having or identified with a disability and has demonstrated a need for behavioral support services within the Exceptional Student Education (ESE) Department of the District. Since many students have diverse needs and are often served in more than one program within the ESE Department, coordination and integration of this service and support is essential.

The District anticipates awarding one or more contracts for services as is in the District's best interest. The Successful Proposer(s) must have the ability to begin the implementation of services on or before August 10, 2023.

2.3 Contract Term

We anticipate that the Contract(s) will commence within 30 days of award. The expected Contract term and options to renew are:

Description	Time Period
Initial term of the Contract	Three (3) years
Optional Contract Renewal Term(s)	Up to three (3) years, or portions thereof
Maximum term of the Contract	Six (6) years

2.4 Scope of Work

Scope of services may consist of, but will not be limited to, direct therapy with students, consultation and collaboration with teachers and other professional staff, functional behavior assessments (FBAs) when deemed appropriate, behavior intervention plans (BIPs), attendance and participation (required) in student staffings, provision of data to assist with the development of Individual Education Plans (IEPs), and progress reports.

- 2.4.1** Upon commencement of the Contract(s), the ESE Department will work with the Contractor(s) to assign contracted staff to specific LCS worksites.
- a.** The Contractor(s) must be able to immediately provide registered behavior technicians (RBTs), board-certified associates (BCaBAs), and board-certified behavior analysts (BCBAs) to accommodate the service needs of the District.
 - b.** The Successful Proposer must designate a full-time liaison and supervisor to the District, responsible for the required supervision of RBTs and BCaBAs and to serve as a liaison with the District's Contract Manager. The cost of this position should be included in the Contractor's hourly rates.
 - c.** Each District site will issue an open (blanket) purchase order to encumber the necessary funds within the District's Enterprise Resource Planning (ERP) system. Receipt of a purchase order does not authorize the release of any service. Services will be requested on an as-needed basis through the use of an order form. Services received without an order form will not be accepted and no cost shall be incurred by the District as a result.
- 2.4.2** The Contractor's Staff will collaborate with appropriate school and District personnel to meet the needs of all students through participation or facilitation of the Multi-Tiered System of Supports (MTSS) framework, Individualized Education Program (IEP) plan, case conferences, and data review meetings. All behaviour therapists shall attend scheduled content and policies/procedures meetings as part of their workday. These meetings shall include but are not limited to, general information on intervention and therapy strategies and techniques, policies and procedures of the Leon County Special Programs and Procedures, the rights of students with disabilities, and other operational and compliance procedures required to carry out the therapy program. SLPs and SLPa's shall incorporate any canceled service sessions due to meeting times into their schedules.

- 2.4.3 All behavior therapists shall provide and follow schedules for their assigned schools. The BCBA, BCaBA, and RBT should inform the school principal and District ESE designee of any changes in their schedule. Schedules should be reflective of the individual students needs as outlined in the School Level Access Agreement.
- 2.4.4 The Contractor shall not hire any individual who is currently employed part-time or full-time by the District as an BCBA, BCaBA, RBT or Program Specialist for Behavior Support, until the completion of the contracted school year. Further, the Contractor agrees to permit, without penalty, any individual employed by them to become employed by LCS upon completion of the contracted school year
- 2.4.5 All Contractor staff providing services under this Agreement shall be fluent and articulate in oral and written English.
- 2.4.6 All Contractor staff shall demonstrate awareness of their professional performance and responsibility in due process matters and in litigious environments. The Contractor's BCBA, BCaBA, or RBT may be required to participate in legal matters when required.
- 2.4.7 Contract staff shall follow the [policies and procedures](#) for the referral, identification, observation, screening, evaluation, eligibility, placement and service recommendations (based on a continuum of services), and dismissal of identified students as provided in the "Special Programs and Procedures" on the FDOE website and in the LCS ESE Handbook of procedures.
- 2.4.8 Contractor staff shall follow procedures for required documentation for student attendance, IEPs, evaluation summaries, student progress and reporting to parents, reimbursement for Medicaid funding, and other procedures as indicated by the "Special Programs and Procedures" document and the ESE Department [policies and procedures](#).
- 2.4.9 District administrative and support personnel shall be authorized to review all the Contractor's required documentation and observe all provided services.
- 2.4.10 Contractor staff providing services shall submit for approval any written communication intended for parents and teachers to the school principal or designee prior to distributing.
- 2.4.11 Contractor staff shall follow all rules and procedures as contained in the [LCS Employee Handbook](#) and shall refrain from using District equipment (such as phones, copiers, computers, etc.) for personal business.
- 2.4.12 The Contractor shall complete and maintain all required records in the course of providing services.
- 2.4.13 Contractor staff shall complete any records required by the District to document services provided on a daily basis. Additionally, the Contractor shall include a completed, District-approved timesheet and any other documentation needed to substantiate payment through. In order to ensure timely payment, the Contractor shall submit accurate timesheets with their monthly invoice.
- 2.4.14 The Contractor's Staff will properly use with care any District equipment, materials, devices (including assistive technology), and aids necessary for the delivery of services.
- 2.4.15 Contractor staff shall wear appropriate and professional attire.
- 2.4.16 The District reserves the right to interview all behavior therapists prior to placement and the right to refuse any given behavior therapist(s) if it is in our best interest.

- 2.4.17** The Contractor shall provide therapy services at the times and locations designated by the District. The District may direct a change in service time or location (consistent with the written agreement for days and hours worked), during the course of an assignment. SLPs are expected to participate in training and planning activities on teacher planning days and early release days. School year calendars are provided as Attachment XI.
- 2.4.18** The Contractor shall be able to provide a qualified staff person to provide the requested services within five (5) school days of written notice of an assignment by the District.
- 2.4.19** The Contractor shall ensure that any interruption of services due to the Contractor's staff being "unavailable" or "absent" shall be made up and documented as a "make-up" session.

2.5 Certification

The Successful Proposer's staff must include certified behavior analysts (BCBAs) who have earned both Bachelor's and Master's degrees in psychology, education, behavioral science, or related fields and has certification through the Behavior Analysts Certification Board (BACB).

2.6 Procedure

District administrators will contact the Contractor(s) after award to discuss individual service needs and requirements. The Contractor shall prepare a written schedule for the provision of service detailing the days, hours, and total anticipated cost (at the awarded hourly rate) for each school year, which will be referenced on the corresponding purchase order and incorporated into the order form.

2.7 Project Tracking & Progress Reporting

The Contractor shall submit weekly progress reports to the District via email that contain:

- a. Work scheduled for the following week with estimated start dates and times;
- b. Work completed during the week with actual completion dates; and
- c. Unforeseen delays/obstacles, and other comments.

2.8 Billing and Payment

The Contractor(s) agree(s) to request compensation monthly for services rendered by submitting proper and accurate invoices, with detail sufficient for audit, to the Board's Contract Manager within 15 days following the end of the billing period for which payment is being requested. All invoices shall include the purchase order number, Contractor's name and FEIN, and the service location. Invoices shall include timesheets containing the dates and hours worked and any other documentation supporting the hours billed (such as sign-in and out sheets). All services will be paid to the nearest half hour. Travel time to and from schools shall not be billed, unless the Contractor is requested to visit multiple schools in one day. In that instance, travel between school sites may be billable hours. The invoice or supporting documentation (such as timesheets) must be signed by the Board's on-site personnel (Administrator, Principal, Assistant Principal, Teacher, or School Office Staff) with direct knowledge of whether services were delivered.

Upon receipt of a complete and correct invoice (along with required supporting documentation), the Board has five (5) business days to review, verify, approve, and submit the verified invoice to LCS Accounts Payable for processing. The Board shall pay all invoices within 30 days of receiving

the proper invoice or the services being completed, verified, and approved, the latter of the two dates. The Board issues approved payments every two (2) weeks.

All Contractors must complete the ACH Direct Payment Form located online at <https://www.leonschools.net/Page/1086> within five (5) business days of Contract execution. The Board does not issue checks for vendor payments.

2.9 Performance Monitoring

The District may utilize any or all of the following methodologies in monitoring the Contractor(s) performance under the Contract and in determining compliance with Contract terms and conditions:

- On-site reviews of work performed;
- Documentation/review of timely response to work requests;
- Documentation/review of timely completion of work as assigned; and
- Documentation/review of invoices.

The Contract Manager will provide a written monitoring report to the Successful Proposer within 30 days of a monitoring visit. Non-compliance issues identified by the Contract Manager will be described in detail to provide the Successful Proposer(s) the opportunity for correction, where feasible.

Within 10 calendar days of receipt of the District's written monitoring report the Successful Proposer shall provide a formal Corrective Action Plan (CAP) to the Contract Manager (email acceptable), in response to all noted deficiencies to include responsible individuals and required time frames for achieving compliance. Unless specifically agreed upon in writing by the Contract Manager, time frames for compliance shall not exceed 30 calendar days from the date of receipt of the monitoring report by the Successful Proposer. CAPs that do not contain all information required shall be rejected by the Contract Manager in writing. The Successful Proposer shall have 15 calendar days from the receipt of such written rejection to submit a revised CAP; this will not increase the required time for achieving compliance. All noted deficiencies shall be corrected within the time frames identified in the CAP, or as amended with prior approval of the District. If deficiencies are not corrected within the approved timeframe, the District will impose a financial consequence of \$100 per day until corrected. The Contract Manager may conduct follow-up monitoring at any time to determine compliance based upon the submitted CAP.

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SECTION 3: Procurement Rules and Information

3.1 Contents and Format of Proposal Submittals

Proposals are to be organized in TABs as directed below. Proposers shall include all the requested information in each TAB, or their Proposal may be deemed non-responsive. Additionally, information included in the incorrect section may not be scored by the District's Evaluation Team.

a. TAB A

Overview

1. Executive Summary/ Letter of Interest

Submit a brief executive summary stating the Proposer's understanding of the nature and scope of the services to be provided and the capability to comply with all terms and conditions of the RFP.

2. Financial Interest

Please include a list of any Board/District employees or officials that have a material financial interest (over 5%) using Attachment III. Please include the employee/official's name, title/position, and the date they filed the required Conflict of Interest Statement with the Leon County Supervisor of Elections before the Proposal Opening.

b. TAB B

Experience and Organization

1. References

Proposers shall provide at least three (3), but not more than five (5), references for whom the Proposer has provided services of similar scope and size to the services identified in this RFP. References should reflect the current or recent experience and must support the experience requirements of this RFP. To qualify as current/recent experience, services described by references shall be ongoing or shall have been completed within the 12 months preceding the issuance date of this RFP.

Each reference shall be completed and signed by the individual offering the reference, and certified by a notary public, using Attachment V, Proposer's Reference Form. The District reserves the right to contact reference sources listed or previous clients not listed in the Proposer's Proposal.

2. Company Profile

- i. Size of the organization. Show personnel structure (flow chart) of your organization.
- ii. The number of years in business.
- iii. The number of years of experience providing ABA/behavior support services.
- iv. The number of years of experience providing ABA/behavior support services to school-aged children grades Pre-K through 12th.

- v. The number of BCBAs employed by your firm.
- vi. The number of BCaBAs employed by your firm.
- vii. The number of RBTs employed by your firm.

3. Narrative Record of Past Experience

As indicated in Section 1.4(j) of this RFP, it is a Mandatory Responsiveness Requirement that the Proposer has a minimum of three (3) years of continuous experience providing educationally-relevant ABA/behaviour support services. Details of the Proposer's experience meeting this requirement shall be provided in narrative form and with enough detail for the District to determine its complexity and relevance.

4. Qualifications and Experience of Staff

The Proposer must identify the proposed team that will be responsible for providing the required District-Wide Behavior Therapy Services. The Proposer shall submit resumes of all staff to be assigned to the team, including at a minimum:

- a. Formal education;
- b. Continuing professional development relative to ABA services;
- c. The number of years' experience in providing behavior services to children ages 2-22 in grades Pre- K through 12th;
- d. Provide current/certifications of employees issued by the BACB.

5. Litigation

Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three (3) years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect.

c. TAB C

Approach to Service Delivery

- 1. Service Requests:** State how and to what extent the Proposer will respond to service requests within five (5) school days of notification.
- 2. Service Techniques:** Describe, in detail, the services, techniques, and approaches the Proposer can provide to the District in the areas of ABA and educationally-relevant behavior support services. Provide evidence and documentation of the Proposer's experience in providing the services sought.
- 3. Standards of Practice:** Describe how the Proposer stays familiar with State laws and standards of practice for ABA/educationally-relevant behavior support services.

4. **Recruiting and Training:** Describe in detail the Proposer's procedures for recruiting, selecting, and training all Proposer's Staff, which demonstrates its capacity and ability to satisfactorily provide ABA/educationally-relevant behavior support services. Provide detailed information that indicates the Proposer can provide certified and experienced ABA therapists to provide the services contemplated by this RFP.
5. **Prescreening Staff:** Describe in detail the Proposer's process in prescreening staff to include reference checking, drug testing, criminal background checking, communication, and technical skills level testing that are presented to the District for interview, evaluation, and determination of acceptance before assignment.

d. **TAB D**

Required Forms

Proposers shall complete the following forms:

- a. The completed, notarized Attachment II, Required Provisions Certification, signed by the authorized representative who signs the above-mentioned cover letter;
- b. Completed Application for Vendor Status*, and associated forms
(<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/195/FORMS/Application%20for%20Vendor%20Status-ACH%20forms%20FEB%202021.pdf>);
- c. Attachment III, Notice of Conflict of Interest
- d. Attachment IV, Vendor Contact Information
- e. Attachment V, Proposer's Reference Form
- f. Attachment VI, Local Preference Affidavit (if applicable)
- g. Attachment VII, Subcontracting Form (if applicable)
- h. Attachment VIII, Drug-Free Workplace Certification (if applicable)
- i. Attachment IX, Certification Regarding Debarment
- j. Attachment X, Certification Regarding Lobbying

***Please note, if the Vendor is already registered with the District, it does not need to submit another application.**

3.2 Cost Proposal Submittals

Each Proposer shall complete and submit Attachment I, Cost Proposal Form, indicating pricing for services as detailed. The Cost Proposal Form shall **NOT** be included in the Proposer's Technical Proposal. The Cost Proposal Form shall be provided in a separate, sealed envelope. This envelope may be included in the shipping package with the Proposer's Technical Proposal; however, it must be separately sealed within the package. While factors that contribute to cost may be discussed in the Respondent's Proposal, actual pricing shall only be included in the Cost Proposal. Inclusion of price information in the Technical Proposal may result in finding the Proposal non-responsive.

3.3 Proposal Evaluation and Criterion

Failure to respond, provide detailed information, or provide requested Proposal elements will result in the reduction of points in the evaluation process. The District will reject any Proposal containing material deviations from the RFP. The District may waive any minor irregularities and technicalities. If only one responsive Proposal is received, the Team may negotiate the best terms and conditions with that sole Proposer or may recommend the rejection of all proposals as permitted by Section 6A-1.012(12)(c), F.A.C. The evaluation process will be conducted as described below. Evaluation of Proposals will be based on an average of the Evaluation Team Member's points (for sections evaluated by the Team).

3.3.1: Responsiveness Determination: Each Proposal will be reviewed by the District's Purchasing Department to determine if the Proposal meets the mandatory responsiveness criteria as listed in Section 1.4(j) of the RFP. Proposals deemed non-responsive will not be further evaluated nor be considered for award. The individual responsible for this portion of the evaluation is not a member of the Evaluation Team.

3.3.2: Cost Evaluation: The District's Purchasing Department will review and assign Cost Points based on the formula below:

Cost Component	Weight
Total Rate per Hour for BCBA - In Person Services	50 pts
Total Rate per Hour for BCaBA- In Person Services	35 pts
Total Rate per Hour for *RBT- In Person Services	15 pts.
TOTAL COST POINTS	100 points
NOTE: RBTs must have required supervision provided by the Contractor	

For Cost Points, the Vendor submitting the lowest Cost will receive the total points assigned for that component. All other Proposals will receive Cost Points according to the following formula:

$$(N / X) \times \text{Weighted Cost Points Assigned} = Z$$

Where:

N = Lowest Price (per cost component) received by any Proposal

X = Vendor's Proposed Price

Z = Cost Points Awarded

Then the points scored for each cost component will be added together to determine the Total Cost Points Awarded.

3.3.3: Evaluation Team: This step evaluates the strengths of the companies that have responded to the RFP. The Team will score the Proposals using the evaluation criterion below.

Evaluation Criterion	Maximum Assigned Points
<p>CRITERION 1: Business Experience</p> <ul style="list-style-type: none"> Has the Proposer demonstrated in its Proposal that it has experience in performing the types of services sought with clients similar in size and mission? How well did the Proposer convey their ability to provide services as described in this RFP? Are any issues or concerns identified regarding the Proposer's experience or ability to provide the services sought? 	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>
<p>CRITERION 2: Staffing and Qualifications</p> <ul style="list-style-type: none"> Formal Education Continuing professional education relative to District-Wide Behavior Therapy Services Experience in education, private business or government Experience in providing ABA therapy/educationally relevant behavior support services to children (Grades Pre-K-12) 	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>
<p>CRITERION 3: Approach to Service Delivery</p> <p>The approach that the Proposer will use in providing the services</p> <ul style="list-style-type: none"> Has the Proposer demonstrated in their Proposal an ability to effectively provide quality ABA therapy/educationally relevant behavior support services required by this RFP; How well the Proposer's solution maximizes operational efficiencies and supports the District's goals; Does the Proposal demonstrate a thorough, effective, and beneficial plan for the services sought through this RFP; How the Proposer's proposed staffing plan serves the District's needs in terms of quantity and quality of the team members; and How well does the Proposal demonstrate their understanding of the District's goals to be achieved via this RFP? 	<p>Excellent 30</p> <p>Good 22.5</p> <p>Fair 15</p> <p>Poor 7.5</p> <p>Unsatisfactory 0</p>

Evaluation Criterion	Maximum Assigned Points
CRITERION 4: Quality of References <ul style="list-style-type: none"> To what extent does the Proposer's references demonstrate its' ability to provide services under a Contract? How well do the Vendor's recent clients compare to the size of scope of the services the District is seeking? 	Excellent 30 Good 22.5 Fair 15 Poor 7.5 Unsatisfactory 0

Scored by LCS Purchasing Department	
CRITERION 5: COST POINTS	Points to be assigned per Section 3.3.2
Local Preference (Board Policy 6450) <ul style="list-style-type: none"> Leon County Vendors will receive 10 pts. Adjacent County Vendors will receive 5 pts. 	10
Small Business Certification (Board Policy 6325)	5

3.3.4 Score Computation: All scores will be calculated (sections scored by the Team will be averaged per criterion) and combined for a Grand Total Score.

3.3.5 The table below provides scoring guidelines to be used by the District's Evaluation Team members when allocating points:

Score	Score Description
Excellent	Exceeds expectations for effectiveness and responsiveness to the requirement. "Excellent" is defined as a proposal to a specific criterion that is extensive, detailed, exceeding all requirements and objectives of the solicitation, with the high probability of meeting the requirements with little or no risk to the School District. "Excellent" also demonstrates a complete understanding of the requirements, with the approach significantly exceeding performance and/or capability standards, has several exceptional strengths, shows no weaknesses, and will require normal contractor effort and project monitoring.
Good	Above minimum performance, effective and responsive to the requirement. "Good" is defined as a proposal which generally exceeds requirements in minor areas; therefore, has a good probability of meeting the requirements with little risk to the School District. "Good" also demonstrates a good understanding of the requirements, and the approach exceeds the performance or capability standards,

	with one or more strengths that will benefit the School District. Weaknesses will have little potential to cause a disruption of schedule, an increase in cost, or a degradation of performance. Normal contract effort and project monitoring will be required to overcome any difficulties.
Fair	Minimal acceptable performance standards and responsive to the requirement. "Fair" is defined as a proposal which generally meets the requirements. "Fair" demonstrates acceptable understanding of the requirements and the approach meets the performance or capability standards with no obvious strengths that will benefit the School District. Weaknesses will have the potential to cause a disruption of schedule, an increase in cost, or a degradation of performance. Special contractor emphasis and close monitoring will probably minimize any difficulties of risk.
Poor	Responsive to the requirement but below acceptable standards. "Poor" is defined as a proposal that demonstrates a limited understanding of the requirements, includes minor omissions, and the approach barely meets the performance or capability standards necessary for minimal contract performance. "Poor" demonstrates a misunderstanding of the requirements that may be corrected or resolved through discussions without a complete revision of the Proposal. Weaknesses can potentially cause some disruption of schedule, increase in cost, and/or degradation of performance even with special contractor emphasis and close project monitoring.
Unsatisfactory	Not responsive to requirement. "Unsatisfactory" is defined as a proposal not meeting the requirements without major revisions and proposes an unacceptable risk. "Unsatisfactory" demonstrates a misunderstanding of the requirements; the approach fails to meet performance or capability standard and contains major omissions and inadequate detail to assure the evaluator that the respondent understands the requirement.

3.4 Advertising Notice of Board Decision

A Contract will be awarded to the Responsive and Responsible Vendor(s) who receive the highest Final Score, considering price and other requirements as set forth in Section 3.3. The District reserves the right to award one (1) or more Contracts, in whole, or for part, for the services sought in this RFP. The District reserves the right to accept or reject any and all offers, or separable portions, and to waive any Minor Irregularity, technicality, or omission if the District determines doing so will serve the best interest of the Board.

As in any competitive solicitation, the Board shall advertise a public notice of Board Decision when the Board has decided on the outcome of the solicitation including, but not limited to, a decision to award a Contract(s), reject all Proposals, or to cancel/withdraw the RFP.

The Notice of Board Decision will be advertised on or about the date shown in the Timeline and will remain posted for a period of 72 hours (Saturdays, Sundays, and District holidays shall be excluded in the computation of the 72-hour period).

3.5 No Prior Involvement and Conflicts of Interest

Any Proposer who participated through decision, approval, disapproval, recommendation, preparation of any part of the purchase, influenced the content of the solicitation, rendered advice, investigated, audited, or served in any other advisory capacity, is ineligible to participate in this solicitation.

Additionally, no Proposer shall compensate in any manner, directly or indirectly, any officer, agent, or employee of the District for any act or service which he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the Proposer. No officer, agent, or employee of the District or Board shall have any interest, directly or indirectly, in any Contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the Board. The Proposer shall have no interest, and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.

Certification and acceptance of this provision is incorporated in Attachment II, Required Provisions Certification.

3.6 Confidentiality, Proprietary, or Trade Secret Material

The District takes its public records responsibilities as provided under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If the Proposer considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority, the Proposer must also simultaneously provide the District with a separate redacted copy of its Proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the District's solicitation name, number, and the name of the Proposer on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the District at the same time the Proposer submits its Proposal to the solicitation, and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Proposer shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure. Further, the Proposer shall protect, defend, and indemnify the District for any and all claims arising from or relating to Proposer's determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Proposer fails to submit a Redacted Copy with its Proposal, the District is authorized to produce the entire documents, data, or records submitted by the Proposer in answer to a public record request for these records. In no event shall the District, Board, or any of its employees or agents, be liable for disclosing, or otherwise failing to protect, the confidentiality of information submitted in response to this solicitation.

3.7 Small Business Participation

This RFP, in the evaluation phase, is subject to the small business development provisions specified in Board Policy 6325. If the Proposer is considering using subcontractors, the District highly encourages the use of small business vendors.

3.8 Local Business Preference

This RFP, in the evaluation phase, is subject to the local preference provisions specified in Board Policy 6450. If the Proposer is considering using subcontractors, the District highly encourages the use of local business vendors

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SECTION 4: Contract Terms and Conditions

4.1 Contract Modifications

During the term of the Contract, the District may unilaterally require changes (altering, adding to, or deducting from the specifications) provided such changes are within the general scope of this solicitation. The Contractor may request an equitable adjustment in the price(s) or delivery date(s) if the change affects the cost or time of performance. Such equitable adjustments require a formal contract amendment. The District shall provide written notice to the Bidder 30 days in advance of any Department-required changes to the technical specifications and/or scope of service, which affects the Bidder's ability to provide the service as specified herein. Any changes, other than purely administrative changes, will require a written change order or formal Contract amendment.

4.2 Use by Other Public Agencies

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Any such purchases are independent of the agreement between the District and Contractor, and the District shall not be a party to any transaction between the Contractor and any other purchaser.

The District hereby notifies interested parties that the Florida Department of Management Services purchasing agreements and state term contracts have been reviewed for the goods and services contemplated by this solicitation and the District has determined conducting our own solicitation is in our best interest.

4.3 Travel Expenses

The District shall not be responsible for the payment of any travel expenses incurred by Proposers due to this RFP or Contract.

4.4 E-Verify

Per Executive Order 11-116, "The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.gov/employers>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Contractors meeting the terms and conditions of the E-Verify System are deemed to comply with this provision.

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor shall not enter into a contract unless each party to the contract registers with and uses the E-Verify system per Section 448.095, F.S.

4.5 Subcontracts

The Contractor may, only with the prior written consent of the District, enter into written subcontracts for the delivery or performance of services as indicated in this RFP. Anticipated subcontract agreements known at the time of Proposal submission must be identified in the submitted Proposal using Attachment VII, Subcontracting Form. If a subcontract has been identified at the time of submission, a copy of the proposed subcontract must be submitted to the District. No subcontract, which the Contractor enters into concerning the performance of any of its functions under the Contract, shall in any way relieve the Contractor of any responsibility for the performance of its duties. All subcontractors, regardless of function, providing services on District property, shall comply with the District's security requirements, as defined by the Board, including background checks, compliance with Board Policy 2.021, the Jessica Lunsford Act, and all other Contract requirements. All payments to subcontractors shall be made by the Contractor.

If a subcontractor is utilized by the Contractor, the Contractor shall pay the subcontractor within seven (7) working days after receipt of full or partial payments from the District, per Section 287.0585, F.S. It is understood, and agreed that the District shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Contractor shall be solely liable to the subcontractor for all expenses and liabilities under the Contract. Failure by the Contractor to pay the subcontractor within seven (7) working days will result in a penalty to be paid by the Prime Contractor to the subcontractor in the amount of one-half ($\frac{1}{2}$) of one percent (1%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

4.6 Background Screening Requirements/Jessica Lunsford Act

Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools, School Boards, School Districts, and Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this Contract.

The Contractor shall bear all costs associated with background screening.

District Contact

Donald Kimbler

Leon County Schools Safety & Security

Monday-Friday (excluding District holidays), 8:00 a.m. – 5:00 p.m.

Phone: (850) 487-7293

Email: kimblerd@leonschools.net

4.7 Insurance

Below are the minimum insurance requirements the Contractor(s) must maintain:

- 4.7.1** General Liability: Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 4.7.2** Professional Liability/Technology Errors & Omissions: Limit not less than \$1,000,000 per occurrence covering services provided under this Contract.
- 4.7.3** Workers Compensation: Florida Statutory limits in accordance with Chapter 440, F.S.; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- 4.7.4** Auto Liability: Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: *"(Contractor Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition"*.
- 4.7.5** Acceptability of Insurance Carriers: The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- 4.7.6** Verification of Coverage: Proof of insurance must be furnished within fifteen (15) days of award of the contract.
- 4.7.7** Required Conditions: Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
- The School Board of Leon County, Florida, its members, officers, employees and agents are added as additional insured.
- All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Leon County, Florida.
- Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St. Tallahassee, FL 32303
- The School Board of Leon County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.
- 4.7.8** Cancellation of Insurance: Vendors are prohibited from providing services under this Agreement with LCSB without the minimum required insurance coverage and must notify LCSB within two business days if required insurance is cancelled.

4.8 Copyrights, Right to Data, Patents, and Royalties

Where contracted activities produce original writing, sound recordings, pictorial reproductions, drawings, or other graphic representation and works of any similar nature, the District has the right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the District to do so.

The District shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Proposer. All computer programs and other documentation produced as part of the Contract shall become the exclusive property of the District, and may not be copied or removed by any employee of the Contractor's without express written permission of the District.

The Contractor, without exception, shall indemnify, and save harmless the District, the Board, and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Vendor. The Vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by the Contractor or is based solely and exclusively upon the District's alteration of the article. The District will provide prompt written notification of a claim of copyright or patent infringement, and will afford the Contractor the full opportunity to defend the action, and control the defense of such claim.

Further, if such a claim is made or is pending, the Contractor may, at its option and expense, procure for the District the right to continue the use of, replace, or modify the article to render it non-infringing. If none of the alternatives are reasonably available, the District agrees to return the article to the Contractor upon its request and receive reimbursement, fees, and costs, if any, as may be determined by a court of competent jurisdiction. If the Contractor uses any design, device, or materials covered by letter, patent or copyright, it is mutually agreed and understood without exception that the Contract prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work to be performed hereunder.

4.9 Independent Contractor Status

The Successful Proposer shall be considered an independent contractor in the performance of its duties, and responsibilities. The District shall neither have nor exercise any control or direction over the methods by which the Contractor shall perform its work and functions other than as provided herein. Nothing is intended to, nor shall be deemed to constitute, a partnership or a joint venture with the Contractor(s).

4.10 Assignment

The Contractor shall not assign its responsibilities or interests to another party without the prior written approval of the District. The Board shall, at all times, be entitled to assign or transfer its

rights, duties, and obligations to another governmental entity of the State of Florida, upon giving written notice to the Contractor.

4.11 Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

4.12 Severability

The invalidity or unenforceability of any particular provision shall not affect the other provisions hereof and shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes can still be determined and effectuated.

4.13 Reservation of Rights

The District reserves the exclusive right to make certain determinations regarding the service requirements. The absence of the District setting forth a specific reservation of rights does not mean that any provision regarding the services to be performed is subject to mutual agreement. The District reserves the right to make any and all determinations exclusively which it deems are necessary to protect the best interests of the District and the health, safety, and welfare of the District's employees, and of the general public which is served by the Board, either directly or indirectly, through these services.

4.14 Americans with Disabilities Act

The Proposer shall comply with the Americans with Disabilities Act (ADA). In the event of the Proposer's noncompliance with the non-discrimination clauses, the ADA, or with any other such rules, regulations, or orders, the Contract may be cancelled, terminated, or suspended in whole or in part, and the Proposer may be declared ineligible for further contracts.

4.15 Employment of District Personnel

The Contractor shall not knowingly engage, employ or utilize, on a full-time, part-time, or any other basis during the term of the Contract, any current or former employee of the District where such employment conflicts with Section 112.3185, F.S.

4.16 Legal Requirements

The applicable provisions of all federal, state, county, and local laws, and all ordinances, rules, and regulations shall govern development, submittal, and evaluation of all Proposals received in response to this RFP and shall govern any and all claims and disputes which may arise between a person(s) submitting a Proposal hereto and the Leon County School Board, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any Contractor shall not constitute a cognizable defence against the legal effect thereof.

4.17 Conflict of Law and Controlling Provisions

The Contract, plus any conflict of law issue, shall be governed by the laws of the State of Florida. The venue for any legal proceedings will be Leon County, Florida.

4.18 Default

If the awarded Proposer should breach the Contract(s) awarded, the Board reserves the right to seek all remedies in law and/or in equity.

4.19 Termination

4.19.1 Termination at Will

The Contract may be terminated by the District upon no less than 30 calendar days' notice and by the Contractor upon no less than 90 calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by another method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

4.19.2 Termination for Cause

Performance issues will be handled per Section 2.9 of the RFP. In the event the Contractor's performance issues are not remedied or are so egregious as to cause damage to life, safety, or property, the District may terminate the Contract upon 24 hours' written notice to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained.

4.19.3 Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of the Contract.

4.19.4 Termination for Lack of Funds

In the event the funds to finance this Contract become unavailable, the District may terminate the Contract upon no less than 24 hours' notice, in writing, to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by another method of delivery whereby an original signature is obtained. The District shall be the final authority as to the availability of funds.

4.19.5 Contract Termination Requirements

If at any time, the Contract is cancelled, terminated, or otherwise expires, and a Contract is subsequently executed with a contractor other than the Contractor or service delivery is provided by the District, the Contractor has the affirmative obligation to assist in the smooth transition of Contract services to the subsequent provider. This includes, but is not limited to, the timely provision of all Contract-related documents, information, and reports, not otherwise protected from disclosure by law to the replacing party.

4.20 Public Records

To the extent that information is utilized in the performance of the Contract(s) or generated as a result of it, and to the extent that information meets the definition of “public record,” as defined in Section 119.011(12), F.S., said information is recognized by the parties to be a public record and, absent a provision of law or administrative rule or regulation requiring otherwise, shall be made available for inspection and copying by any person upon request as provided in Chapter 119, F.S. The Contractor agrees to (a) keep and maintain public records required to perform the service; (b) upon request from the District’s custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the District; and (d) upon completion of the Contract, transfer, at no cost, to the District all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records.

All records stored electronically must be provided to the District, upon request from the District’s custodian of public records or Contract Manager, in a format that is compatible with the information technology systems of the District. Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this RFP shall be retained by the Proposer for seven (7) years after the termination of the resulting contract or longer as may be required by any renewal or extension of the Contract. The District may unilaterally cancel the Contract for refusal by the Proposer to allow public access to all documents, papers, letters, or other material made or received by the Proposer in conjunction with the Contract unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Sections 119.07(1), or 119.071, F.S.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, JULIE JERNIGAN, AT jerniganj@leonschools.net, (850)487-7363, 520 S. Appleyard Dr., Tallahassee, FL 32304.

4.21 Indemnification

The Contractor shall be liable and agrees to be liable for, and shall indemnify, defend, and hold

the District, Board, its employees, agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Contractor, or its employees or agents, in the course of the operations of the Contract, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

4.22 Disputes

Any dispute concerning the performance of the terms of the Contract shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Assistant Superintendent of Business Services or designee. The District's Assistant Superintendent of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Contract Managers, and the District's Contract Administrator.

4.23 Federal Terms and Conditions

For any solicitation that involves, receives or utilizes Federal funding, the following terms and conditions shall be considered a part of the solicitation and resulting Contract and the Vendor accepts and acknowledges that it is and will continue to be in compliance with said terms and conditions for the term of the awarded Contract:

- a. Equal Employment Opportunity (2 CFR Part 200.326(C)): All vendors, contractors, and subcontractors must comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, implementing regulations at 41 CFR Part 60. Applies to all construction contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3.
- b. Copeland "Anti-Kickback" Act (2 CFR Part 200.326(D)): All vendors, contractors, and subcontractors must comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3). Applies to all contracts and sub grants for construction or repair.
- c. Davis-Bacon Act (2 CFR Part 200.326(D)): All vendors, contractors, and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5). Applies to all prime construction contracts in excess of \$2,000 awarded by the District and sub grantees when required by Federal grant program legislation.
- d. Contract Work Hours & Safety Standards Act (2 CFR Part 200.326(E)): All vendors, contractors, and subcontractors must comply with 40 U.S.C. 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR part 5). Applies to all applicable contracts awarded by the District and sub grantees in excess of \$100,000 that involve the employment of mechanics or laborers.
- e. Access to Records (2 CFR Part 200.336): All vendors, contractors, and subcontractors shall give access to the School Board of Leon County, the appropriate Federal agency, Inspectors General, the Comptroller General of the United States, or any of their duly

authorized representatives to any books, documents, papers and records of the vendor which is directly pertinent to this specific solicitation for the purpose of making audit, examination, excerpts and transcripts.

- f. Rights to Inventions Made Under a Contract or Agreement (2 CFR Part 200.326 (F)): The recipient or subrecipient must comply with the requirements of 37 CFR Part 401 and any implementing regulations issued by the awarding agency. Applies to Federal awards meeting the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business Contractor or non-profit organization.
- g. Clean Air Act (2 CFR 200.326(G)): All vendors, contractors, and subcontractors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water pollution Control Act as amended (33 U.S.C. 1251-1387). Applies to contracts, subcontracts and sub grants for amounts in excess of \$150,000.
- h. Energy Efficiency (2 CFR 200.326(H)): All vendors, contractors, and subcontractors must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- i. Federal Debarment Certification (2 CFR Part 200.326(I)): Certification regarding debarment, suspension, ineligibility, and voluntary exclusion as required by Executive Orders 12549 and 12689, Debarment and Suspension; and in accordance with 2 CFR Part 180, Section 300.
 - 1. The prospective lower tier participant certifies, by submission and signature of this Proposal, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.
- j. Anti-Lobbying Certification (2 CFR Part 220.326(J)): Certification regarding use of Federal funds as required by Byrd Anti-Lobbying Amendment 31 U.S.C. 1352. This provision applies to varied at or above \$100,000.
 - 1. The Contractor certifies, by submission and signature of their Proposal, that during the term and after the awarded term of all contracts resulting from this procurement, it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment 31 U.S.C. 1352, including that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

2. Where funds other than Federal appropriated funds are used for such purpose in connection with obtaining any Federal award, the Contractor must disclose same.
- k. Procurement of recovered materials (2 CFR §200.322): The non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. Applies to items where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
- l. Records Retention: (2 CFR §200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

4.24 Anti-Discrimination

No person shall, on the basis of sex (including transgender, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to, discrimination in the performance of this Contract.

4.25 Discriminatory Vendor List

Per the provisions of 287.134(2)(a), F.S. "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The Vendor certifies, by submission and signature of their Proposal, that neither the Proposer, nor its principal Vendor, agent or representative is presently on the discriminatory vendor list, or otherwise precluded by Section 287.134, F.S. from participating in this Contract.

4.26 Public Entity Crime & Convicted Vendor List

Per the provisions of 287.133 (2)(a), F.S. "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. The Vendor certifies, by submission and signature of their Proposal, that neither the Proposer, nor its principal,

agent, or representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Section 287.133, F.S. from participating in this Contract.

4.27 Scrutinized Companies Certification

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the Contract exceeds \$1,000,000 in total (not including renewal years), the Proposer certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473 and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria as stated in Section 287.135(2)(b)2, F.S. Per Sections 287.135(5) and 287.135(3), F.S., the Proposer agrees the Board may immediately terminate the Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a Proposal for a contract or upon execution or renewal of a contract with an agency or local governmental entity for goods or services of any amount must certify that the company is not participating in a boycott of Israel.

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SECTION 5: Definitions

In this RFP, the following words and expressions have the definitions below unless the context otherwise clearly leads to a different interpretation.

Adjacent County	Any private independent vendor whose county abuts Leon County and has been licensed at least six (6) months preceding the bid or proposal opening, as required by local, State, and Federal law, to provide the goods and services to be purchased.
Business Day	Any weekday in Florida, excluding Saturdays, Sundays, and District-observed holidays.
Contract	The written agreement entered by the Board and Contractor(s) resulting from the award of this solicitation for the delivery of the goods or services described herein.
Contract Manager	The District representative, or their designee, whose responsible for oversight of the resulting Contract, including performance monitoring and certification of invoices for payment.
District/Board (LCSB)	Leon County School District, with the Leon County School Board serving as the Governing Board and contracting entity
Mandatory Responsiveness Requirements	Terms, conditions, and requirements that must be met by the Proposer to be considered responsive to this solicitation.
Material Deviation(s)	A deviation which, in the District's sole discretion, is not in substantial accordance with the requirements herein, provides a significant competitive advantage to one Proposer over other Proposers, has a potentially substantial effect on the quantity or quality of items proposed, services proposed, or cost to the District.
Minor Irregularity	A variation from the requirements herein that does not give the Proposer a substantial competitive advantage or benefit not enjoyed by other Proposers and does not adversely impact the interests of the District.
Proposer	A legally qualified corporation, partnership, or other business entity that submits a Proposal to the District in response to this RFP. This term differs from suppliers, which refers to the marketplace at large.
Responsible Proposer	A Proposer who can fully perform all aspects of the Contract Requirements and has the integrity and reliability to ensure good faith performance.
Responsive Proposal	A Proposal submitted by a Responsible Proposer which conforms to all material aspects of this RFP.
Subcontract	An agreement between the Contractor and any other person or organization, in which that person or organization agrees to perform any duties on the Contractor's behalf under the Contract. The Successful Proposer is not relieved of its duties under the Contract when it enters a Subcontract.
Successful Proposer(s) or Contractor	The Proposer(s) who is awarded the Contract(s) to deliver the goods or provide the services sought in this RFP.

Attachment I
Cost Proposal Form

RFP No. 519-2024 District-Wide Behavior Therapy Services

Rates shall be inclusive of all expenses including travel, supplies, equipment, training, overhead and profit.
Supervision to be provided by the Contractor

	Description	Rate Per Hour
1.	Rate per hour for BCBA (In Person)	\$
2.	Rate per hour for BCaBA (In Person)	\$
3.	Rate Per Hour for RBT requiring BCBA Supervision* (In Person)	\$

Company Name

FEIN

Authorized Representative Name (Printed)

Authorized Representative Title

Authorized Representative Signature

Date

Attachment II
Required Provisions Certifications

1. Business/Corporate Experience

This is to certify that the Proposer:

- a. Company or individual has a current/active professional license or certification for ABA services issued by the BACB;
- b. Company or individual has a minimum of three (3) years of continuous experience providing educationally relevant ABA/behavior support services;
- c. Proposer's staff must include licensed or certified BCBAs who have earned a Master's degree in psychology, education or related field of study and have current certification by the BACB.

2. Prime Vendor

This is to certify that the Successful Proposer will act as the Prime Contractor to the District for all services provided under the Contract(s).

3. Meets Legal Requirements

This is to certify that the Proposer's Proposal and all services provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, Chapter 119, F.S.).

4. Financial Disclosure

This is to certify that the Proposer has disclosed in their Proposal all suspensions, revocations, bankruptcies, judgments, or liens in the last five (5) years.

5. Federal Debarment

This is to certify that neither the Proposer, nor its principles, is currently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any Federal department or agency.

6. Conflict of Interest

Per Section 1001.42(12)(i), F.S., this certifies that no member of the Leon County School Board or the Superintendent has any financial interest in the Proposer whatsoever.

7. Statement of No Inducement

This is to certify that no attempt has been made or will be made by the Proposer to induce any other person or Contractor to submit or not to submit a Proposal with regards to this RFP. Furthermore, this is to certify that the Proposal contained herein is submitted in good faith and not subject to any agreement or discussion with, or inducement from, any Contractor or person to submit a complementary or other non-competitive Proposal.

8. Statement of Non-Disclosure

This is to certify that none of the contents of this Proposal have been disclosed before award, directly or indirectly, to any other Proposer or competitor.

9. Statement of Non-Collusion

This is to certify that the proposed costs in this Proposal have been arrived at independently, without consultation, communications, or agreement as to any matter relating to such costs with any other Proposer or with any competitor, and not to restrict competition.

10. Scrutinized Companies Certification

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, not including renewal years, the Proposer certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. In compliance with Sections 287.135(5), F.S., and 287.135(3), F.S., the Proposer agrees the District may immediately terminate the resulting Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a bid or proposal for a contract, or intends to enter into or renew a contract with an agency or local governmental entity for commodities or services, of any amount, must certify that the company is not participating in a boycott of Israel.

By signing this certification below, the Authorized Representative affirms they have the authority to bind the Proposer and acknowledges and affirms the statements above.

STATE OF FLORIDA _____
COUNTY OF _____ **Authorized Representative (Print)** **Authorized Representative (Signature)**
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (Vendor Name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ____ OR Produced Identification ____ Type of Identification _____

Attachment III
Notice of Conflict of Interest

Company Name: _____ [Proposers shall complete either Section 1 or Section 2]

Solicitation Number: RFP 519-2024

To participate in this solicitation process and comply with the provisions of Chapter 112.313, Florida Statutes, the undersigned corporate officer hereby discloses the following information to the Leon County School Board.

Section I

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.

_____	_____
Authorized Representative (Signature)	Authorized Representative (Print)

Section 2

I hereby certify that the following named Leon County School Board official(s) and employee(s) have a material financial interest(s) (over 5%) in this company, and they have filed Conflict of Interest Statements with the Leon County Supervisor of Elections, before the Proposal Opening.

Name	Title/Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____
Authorized Representative (Signature)	Authorized Representative (Print)

Date

Attachment IV **Proposer Contact Information**

The Proposer shall identify the contact information for solicitation and contractual purposes via the requested fields in the table below.

	For solicitation purposes, the Proposer's representative shall be:	For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:
Name:		
Title:		
Street Address:		
City, State, Zip code		
Telephone: (Office)		
Telephone: (Cell)		
Email:		

Company Name	Authorized Representative (Signature)	Date
FEIN #	Authorized Representative (Printed)	

Attachment V
Proposer's Reference Form

In the spaces provided below, the Proposer shall list all names under which it has operated during the past five (5) years.

On the following pages, the Proposer shall provide the information indicated for three (3) separate and verifiable references. The references listed must be for businesses or government entities for whom the Proposer has provided services of similar scope and size to the services identified in the RFP. The same reference may not be listed for more than one (1) organization, and confidential references shall not be included. In the event the Proposer has had a name change since the time work was performed for a listed reference, the name under which the Proposer operated at that time must be provided in the space provided for the Proposer's Name.

References that are listed as subcontractors in the response will not be accepted as references under this solicitation. Additionally, References shall pertain to current and ongoing services or those that were completed before January 1, 2022. References shall not be given by:

- Persons currently or formerly employed or supervised by the Proposer or its affiliates.
- Board members within the Proposer's organization.
- Relatives of any of the above.

Additionally, the District reserves the right to contact references other than those identified by the Proposer to obtain additional information regarding past performance.

Proposer's Reference Form

Reference #1

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☐ Excellent

Would you contract with this vendor again? Yes_____ No_____

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known [] **OR** Produced Identification [] Type of Identification _____

Proposer's Reference Form

Reference #2

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☐ Excellent

Would you contract with this vendor again? ☐ Yes ☐ No

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization
this _____ day of _____, 20____, by _____ (name of authorized representative) as
_____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Proposer's Reference Form

Reference #3

Proposer Name: _____

Reference Company Name: _____

Address: _____

Primary Contact Person: _____ Alternate Contact Person: _____

Primary Contact Title: _____ Alternate Contact Title: _____

Primary Contact Phone: _____ Alternate Contact Phone: _____

Primary Contact Email: _____ Alternate Contact Email: _____

Contract Performance Period: _____ Location of Services: _____

Brief description of the services performed for this reference:

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☐ Excellent

Would you contract with this vendor again? ☐ Yes ☐ No

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Attachment VI
Local Preference Affidavit

To qualify for the Local Vendor Preference, a Proposer must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Proposal Opening. The Proposer, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Proposer affirms that it is a Local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

Proposer Name: _____

Physical Address: _____

County: _____

Phone of Local Location: _____

Length of Time at this Location: _____ **# of Employees at this Location:** _____

Is your business certified as a small business enterprise through Leon County Schools? _____

STATE OF FLORIDA
COUNTY OF _____

Authorized Representative (Print)

Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ (name of authorized representative) as _____ (position title) for _____ (company name).

Notary Signature

(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ **OR** Produced Identification ☐ Type of Identification _____

Attachment VII
Subcontracting Form

The Proposer shall complete the information below on all subcontractors that will be providing services to the Proposer to meet the requirements of the Contract, should the Proposer be awarded. Submission of this form does not indicate the District's approval of such subcontractor(s), but provides the District with information on proposed subcontractors for review.

Complete a separate sheet for each subcontractor.

Prime Proposer Name: _____

Type/Description of Goods or Service Subcontractor will provide: _____

Subcontractor Company Name: _____ FEIN: _____

Contact Person: _____ Contact Phone Number: _____

Address: _____

Email address: _____

Currently Registered as a Small Business with Leon County Schools? Yes _____ No _____

Local Proposer per PO6450? Yes _____ No _____

In a job description format, identify the responsibilities and duties of the subcontractor based on the specifications or scope of services outlined in this solicitation.

Attachment VIII
Drug-Free Workplace Certification

The undersigned Proposer, in accordance with Section 287.087, F.S. hereby certifies that

Company Name

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counselling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this Contractor complies fully with the above requirements.

Signature of Authorized Officer _____

Date _____

Attachment IX

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

B. Where the prospective lower tier participant is unable to certify to any of the statements in this

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment X

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By _____

Date: _____

(Signature of Official (Executive Director) Authorized to Sign Application)

By _____

Date: _____

(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For _____

Name of Grantee

Title of Grant Program

**Certification Regarding Lobbying
Attachment X
RFP 519-2024
District-Wide Behavior Therapy Services**

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ____ b. initial award c. post-award	3. Report Type: a. initial filing ____ b. material change For material change only: Year ____ quarter ____ Date of last report ____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier____, if Known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	

11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ Date: _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action or a material change to a previous filing, pursuant to Title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations to Bid (ITB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in items 4 or 5.
10. (a) Enter the full name, address, city, State, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Attachment XI

LCS 2023-2024 REGULAR CALENDAR

2023– August	2	Teachers Report
	2-4	Teacher Planning/Inservice Days
	7-9	Teacher Planning/Inservice Days
	10	Students Report
September	4	Labor Day Holiday (Districtwide)
	25	Fall Holiday (Districtwide)
October	13	End of First Nine Weeks
	16	Teacher Planning/Inservice Day
November	10	Veterans Day Holiday (Districtwide)
	20-22	Administrative Days (District Open)
	20-22	Thanksgiving Holidays (Students and Teachers)
	23-24	Thanksgiving Holidays (Districtwide)
December	13, 14, 15	Middle and High School Exam Days
	19	End of Second Nine Weeks/End of the First Semester
	20-29	Winter Holidays (Districtwide)
2024 - January	1	Winter Holidays (Districtwide)
	4-5	Teacher Planning/Inservice Day
	8	Students and Staff Return
	15	Martin Luther King, Jr. Day Holiday (Districtwide)
February	19	Presidents Day Holiday (Districtwide)
March	8	End of Third Nine Weeks
	11-15	Spring Break (Students and Teachers Out)
	18	Teacher Planning/Inservice Day
	19	Students Return
April	1	Spring Holiday (Districtwide)
May	22-24	Middle and High School Exam Days/Elementary, Middle and High Early Release
	24	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	27	Memorial Day Holiday (Districtwide)
	28-29	Teacher Planning/Inservice Day
June	3	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
July	19	Juneteenth Holiday (Districtwide)
	TBD	SRA and ESE Holiday Break
	4	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	29	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Days to be determined as needed (12/20/23-12/21/23)

LCS 2024-2025 REGULAR CALENDAR

2024 – August	2	Teachers Report
	2	Teacher Planning/Inservice Days
	5-9	Teacher Planning/Inservice Days
	12	Students Report
September	2	Labor Day Holiday (Districtwide)
October	3	Fall Holiday (Districtwide)
	18	End of First Nine Weeks
	21	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	25-27	Administrative Days (District Open)
	25-27	Thanksgiving Holidays (Students and Teachers)
	28-29	Thanksgiving Holidays (Districtwide)
December	18-20	Middle and High School Exam Days
	20	End of Second Nine Weeks/End of the First Semester
	23-31	Winter Holidays (Districtwide)
2025 - January	1-3	Winter Holidays (Districtwide)
	6-7	Teacher Planning/Inservice Day
	8	Students and Staff Return
	20	Martin Luther King, Jr. Day Holiday (Districtwide)
February	17	Presidents Day Holiday (Districtwide)
March	7	End of Third Nine Weeks
	10-14	Spring Break (Students and Teachers Out)
	17	Teacher Planning/Inservice Day
April	18	Spring Holiday (Districtwide)
May	21-23	Middle and High School Exam Days/Elementary, Middle and High Early Release
	23	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	26	Memorial Day Holiday (Districtwide)
	27-28	Teacher Planning/Inservice Day
June	6	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
July	19	Juneteenth Holiday (Districtwide)
	TBD	SRA and ESE Holiday Break
	3	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	25	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Days to be determined as needed (11/25/24 - 11/26/24)

LCS 2025-2026 REGULAR CALENDAR

2025 – August	1	Teachers Report
	1	Teacher Planning/Inservice Days
	4-8	Teacher Planning/Inservice Days
	11	Students Report
September	1	Labor Day Holiday (Districtwide)
October	2	Fall Holiday (Districtwide)
	10	End of First Nine Weeks
	13	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	24-26	Administrative Days (District Open)
	24-28	Thanksgiving Holidays (Students and Teachers)
	27-28	Thanksgiving Holidays (Districtwide)
December	17-19	Middle and High School Exam Days
	19	End of Second Nine Weeks/End of the First Semester
	22-31	Winter Holidays (Districtwide)
2026 - January	1-2	Winter Holidays (Districtwide)
	5-6	Teacher Planning/Inservice Day
	7	Students and Staff Return
	19	Martin Luther King, Jr. Day Holiday (Districtwide)
February	16	Presidents Day Holiday (Districtwide)
March	13	End of Third Nine Weeks
	16-20	Spring Break (Students and Teachers Out)
	23	Teacher Planning/Inservice Day
April	3	Spring Holiday (Districtwide)
May	20-22	Middle and High School Exam Days/Elementary, Middle and High Early Release
	22	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	25	Memorial Day Holiday (Districtwide)
	26-27	Teacher Planning/Inservice Day
June	1	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
	18	Juneteenth Holiday (Districtwide)
July	TBD	SRA and ESE Holiday Break
	2	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	24	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Days to be determined as needed (11/25/25-11/26/25)



**ADDENDUM #001
RFP 519-2024
District-Wide Behavior Therapy Services**

Date: June 7, 2023

Solicitation: RFP 519-2024 District-Wide Behavior Therapy Services

Proposals Due: June 22, 2023, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the ITN is highlighted in yellow, while deleted language has been stricken.

This Addendum includes the following revisions:

Change No. 1:

A revision to the ITN Timeline

Anticipated Posting of Answers to Submitted Questions	June 20 23 ¹⁵ , 2023	District Website https://www.leonschools.net/Page/4411 DemandStar https://www.demandstar.com 17
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ADDENDUM #002
RFP 519-2024
District-Wide Behavior Therapy Services

Date: June 15, 2023

Solicitation: RFP 519-2024 District-Wide Behavior Therapy Services

Proposals Due: June 22, 2023, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

This Addendum provides the Board's written answers to the timely written questions received.

Question	Answer
1. How many BCBAs and RBTs positions are you looking to fill?	The District has a school site with approximately 130 students with significant cognitive challenges requiring services. Additional positions will be based on individual school needs. General rule: 1 BCBA to up to 6 RBTs.
2. Hours per week: Could you please specify the expected number of hours per week for ABA services?	Therapists are contracted for up to 37 hours per week.
3. Previous payment rates: I would like to know the previous payment rates for Registered Behavior Technicians (RBTs) and Board Certified Behavior Analysts (BCBAs). If possible, please provide the rates that were previously offered.	Vendor A: RBT \$32 / BCBA \$55 Vendor B: RBT \$40 / BCBA \$100 Vendor C: RBT \$50 / BCBA \$100
4. Does the district have a preference for binding the paper bid copies? (stapled, 3-ring binder, binder clip, etc)	The District does not have a binding preference.
5. Given that school district contacts are extremely busy, will the district consider reference forms that are not notarized?	References must be completed and signed by the individual providing the reference and certified by a notary public. A copy of the notarized reference is acceptable.
6. Does the district have an idea of how many full-time contracted BCBA, BCABA, and RBTs this contract will fill?	Please see the answer to Question #1.

Question	Answer
7. What is the anticipated start of this contract?	The Successful Proposer(s) must have the ability to begin the implementation of services on or before August 10, 2023.
8. How will vendors be notified of award?	Please see section 3.4 of the RFP.
9. Is there any financial penalty if the vendor cannot provide a qualified candidate within 5 schools days?	Please see section 2.9 of the RFP.
10. Is the district looking to contract with one or multiple vendors?	The District anticipates awarding one or more contracts for services as is in the District's best interest.
11. In regards to 2.4.4., will the district consider extending to two years before a contracted employee can become employed by LCS?	No
12. Can the full-time liaison/supervisor be virtual?	No, this supervision must be in person.

Leon County Schools
District-Wide Behavior Therapy Services
RFP 519-2024
2:00PM June 22, 2023

Positive Behavior Supports Corp.

Tab A



June 19, 2023

Dear Leon County Schools:

Positive Behavior Supports Corporation is pleased to provide you with the enclosed proposal to assist with the implementation of behavioral services for schools across Leon County Schools.

Positive Behavior Supports Corporation, provides a variety of services designed to assist school districts, families, and communities in supporting students presenting complex behavioral and instructional needs. Our team of highly qualified Board Certified Behavior Analysts and Registered Behavior Technicians with extensive education-based expertise bring a unique perspective and specific experience to the delivery of behavior analytic services in schools. For the past 12 years, Positive Behavior Supports Corporation has successfully collaborated with school districts to enhance outcomes for students with autism, developmental delays, emotional/behavioral disorders, and learning difficulties. Our services include staff training, program development and evaluation, staff supervision, classroom support, case consultation, behavior management, student assessment, behavior plan development, instructional strategies, teacher mentoring, and administrative coaching. Our wide range of knowledge in delivering behavior analytic support in school settings combined with our access to a team of experienced professionals, position us to deliver quality services for the Leon County Schools.

Specific qualifications that we bring to your engagement include:

- **Skills.** Our team has a wide range of skills and behavior analytic knowledge to utilize positive behavioral interventions and supports. PBS team members are trained in proactive strategies as well as crisis intervention and management. Our providers selected for school-based engagements have demonstrated strong analytical and communication skills, and are able to discern cultural challenges, and provide guidance and support that makes sense for the school setting.
- **Experience.** We have helped multiple school districts and private schools in the past seven years in a variety of engagements ranging from implementation of behavior intervention with individual students to conducting district wide training and support. Most of our supervising analysts have over fifteen years of experience in educational settings. Our teaching and behavior analytic backgrounds allow us to diagnose environmental issues and create solutions for lasting change for individual students, classrooms, and schools.
- **Working Together Toward a Common Goal.** It is important that the consultative process is a collaborate one, in which all parties have the same goals and outcomes. Our belief that the trusted consultant relationship is one that our clients appreciate with Positive Behavior Supports Corp and is unequalled in the behavioral services field. We listen. We create partnerships by engaging all relevant stakeholders. Our team builds trust and establishes rapport by setting clear expectations and being advocates for effective services.
- **Methodology and Tools.** Behavior analysis is a technology that can be trained to all stakeholders involved with students in need of ABA services. The technology of Applied Behavior Analysis allows our team to train all staff in behavior analysis strategies, ultimately resulting in elimination of PBS services as staff becomes competent. Our team will not only provide direct services to students, but also train and support staff on how to properly implement behavior analysis strategies. As staff demonstrates



competence in using individualized behavior plan techniques and generalized implementation of behavior analytic strategies across students and classrooms, our team will begin a collaborative and systematic fading procedure to ensure that staff skill sets maintain as we decrease our supports.

We appreciate this opportunity to be of service to Leon County Schools and look forward to working with you. Should you have any questions about this proposal, please contact me directly at (616)890-3920.

Sincerely,

Nicole Postma, M.S., BCBA
Director of Business Development, PBS Corp.

Attachments: Behavioral Services Proposal

To participate in this solicitation process and comply with the provisions of Chapter 112.313, Florida Statutes, the undersigned corporate officer hereby discloses the following information to the Leon County School Board.

Section I

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.


Authorized Representative (Signature)

Nicole Postma

Authorized Representative (Print)

Section 2

I hereby certify that the following named Leon County School Board official(s) and employee(s) have a material financial interest(s) (over 5%) in this company, and they have filed Conflict of Interest Statements with the Leon County Supervisor of Elections, before the Proposal Opening.

Name	Title/Position	Date of Filing

Authorized Representative (Signature)

Authorized Representative (Print)

Date

Tab B

Proposer's Reference Form

Reference #1

Proposer Name: Positive Behavior Supports Corp.

Reference Company Name: Palm Beach County School District

Address: 3300 Forest Hill Blvd West Palm Beach, FL 33406

Primary Contact Person: Kevin McCormick Alternate Contact Person: Chery Harris

Primary Contact Title: ESE Director Alternate Contact Title: Program Planner

Primary Contact Phone: 561-434-8272 px48626 Alternate Contact Phone: 561-434-8272

Email: kevin.mccormick@palmbeachschools.org Alternate Email: Cheryl.harris@palmbeachschools.org

Contract Performance Period: 2008 to current Location of Services: district wide

Brief description of the services performed for this reference:

PBS has been providing services to this district for over 10 years. With 200,000 students in the district, PBS has helped countless students. Services have ranged from support with due process cases with compensatory time, 1:1 RBT support, BCBA consultation including FBA/BIP development, staff training, RBT training and supervision, and ED classroom systems set up. Our team of BCBAs work alongside the district behavior analyst and other behavioral supports to represent a collaborative team to those we come in contact with.

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

Would you contract with this vendor again? Yes ☒ No ☐

Kevin McCormick 6/2/2023
Primary Reference Contact Signature Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 2nd day of June, 2023, by Kevin McCormick (name of authorized representative) as Director of ESE (position title) for School District of PBC (company name).



Jennifer R. Zapata
Notary Signature
Jennifer R. Zapata
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐ Type of Identification _____

Proposer's Reference Form

Reference #2

Proposer Name: Positive Behavior Supports Corp

Reference Company Name: St Lucie Public Schools

Address: 9461 Brandywine Lane Port St. Lucie, FL 34986

Primary Contact Person: Heather Roland

Alternate Contact Person: Marcy Luckey

Primary Contact Title: Executive Director of ESE

Alternate Contact Title: ESE Director

Primary Contact Phone: 772-429-4576

Alternate Contact Phone: same

Primary Contact Email: heather.roland@stlucieschools.org

Alternate Contact Email: marcy.luckey@stlucieschools.org

Contract Performance Period: 8 years

Location of Services: district-wide

Brief description of the services performed for this reference:

PBS Corp. has been providing BCBA consultation services along with 1:1 student support services for 5 years. At this time, PBS Corp is providing services to 24 different students/classrooms and delivering analysis services from a team of 4 certified behavior analysts. Some instances have required our staff to navigate due process. We correspond with the special education director to assess needs and fill positions in a timely manner, some as soon as 24 hours' notice.

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

Would you contract with this vendor again? ☒ Yes ☐ No

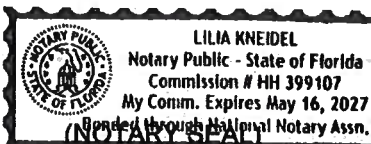
Heather A. Roland

6/14/23

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 14 day of June, 2023, by Heather Roland (name of authorized representative) as Executive Director (position title) for St. Lucie Public Schools (company name).



Lilia Kneidel

Notary Signature

Lilia Kneidel

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐ Type of Identification _____

Proposer's Reference Form

Reference #3

Proposer Name: Positive Behavior Supports Corp.

Reference Company Name: Fort Mill School District

Address: 2233 Deerfield Dr. Fort Mill, SC

Primary Contact Person: Amy Maziarz

Alternate Contact Person: Elizabeth Hinman

Primary Contact Title: Executive Director of ESE

Alternate Contact Title: Coordinator of Special Instruction

Primary Contact Phone: 803-548-8038

Alternate Contact Phone: 803-548-8258

Primary Contact Email: maziarzA@fortmillschools.org

Alternate Contact Email: hinmane@fortmillschools.org

Contract Performance Period: 5 years

Location of Services: district wide

Brief description of the services performed for this reference:

PBS Corp. has been providing services for over 5 years that include providing individual student services, classroom supports, and professional development training. Our teams have supported some of the districts most high need cases with legal involvement, coached teachers in behavior principles, and helped increase access to education.

Overall contract performance: ☐ Poor ☐ Fair ☐ Adequate ☐ Good ☒ Excellent

Would you contract with this vendor again? ☒ Yes ☐ No

Elizabeth C. Hinman

6/7/23

Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 7th day of June, 2023, by Elizabeth Hinman (name of authorized representative) as Coord. of Sp. Instruction (position title) for Fort Mill School District (company name).

Amy C. Wood
Notary Signature

(NOTARY SEAL)

Amy C. Wood
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☐ Type of Identification _____

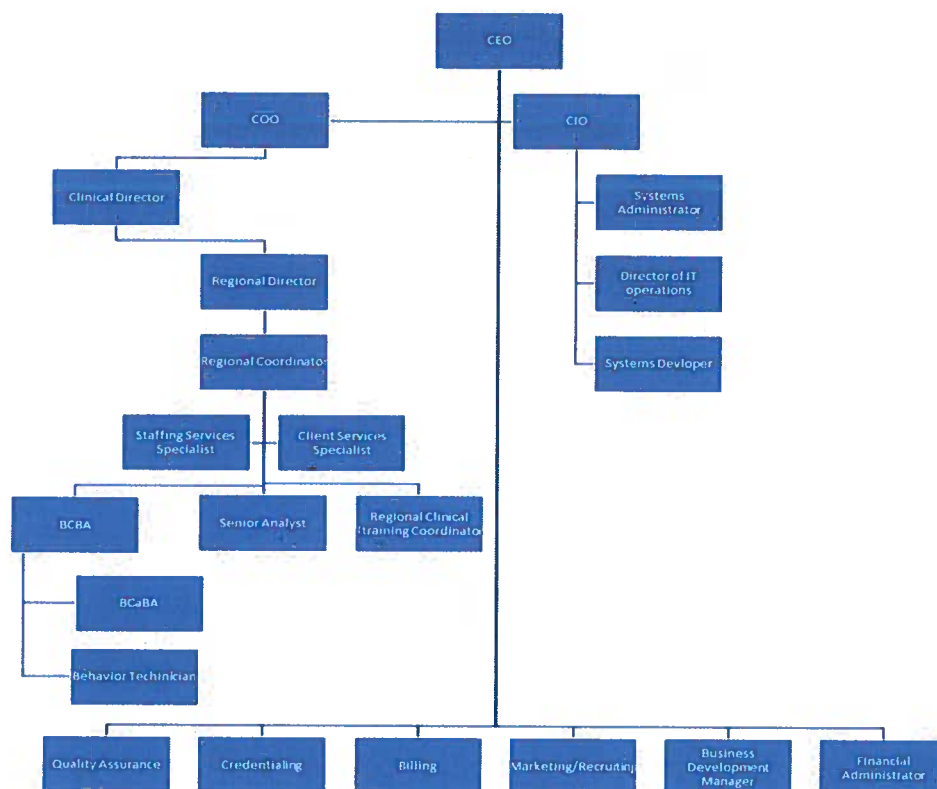
Company Profile

PBS Corp was established in 2007 as an S Corporation. The organization currently provides Applied Behavior Analysis services in 28 states, as well as Canada, serving more than 5000 students ages 1 to 70, and employing more than 1000 Behavior Analysts (BCBA) and 2000 Registered Behavior Technicians (RBT) and Behavior Assistants. Positive Behavior Supports Corporation (PBS Corp.) is a private organization that is committed to the principles of Applied Behavior Analysis (ABA) to improve behavior and quality of life for the individuals we serve, their families, and others who support them. We provide individualized services for children and adults with autism and related disabilities to decrease challenging behaviors, increase appropriate replacement behaviors, and teach critical life skills. Our programs are designed to empower school supports and other key stakeholders to support students within their natural routines to teach independence and success with the individualized goals identified for the client. PBS Corp. was established as an in-home service provider and has grown exponentially over the past 15 years also to include community, school, and group home settings. Specially PBS Corp. has provided school-based services for roughly 12 years, starting here in Florida.

Our Capital Florida region was established in 2007 and to date have provided services to over 1300 students ages 1 to 70 years old. Our North Florida region currently employs 14 BCBAs, 2 BCaBAs, 70 RBTs and 37 behavior assistants currently working on their RBT coursework. Although we have a large team, we pride ourselves in providing a "small team" feel by having Regional Coordinators oversee our local teams throughout the states to ensure that our highly qualified behavior analysts, and behavior technicians receive the support, training, guidance, and supervision that is needed to not only to uphold best practices in applied behavior analysis but also to ensure a high quality of work lives for all of our team members.

PBS Corp. is owned and operated by Dr. Michael Nolan, BCBA-D. In addition, top leadership includes 17 BCBA level Clinical Directors that guide a variety of Master's level BCBAs across departments within the organization. Coordination of this project will be led by our regional leadership outlined in the structure below.





Past Experience

PBS Corp. is currently working with roughly 200 schools within the United States. These include large, urban public schools, small rural districts, specialty charter schools, and private schools. Services range from BCBA consultation, supporting those cases that are currently in due process, 1:1 behaviorally trained paraprofessional services, RBT training and professional development, RBT supervision, FBA/BIP development, hospital home bound services, assistance with successfully transporting students, and providing BCBA's to contract for special education teacher positions. Some notable contracts from the past two years includes: Osceola County Schools, Leon County Schools, Sierra Sands USD, Sonoma Selpa, San Francisco USD, Ludlow public schools, Hawaii DOE, Palm Beach Public Schools, St Lucie Public schools, Lamar ISD, Chester County Public schools. This is not an exhaustive list.

Regional Specific Partnerships Highlights

School District of St. Lucie County – PBS Corp. has been providing BCBA consultation services along with 1:1 student support services for 5 years. At this time, PBS Corp is providing services to 24 different students/classrooms and delivering analysis services from a team of 4 certified behavior analysts. Some instances have required our staff to navigate due process. We correspond with the special education director to assess needs and fill positions in a timely manner, some as soon as 24 hours' notice.



Palm Beach County Schools – PBS has been providing services to this district for over 10 years. With 200,000 students in the district, PBS has helped countless students. Services have ranged from support with due process cases with compensatory time, 1:1 RBT support, BCBA consultation including FBA/BIP development, staff training, RBT training and supervision, and ED classroom systems set up. Our team of BCBA's work alongside the district behavior analyst and other behavioral supports to represent a collaborative team to those we come in contact with.

DeSoto County Schools – PBS Corp has provided various services throughout the years to DeSoto school with currently several 1:1 paraprofessionals supporting students within the classroom with BCBA supports. In addition, we have provided tier 2 classroom management program implementation with EBD classrooms that were adopted by the district.

Leon County Schools – Currently serving several students through ESE services, PBS Corp. is newer to this district. We provide functional behavior assessments and behavior plan development to identified students and then focus on training and fidelity of implementation with staff that are serving those students. We also provide 1:1 RBT services to help support their most challenging cases.

Key Personnel

Please see resume attached at end of technical proposal following tab D



Administrator	Certificate or Specialized Training	BCBA Certification Number	Qualifications/Job Description
Nicole Postma-Gates <i>Business Development Director</i>	M.S., BCBA	1-09-5647	Develop and maintain school contracts nationwide, coordinate quality assurance for contract maintenance, writing grants and RFPs, provide national support to all regions for region start, train, and monitor staff for contract, and provide OBM professional development across company.
Amy Wilson <i>Clinical Director</i>	M.S., BCBA, Certified ESE Teacher, OBM Certification	1-19-38357	Clinical development, marketing and education, recruitment of Behavior Analysts and Regional Coordinators, coordination of needed trainings, provide clinical and administrative oversight, and ongoing support to the Regional Coordinators in their division. Collaborate with other clinical directors and PBS leadership team members to ensure consistency across all regions.
Theadora Carr <i>School Contract Liaison Regional Coordinator</i>	M.S., BCBA, Certified ESE Teacher, OBM Certification	1-18-30443	Supervise and lead coordination of all services and service providers in region, Adhere to and support PBS Corp.'s policies and procedures, communicating them to contractors, families, funders, and within public venues as needed, Engage in marketing and community-building activities such as parent education, awareness training, and participation in local events, Communicate with behavior analysts and behavior assistants to determine their availability and limits for accepting clients and concerns affecting delivery of services, Assign behavior analysts and assistants to cases, managing caseloads appropriately. Supervise school contracts, 12 years of experience working in the classroom setting, provide teacher and staff training, review data collection from classroom and school wide programs.
Kayley Hepworth <i>Regional Clinical Training Coordinator</i>	M.A., BCBA, ASD Certification	1-22-59886	Oversee BACB guidelines for RBT, BCaBA, and BCBA team members, provide training to team members. Teach Registered Behavior Technician training series live and manage on-line course sequences (to include: review of all participant activities, answering questions related to quizzes, administration of certificates, and assistance with technological issues; should they arise). Provide ongoing oversight, coordination, and training for all field supervisors. Provide oversight to school contracts, review data collection from classroom and school wide programs.
Analysts	Certificate or Specialized Training	BCBA Certification Number	Qualifications/Job Description
Erika Calderon <i>Primary</i>	M.A., BCBA	1-20-42133	Current experience consulting across school districts and charter schools in the school settings to conduct FBAs and curricular assessments, develop behavior intervention plans, train and implement behavior strategies and goals, attends IEP meetings, attend manifestation meetings, develop and implement classroom wide behavior management programs, supervise RBTS providing one on one support in the classroom as well as classroom wide support, and

			<p>collaborate with other school professionals to meet the needs of the students.</p> <p>Obtained a Masters in Special Education and has previous experience as a classroom teacher.</p>
<p>Austin Yllander <i>Primary</i></p>	M.A., BCBA	1-18-32223	<p>Current experience consulting across school districts and charter schools in the school settings to conduct FBAs and curricular assessments, develop behavior intervention plans, train and implement behavior strategies and goals, attends IEP meetings, attend manifestation meetings, develop and implement classroom wide behavior management programs, supervise RBTS providing one on one support in the classroom as well as classroom wide support, and collaborate with other school professionals to meet the needs of the students.</p> <p>Previous experience providing ABA therapy across clinic, school, and home setting. Conducted Facility Wide behavior assessments and staff trainings; experience in Organizational Behavior Management (OBM)</p>
<p>Brittany Powers <i>Primary</i></p>	M.A., BCBA	1-15-19276	<p>Current experience providing ABA Therapy to clients in the school, home, and community setting. Creates, implements, and supervises behavior intervention plans and Functional Behavior Assessments. Supervises RBT and behavior assistants. Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to clients with varying disabilities. Graph recorded data and adjust programs according to graphical analysis.</p> <p>Previous experience as Lead Preschool Teacher, and Lead Teacher, developing and implementing IEPs</p>
<p>Rachel Peters <i>Primary</i></p>	M.S., BCBA	1-18-31517	<p>Current experience providing ABA Therapy to clients in the school, home, and community setting. Creates, implements, and supervises behavior intervention plans and Functional Behavior Assessments. Supervises RBT and behavior assistants. Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to clients with varying disabilities. Graph recorded data and adjust programs according to graphical analysis.</p> <p>Obtained a Bachelors of Arts from the College of Education Michigan State University with an emphasis on Special Education and Learning Disabilities.</p>
<p>Nicole Reynaga <i>Primary</i></p>	M.A., BCBA	1-21-52552	<p>Current experience providing ABA Therapy to clients in the school, home, and community setting. Creates, implements, and supervises behavior intervention plans and Functional Behavior Assessments. Supervises RBT and behavior assistants. Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to clients with varying disabilities. Graph recorded data and adjust programs according to graphical analysis.</p>
<p>Julie (Juliet) Cruz <i>Support</i></p>	B.S., BCaBA	0-23-14311	<p>Current experience providing ABA Therapy to clients in the school, home, and community setting.</p>

			Creates, implements, and supervises behavior intervention plans and Functional Behavior Assessments. Supervises RBT and behavior assistants. Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to clients with varying disabilities. Graph recorded data and adjust programs according to graphical analysis.
Judith Husband <i>Backup</i>	M.S., BCBA	1-21-54120	<p>Current experience providing ABA Therapy to clients in the school, home, and community setting. Creates, implements, and supervises behavior intervention plans and Functional Behavior Assessments. Supervises RBT and behavior assistants. Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to clients with varying disabilities. Graph recorded data and adjust programs according to graphical analysis. Provide oversight to BCBA's on school district contracts.</p> <p>Previous experience providing district wide behavior support, creating, and implementing Functional Behavior Assessments and Behavior Intervention Plans for the school setting. Attended IEP meetings, manifestation meetings, and collaborated with schools staff.</p>
Kiley Henderson <i>Backup</i>	M.A., BCBA	1-23-66018	Current experience providing ABA Therapy to clients in the school, home, and community setting. Creates, implements, and supervises behavior intervention plans and Functional Behavior Assessments. Supervises RBT and behavior assistants. Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to clients with varying disabilities. Graph recorded data and adjust programs according to graphical analysis.
Registered Behavior Technicians	Certificate or Specialized Training	RBT Certification Number	Qualifications/Job Description
Amanda Moore	M.Ed., RBT, Student Analyst, Certified Teacher	RBT-21-153636	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Obtained a Masters in Educational Leadership and Exceptional Student Education. Previous experience providing district wide behavior support, creating, and implementing Functional Behavior Assessments and Behavior Intervention Plans. Attended IEP meetings, manifestation meetings, and collaborated with school staff. Provided teacher and school staff training.</p> <p>Currently working towards BCBA certification.</p>
Caitlyn Payberg Whitley	M.S., RBT, Student Analyst, Certified Teacher	RBT-21-195818	Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.

			<p>Obtained a Masters in Exceptional Student Education with an emphasis in Autism Spectrum Disorder. Previous experience teaching in a self-contained ESE classroom since 2012. Conducted and implemented IEPs.</p> <p>Currently working towards BCBA certification.</p>
Cailyn Martin	B.S, RBT, Student Analyst	RBT-18-47569	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Currently working towards BCBA certification.</p>
Dekemba Seymour	RBT, Student Analyst	RBT-16-22603	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Provides classroom management support on school contracts.</p> <p>Previous experience working in the school district providing behavior support in classrooms.</p> <p>Currently working towards BCBA certification.</p>
Dominique Gillings	M.S., RBT, Student Analyst	RBT-22-201423	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Currently working towards BCBA certification.</p>
Kadejah Glynn	B.S., RBT, Student Analyst	RBT-22-214407	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Currently working towards BCBA certification.</p>
Shelby Winkler	B.A., RBT, Student Analyst	RBT-19-84930	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Provides one on one support for school contracts as well as classroom wide support.</p> <p>Currently working towards BCBA certification.</p>
Elizabeth Hahn	M.Ed., RBT, Certified Teacher	RBT-19-82889	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Obtained a Masters in Special Education and has previous experience working as a paraprofessional in the classroom setting implementing IEPs and one on one instruction.</p>
Carlos Williams	B.A., RBT	RBT-22-225904	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying</p>

			<p>disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Previous experience working as a paraprofessional in the school setting working alongside teachers in multiple classrooms. Additional experience in coaching and mentoring.</p>
Alisha Chacko	B.S., RBT	RBT-21-185475	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Provides one on one support for school contracts as well as classroom wide support.</p>
Christopher Hunter	B.S., RBT	RBT-23-257048	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p>
Grace Payton	RBT	RBT-22-219703	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p>
Hanna Herndon	B.S., RBT	RBT-23-275662	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p>
Isaiah Sever	B.S., RBT	RBT-23-262845	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Provides one on one support for school contracts as well as classroom wide support.</p>
Jamie Gabriel	B.S., RBT	RBT-23-254719	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Provides one on one support for school contracts as well as classroom wide support.</p>
Matthew Kucharski	RBT	RBT- 22-237319	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p>
Myncie Carnley	RBT	RBT- 23-255337	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p>

			Provides one on one support for school contracts as well as classroom wide support.
Ondreis Atkins	RBT	RBT-23-270904	Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.
Sarah Pruitt	M.Ed., RBT	RBT-23-276629	<p>Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.</p> <p>Previous experience working as a teaching assistant in a self-contained ESE classroom. Currently working towards BCBA certification.</p>
McKenzie Hester	B.S., RBT	RBT-22-239419	Current experience providing ABA Therapy in the school, home, and community settings under the supervision of a BCBA to clients with varying disabilities. Follows and implements behavior intervention plan, collects data, and collaborates with BCBA, caregivers, and school staff.

JLA Act

Each staff member that is identified to work on the school district contract will have additional background screening that includes obtaining a badge through the district. The school contract supervisor will provide all relevant information to obtain the badge including website link, location, and reimbursement from PBS Corp. Staff will not be able to work assigned placement until badge has been received or special clearance has been provided by the school district (in such emergency cases where staff is needed immediately). If PBS Corp. receives any notification that a violation has appeared on a background check, staff will be removed immediately from their placement and a replacement staff will be provided.

Litigation

PBS Corp. is has not been under any formal litigation in the state of Florida for the past 3 years.



Tab C

Approach to Service Delivery

PBS Corp. has immediate availability across a variety of employee roles (BCBA, BCaBA, and RBT) to adequately meet the district's requested needs within a 5-school day request. Our regional leadership team members will be responsible for identifying and assigning the appropriate BCBA, BCaBA, and RBT directly to the requested hours. Using our unique, internal staffing dashboard, we can adequately analyze a variety of key metrics to ensure those in close proximity with appropriate experience and availability are selected and quickly assigned to your request to avoid delays in service. We will provide consistent, quality communication throughout this process.

Service Techniques

The relationship between the fields of applied behavior analysis (ABA) and education extends across decades, with over 30 years of evidence-based research to support the benefits of this relationship. In addition, research suggests that it is critical to bring the guiding principles of ABA to the forefront of teacher responsibilities and the school setting (Shepley, 2019). By empowering teachers and staff to learn and successfully use behavior modification techniques, individual goals can be achieved within their learning environments. Positive Behavioral Interventions and Supports (PBIS) (Horner, 2015) have already become a standard in public education systems and has been proven effective in decreasing problematic behaviors and increasing positive behaviors of students through providing an emphasis on appropriate and functional skills.

The following information will provide an outline of what to expect from PBS Corp while working within your school setting(s):

PBS Corp administration has a designated team of a supervising Board-Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs) to facilitate district-wide or individual support services within the school settings. PBS specializes in providing individual support to students with special needs including those who have an IEP or 504 plan. We take a team approach to identify problematic behaviors through initiating a Functional Behavior Assessment (FBA) or Functional Analysis (FA) to evaluate function and develop strategies that are a good contextual fit for the student and classroom. A designated team will be identified for each student or classroom (as requested by the treatment team and school administration). For individual students, this team will include an assigned BCBA and RBT. For classroom support, the team will include an assigned BCBA and a specified number of RBTs, the number of which will be determined by the school team prior to service implementation. There will be every effort made to provide substitute RBTs when appropriate to ensure the students receive continued and consistent services if the assigned RBT is not available.

The assigned BCBA will conduct observations, thorough indirect and direct assessments, develop individualized behavior plans, conduct classroom management assessments with recommendations, provide staff training, model intervention strategies for staff, assist in data collection and data analysis, and attend IEP meetings upon request. The assigned BCBA will also facilitate and hold monthly team meetings with the assigned school staff, administration, and all PBS providers to ensure a team approach as needed. PBS team members recognize that it is critical to ensure consistency and continuity while monitoring outcomes to adjust as needed throughout our service delivery. The BCBA will ensure full



assessment of the academic environment to be able to determine any necessary environmental modifications that may also be appropriate to make.

There are a variety of applications of Applied Behavior Analysis that can shape the focus of the service delivery model selected as well, such as peer mediated intervention, verbal behavior training, pivotal response training, incidental teaching, functional communication training, and discrete trial. In collaboration with the IEP team, the BCBA will identify the appropriate applications that would best serve the needs of each individual student and be most effective within the school setting. With direct training and supervision from the BCBA, the RBT will be trained to implement the applications of ABA and behavior techniques as defined in the student's IEP/504 Plan and BIP (when applicable) and complete data collection to analyze progress and implement interventions with fidelity. Behavioral techniques can include but are not limited to conducting a preference assessment/ identification of reinforcement, prompting, shaping, chaining, differential reinforcement, use of reinforcement schedules, use of a task analysis, generalization, maintenance, and de-escalation.

From there, the BCBA begins to train on the agreed upon, evidence-based interventions by implementing and modeling for all stakeholders. The terminal focus is to train classroom staff in the classroom setting to implement the intervention with integrity and fidelity to gain the most optimal result and ensure consistency. In this training, BCBAs develop skills in training, coaching, implementation and providing professional development using behavioral principles. This allows us to model the intervention with direct implementation, coach the direct staff or implementer through the intervention, observe the technician implementing the intervention with feedback, and then practice until the intervention is run with fidelity. Through evaluation of thorough and continuous data collection over time, trends are identified to monitor progress. Once progress is established and it is determined that strategies are effective, the BCBA will then begin to systematically fade services to promote generalization and independence in the school environment. The behavioral team will provide weekly progress reports and periodic maintenance review to ensure continued progress and communicate directly with the district regarding any progress any changes. PBS policy is to funnel any and all communication directly with designated district staff only.

Our teams have extensive training and experience in participating in school-based IEP/ IEE/ 504 meetings as well as Due Process hearings. This includes, but is not limited to, the requirements of a Due Process hearing as well as navigating the students' rights as they relate to this process under IDEA to ensure the most optimal student outcomes in relation to evaluation, placement, and a variety of other factors.

Standards of Practice

PBS Corp. is committed to provide services for the contract and will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to Florida's Open Government laws. PBS Corp. will also comply with the JLA Act for staffing. In addition, the Director of Business Development will ensure they stay familiar with all State laws and standards of practice as they are currently the Public Policy chair for the Florida Association for Behavior Analysis.

Recruiting and Training/ Prescreening



Behavioral Services Proposal
Leon County Schools

Confidential

PBS Corp. has the capability of providing the capacity of services that meets the school district needs. The region has a dedicated Staffing Specialist to assist in staffing projected needs along with emergency supports. The Staffing Specialist conducts an initial interview, ensures all required documents are submitted, background checks are cleared, compliance with drug requirements, and work experience aligns with the specified, requested role. The Regional Coordinator conducts the same process when onboarding behavior analysts. Our interview process includes a video response from each person that applies, it is then screened for quality responses. References are used to confirm experience listed on the applicant's resume'. Our staff are also required to disclose any potential dual relationships with a student or school at the time the position is offered. That said, the district can deny or request a staff member off a case at any time and a replacement will be found.

Once hired, school staff are required to attend an orientation specific to working within the school setting prior to being placed on a case which covers detailed expectations of their role and responsibility in this setting. In addition, school staff are required to sign a code of conduct that outlines the expectations of their role within the classroom. Once staff are put in place, the analyst or RBT receives support from the School Contract Supervisor. One of the expectations that is covered and prioritized in the school orientation is absences/ call outs. Staff are made aware prior to starting a case that it requires they work their assigned, full hours, consistently every week. They are required to give a 2 weeks' notice of any time off and this must be approved by the School Contract Supervisor. They are also asked if any time is needed for appointments, such as a doctor, that they follow the school district calendar to avoid any disruption in services. Of course, emergency situations come up, but PBS Corp. will do their best to try and find a replacement to cover for the staff. Our school supervisor is on call for staff to communicate emergencies, which she will then notify the school as soon as possible. All attempts will be made to staff any gaps in the schedule.

PBS Staff (BCBA/RBT) should be provided with the days and hours that services are requested in the school. This should be defined within a signed contract provided once the school requests a contract with PBS. The PBS team members assigned to the identified school campus locations are deemed full time behavioral staff with Positive Behavior Supports Corp. Monthly time sheets detailing contract services will be submitted with invoices at the end of each month along with progress notes and reports per the contractual obligations.

PBS Corp. has a dedicated Business Development Department, which consists of directors, managers, and School Contract Supervisors, that are dedicated solely to implementing, overseeing, and managing all school contracts. The department has developed the following trainings to strengthen school services: RBT School Orientation, BCBA School Orientation, E-Sign School Code of Conducts and individualized trainings requested for specific school information. We strive to ensure that cases are properly staff, teams are trained, and give any clinical guidance specific to school related situations. In addition, the school liaison assigned will be the main point of contact to assist with streamlining any communication regarding staffing or clinical concerns.

PBS Corp. has additional departments that will promote the desired outcomes for services including but not limited to our Clinical Leadership, Quality Assurance Department, Billing Department, Human Resources Department, Credentialing Department, and IT team. Each of these departments works simultaneously to provide a seamless and individualized service experience for each of our students and the contracts we serve.



Tab D

Attachment II
Required Provisions Certifications

1. Business/Corporate Experience

This is to certify that the Proposer:

- a. Company or individual has a current/active professional license or certification for ABA services issued by the BACB;
- b. Company or individual has a minimum of three (3) years of continuous experience providing educationally relevant ABA/behavior support services;
- c. Proposer's staff must include licensed or certified BCBAs who have earned a Master's degree in psychology, education or related field of study and have current certification by the BACB.

2. Prime Vendor

This is to certify that the Successful Proposer will act as the Prime Contractor to the District for all services provided under the Contract(s).

3. Meets Legal Requirements

This is to certify that the Proposer's Proposal and all services provided under the Contract will be compliant with all laws, rules, and other authority applicable to providing the services, including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, Chapter 119, F.S.).

4. Financial Disclosure

This is to certify that the Proposer has disclosed in their Proposal all suspensions, revocations, bankruptcies, judgments, or liens in the last five (5) years.

5. Federal Debarment

This is to certify that neither the Proposer, nor its principles, is currently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any Federal department or agency.

6. Conflict of Interest

Per Section 1001.42(12)(i), F.S., this certifies that no member of the Leon County School Board or the Superintendent has any financial interest in the Proposer whatsoever.

7. Statement of No Inducement

This is to certify that no attempt has been made or will be made by the Proposer to induce any other person or Contractor to submit or not to submit a Proposal with regards to this RFP. Furthermore, this is to certify that the Proposal contained herein is submitted in good faith and not subject to any agreement or discussion with, or inducement from, any Contractor or person to submit a complementary or other non-competitive Proposal.

8. Statement of Non-Disclosure

This is to certify that none of the contents of this Proposal have been disclosed before award, directly or indirectly, to any other Proposer or competitor.

9. Statement of Non-Collusion

This is to certify that the proposed costs in this Proposal have been arrived at independently, without consultation, communications, or agreement as to any matter relating to such costs with any other Proposer or with any competitor, and not to restrict competition.

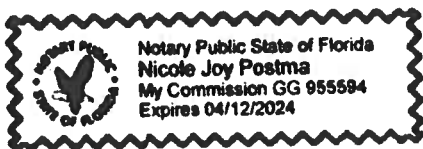
10. Scrutinized Companies Certification

The Proposer certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, not including renewal years, the Proposer certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. In compliance with Sections 287.135(5), F.S., and 287.135(3), F.S., the Proposer agrees the District may immediately terminate the resulting Contract for cause if the Proposer is found to have submitted a false certification or if the Proposer is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract. Any company that submits a bid or proposal for a contract, or intends to enter into or renew a contract with an agency or local governmental entity for commodities or services, of any amount, must certify that the company is not participating in a boycott of Israel.


By signing this certification below, the Authorized Representative affirms they have the authority to bind the Proposer and acknowledges and affirms the statements above.

STATE OF FLORIDA Michael Nolan 
COUNTY OF Martin Authorized Representative (Print) Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 19th day of June, 2023, by Michael Nolan (name of authorized representative) as CEO (position title) for Positive Behavior Supports Corp(Vendor Name).



(NOTARY SEAL)


Notary Signature

Nicole Joy Postma
Name of Notary (Typed, Printed, or Stamped)

Personally Known X OR Produced Identification Type of Identification



2757 West Pensacola Street – Tallahassee, FL 32304-2998
FAX TO: (850) 487-7869 or EMAIL TO: MathisR@leonschools.net

APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile)

COMPANY NAME: Positive Behavior Supports Corp ☒ New Vendor ☐ Update
CONTACT PERSON: Barbara James **LCSB Employee:** ☐ YES ☒ NO
PHONE NUMBER: 855-832-6727 **FAX NUMBER:** _____
CORRESPONDENCE ADDRESS: 7108 S Kanner Hwy
CITY: Stuart **STATE:** FL **ZIP + 4:** 34997

REMITTANCE INFORMATION
(if different from above)

CONTACT PERSON: _____
REMITTANCE ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP + 4:** _____
EMAIL ADDRESS: _____ **WEBSITE:** _____


PLEASE CHECK THE APPROPRIATE BOX:

PLEASE CHECK THE APPROPRIATE BOX: ☐ Individual/ Sole Proprietor ☒ S Corporation ☐ C Corporation ☐ Partnership
☐ Other _____ ☐ LLC – Type (Check one) ☐ C ☐ S ☐ P
TAX ID NUMBER: 20-5268843 or _____
Federal Employer Identification Number Social Security Number

Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.

PLEASE INDICATE THE FOLLOWING:

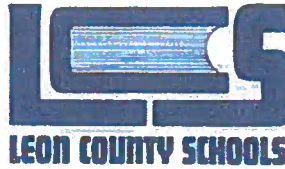
***Minority Vendor?** ☐ Yes ☒ No **If yes, certification is required -- (Please submit with form)*
Race: ☐ Caucasian ☐ Hispanic ☐ African American
☐ American Indian ☐ Asian ☐ Other: _____
Gender: ☐ Male ☐ Female

 Barbara James _____
Signature Print Name Date

LCSB site contact requesting vendor: _____
Name Phone & Email

For LCSB Employee Use Only

Entered by: _____ **Date entered:** _____



Leon County Schools Authorization for ACH Direct Payment

Finance Department

2757 West Pensacola Street, Tallahassee, Florida 32304

Payee/Vendor Name Positive Behavior Supports Corp
Address 7108 S Kanner Hwy
City, State Zip Stuart, FL 34997
Telephone 855-832-6727
Contact Name Barbara James
Contact e-mail bjames@teampbs.com

(for ACH remittance notification)

Complete this section for new enrollments or for financial institution or account changes.

Select one: ☒ New Enrollment ☐ Financial Institution or Account Change

Bank Name First Horizon Bank

Branch (if applicable) _____

City, State Zip Jupiter, FL 33458

Transit/Routing Number 265270413

Bank Account Number 20000936065

Account Type (check one) ☒ Checking OR ☐ Savings

Account Type (check one) ☐ Personal OR ☒ Business

I, the undersigned, authorize Leon County Schools to deposit payments directly to the account indicated above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account. This authorization will remain in force until Leon County Schools receives written notice of cancellation from me. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature _____

Name (printed) Barbara James

Date 2/2/23

Title Executive Assistant

Complete this section to CANCEL your ACH electronic deposit authorization.

I, the undersigned, hereby cancel the authorization for the Leon County Schools Finance to originate ACH electronic deposit entries into my checking/savings account. This cancellation is effective as soon as Leon County Schools Finance has reasonable time to act upon it.

Signature _____

Name (printed) _____

Date _____

Title _____

Mail the completed form to the address above or email to marschkak@leonschools.net.

For LCS use only

Vendor Name _____

Date Received _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Positive Behavior Supports Corp	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) 1909 Hillbrooke Trail Suite 3	Requester's name and address (optional)
	6 City, state, and ZIP code Tallahassee, FL 32311	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
2	0	-	5	2	6	8	8	4 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

2/2/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Attachment III
Notice of Conflict of Interest

Company Name: Positive Behavior Supports Corp. [Proposers shall complete either Section 1 or Section 2]

Solicitation Number: RFP 519-2024

To participate in this solicitation process and comply with the provisions of Chapter 112.313, Florida Statutes, the undersigned corporate officer hereby discloses the following information to the Leon County School Board.

Section 1

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.



Authorized Representative (Signature)

Nicole Postma

Authorized Representative (Print)

Section 2

I hereby certify that the following named Leon County School Board official(s) and employee(s) have a material financial interest(s) (over 5%) in this company, and they have filed Conflict of Interest Statements with the Leon County Supervisor of Elections, before the Proposal Opening.

Name	Title/Position	Date of Filing
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Authorized Representative (Signature)


Authorized Representative (Print)

Date

Attachment IV Proposer Contact Information

The Proposer shall identify the contact information for solicitation and contractual purposes via the requested fields in the table below.

	For solicitation purposes, the Proposer's representative shall be:	For contractual purposes, should the Proposer be awarded, the Proposer's representative shall be:
Name:	Nicole Postma	same as representative
Title:	Director of Business Development	
Street Address:	1909 Hillbrooke Trail #3	
City, State, Zip code	Tallahassee, FL 32311	
Telephone: (Office)	855-832-6727	
Telephone: (Cell)	616-890-3920	
Email:	npostma@teampbs.com	

Positive Behavior Supports Corp		6/19/23
Company Name	Authorized Representative (Signature)	Date
20-5268843	Nicole Postma	
FEIN #	Authorized Representative (Printed)	

**Attachment V
Proposer's Reference Form**

In the spaces provided below, the Proposer shall list all names under which it has operated during the past five (5) years.

Positive Behavior Supports Corp.

On the following pages, the Proposer shall provide the information indicated for three (3) separate and verifiable references. The references listed must be for businesses or government entities for whom the Proposer has provided services of similar scope and size to the services identified in the RFP. The same reference may not be listed for more than one (1) organization, and confidential references shall not be included. In the event the Proposer has had a name change since the time work was performed for a listed reference, the name under which the Proposer operated at that time must be provided in the space provided for the Proposer's Name.

References that are listed as subcontractors in the response will not be accepted as references under this solicitation. Additionally, References shall pertain to current and ongoing services or those that were completed before January 1, 2022. References shall not be given by:

- Persons currently or formerly employed or supervised by the Proposer or its affiliates.
- Board members within the Proposer's organization.
- Relatives of any of the above.

Additionally, the District reserves the right to contact references other than those identified by the Proposer to obtain additional information regarding past performance.

Attachment VI
Local Preference Affidavit

To qualify for the Local Vendor Preference, a Proposer must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Proposal Opening. The Proposer, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Proposer affirms that it is a Local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

Proposer Name: Positive Behavior Supports Corp.

Physical Address: 1909 Hillbrooke Trail #3 Tallahassee, FL 32311

County: Leon

Phone of Local Location: 855-832-6727

Length of Time at this Location: 5 years # of Employees at this Location: 150

Is your business certified as a small business enterprise through Leon County Schools? no

STATE OF FLORIDA
COUNTY OF Martin

Michael Nolan

[Signature]

Authorized Representative (Print)

Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 19th day of June, 2023, by Michael Nolan (name of authorized representative) as CEO (position title) for Positive Behavior Supports Corp. (company name).

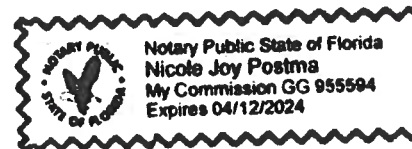
[Signature]

Notary Signature

Nicole Postma

Name of Notary (Typed, Printed, or Stamped)

(NOTARY SEAL)



Personally Known ☒ OR Produced Identification ☐ Type of Identification _____

Attachment VIII
Drug-Free Workplace Certification

The undersigned Proposer, in accordance with Section 287.087, F.S. hereby certifies that

Positive Behavior Supports Corp.

Company Name

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counselling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this Contractor complies fully with the above requirements.

Signature of Authorized Officer



Date 6/19/23

Attachment IX

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

B. Where the prospective lower tier participant is unable to certify to any of the statements in this

ORGANIZATION NAME

Positive Behavior Supports Corp.

PR/AWARD NUMBER OR PROJECT NAME

RFP 519-2024 Behavior Therapy Services

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Nicole Postma , Director of Business Development

SIGNATURE(S)



DATE

6/19/23

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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Certifications:

AMY SHELTON WILSON

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-19-38357

Status: Active

Original Certification Date: 08/31/2019

Next Recertification: 08/31/2023

Expiration Date: 08/31/2023

Contact: [Amy Shelton Wilson](#)

Supervision:

Completed 8-hour supervision training on: 10/21/2019

AUSTIN YLLANDER

Location: Tampa, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-18-32223

Status: Active

Original Certification Date: 08/31/2018

Next Recertification: 08/31/2024

Expiration Date: 08/31/2024

Supervision:

Completed 8-hour supervision training on: 11/01/2018

Willing to supervise BCaBAs

Willing to supervise BCBA or BCaBA trainees

BRITTANY POWERS

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-15-19276

Status: Active

Original Certification Date: 05/31/2015

Next Recertification: 05/31/2025

Expiration Date: 05/31/2025

Contact: [Brittany Powers](#)

Supervision:

Completed 8-hour supervision training on: 11/11/2015

Willing to supervise BCaBAs

Willing to supervise BCBA or BCaBA trainees

ERIKA CALDERON

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-20-42133

Status: Active

Original Certification Date: 05/18/2020

Next Recertification: 05/18/2024

Expiration Date: 05/18/2024

Contact: [Erika Calderon](#)

Supervision:

Completed 8-hour supervision training on: 09/15/2020

Willing to supervise BCBA or BCaBA trainees

JUDITH HUSBAND

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-21-54120

Status: Active

Original Certification Date: 10/09/2021

Next Recertification: 10/09/2023

Expiration Date: 10/09/2023

Contact: [Judith Husband](#)

Supervision:

Completed 8-hour supervision training on: 11/15/2021

Willing to supervise BCBAs

Willing to supervise BCBA or BCaBA trainees

JULIE CRUZ

Location: Tallahassee, FL United States

Certification Level: Board Certified Assistant Behavior Analyst

Certification Number: 0-23-14311

Status: Active

Original Certification Date: 02/14/2023

Next Recertification: 02/14/2025

Expiration Date: 02/14/2025

KAYLEY HEPWORTH

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-22-59886

Status: Active

Original Certification Date: 06/08/2022

Next Recertification: 06/08/2024

Expiration Date: 06/08/2024

Contact: [Kayley Hepworth](#)

Supervision:

Completed 8-hour supervision training on: 07/26/2021

Willing to supervise BCaBAs

Willing to supervise BCBA or BCaBA trainees

KILEY HENDERSON

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-23-66018

Status: Active

Original Certification Date: 06/01/2023

Next Recertification: 06/01/2025

Expiration Date: 06/01/2025

Contact: [Kiley Henderson](#)

Supervision:

Completed 8-hour supervision training on: 01/10/2023

NICOLE REYNAGA

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-21-52552

Status: Active

Original Certification Date: 08/16/2021

Next Recertification: 08/16/2023

Expiration Date: 08/16/2023

Contact: [Nicole Reynaga](#)

Supervision:

Completed 8-hour supervision training on: 10/21/2021

RACHEL PETERS

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-18-31517

Status: Active

Original Certification Date: 08/31/2018

Next Recertification: 08/31/2024

Expiration Date: 08/31/2024

Contact: [Rachel Peters](#)

Supervision:

Completed 8-hour supervision training on: 05/08/2018

Willing to supervise BCaBAs

Willing to supervise BCBA or BCaBA trainees

THEADORA CARR

Location: Tallahassee, FL United States

Certification Level: Board Certified Behavior Analyst

Certification Number: 1-18-30443

Status: Active

Original Certification Date: 05/31/2018

Next Recertification: 05/31/2024

Expiration Date: 05/31/2024

Contact: [Theadora Carr](#)

Supervision:

Completed 8-hour supervision training on: 10/17/2019

Willing to supervise BCBAs

Willing to supervise BCBA or BCBAs trainees

AMANDA MOORE

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-21-153636

Status: Active

Original Certification Date: 01/29/2021

Expiration Date: 01/29/2024

CAITLYN PAYBERG WHITLEY

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-21-195818

Status: Active

Original Certification Date: 12/07/2021

Expiration Date: 12/07/2023

CAILYN MARTIN

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-18-47569

Status: Active

Original Certification Date: 01/06/2018

Expiration Date: 01/06/2024

DEKEMBA SEYMOUR

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-16-22603

Status: Active

Original Certification Date: 08/10/2016

Expiration Date: 08/10/2023

DOMINIQUE GILLINGS

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-22-201423

Status: Active

Original Certification Date: 01/29/2022

Expiration Date: 01/29/2024

KADEJAH GLYNN

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-22-214407

Status: Active

Original Certification Date: 04/30/2022

Expiration Date: 04/30/2024

SHELBY WINKLER

Location: Lamont, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-19-84930

Status: Active

Original Certification Date: 04/22/2019

Expiration Date: 04/22/2024

ELIZABETH HAHN

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-19-82889

Status: Active

Original Certification Date: 03/30/2019

Expiration Date: 03/30/2024

CARLOS WILLIAMS

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-22-225904

Status: Active

Original Certification Date: 07/21/2022

Expiration Date: 07/21/2023

ALISHA CHACKO

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-21-185475

Status: Active

Original Certification Date: 09/18/2021

Expiration Date: 09/18/2023

CHRISTOPHER HUNTER

Location: Jacksonville, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-257048

Status: Active

Original Certification Date: 02/04/2023

Expiration Date: 02/04/2024

GRACE PAYTON

Location: Macclenny, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-22-219703

Status: Active

Original Certification Date: 06/08/2022

Expiration Date: 06/08/2024

HANNA HERNDON

Location: Wellborn, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-275662

Status: Active

Original Certification Date: 05/25/2023

Expiration Date: 05/25/2024

ISAIAH SEVER

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-262845

Status: Active

Original Certification Date: 03/11/2023

Expiration Date: 03/11/2024

JAMIE GABRIEL

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-254719

Status: Active

Original Certification Date: 01/20/2023

Expiration Date: 01/20/2024

MATTHEW KUCHARSKI

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-22-237319

Status: Active

Original Certification Date: 09/30/2022

Expiration Date: 09/30/2023

MYNCIE CARNLEY

Location: Bristol, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-255337

Status: Active

Original Certification Date: 01/24/2023

Expiration Date: 01/24/2024

SARAH PRUITT

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-276629

Status: Active

Original Certification Date: 05/31/2023

Expiration Date: 05/31/2024

ONDREIS ATKINS

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-23-270904

Status: Active

Original Certification Date: 04/26/2023

Expiration Date: 04/26/2024

MCKENZIE HESTER

Location: Tallahassee, FL United States

Certification Level: Registered Behavior Technician

Certification Number: RBT-22-239419

Status: Active

Original Certification Date: 10/13/2022

Expiration Date: 10/13/2023

Amy Wilson
4908 Vernon Road
Tallahassee, Florida
850-860-2702

Education

University of West Florida

Masters in Exceptional Student Education
Cognate in Applied Behavior Analysis

Pensacola, FL Fall 2017
GPA 3.5

Flagler College

Bachelor of Science: Elementary Education

Tallahassee, FL Spring 2003
GPA 3.9

Tallahassee Community College

Associate of Arts

Tallahassee, FL Spring 2001
GPA 3.4

State of Florida Certifications

- Elementary Education k-6
- ESOL Endorsed
- Birth – Age 3
- Pre-K Disability Endorsed
- Exceptional Student Education k-12

National Certifications

Board Certified Behavior Analyst

Qualifications

- Passion to educate people and act as a positive role model
- Dedicated professional, works well independently and collaboratively
- Ability to work with students/adults from diverse backgrounds and varying abilities
- Strong interpersonal and organizational skills
- 21st century technology trained
- Committed life long learner and strong work ethic
- Experience developing and implementing annual school budgets
- Ability to collaborate with others to diffuse potential conflicts
- Dedicated to equity among all citizens
- Knowledge of grants and federal funding; ability to write and implement grants benefiting the disabled community

Professional Experience

PBS Corporation 10/01/2019 - present

Clinical Director: provides support across multiple regions; day to day business operations

Leon County School District

Program Specialist for Behavior

PBS Corporation 05/17 –01/2019

Student Analyst

Registered Behavior Technician

Wise Pre-K Center 08/12-05/17

Communications Disorder Teacher

- Lead Teacher
- Responsible for receiving and receipting tuitions

- Taught 10-12 typical/atypical students in an inclusive classroom
- Designed and implemented multi-sensory lesson plans for entire day
- Balanced whole group, small group and individual instruction to accommodate different academic levels and learning styles
- Collaborated with fellow teachers to share ideas and solutions, as well as support knowledge to teacher aides
- Classroom assessment (VPK Assessment, progress monitoring, rubric tracking)

Gilchrist Elementary School, Tallahassee, FL August '09 – June '11
Pre-K Inclusion Teacher

- A member of school's Sunshine Committee
- Co-Leader for Relay for Life

NON-RELATED EXPERIENCE

CVS PHARMACY, Tallahassee, FL January 2003 – November 2011
 Shift Supervisor B (managerial duties)

Learning Systems Institute, Tallahassee, FL August 2006 – December 2007
 Graduate Assistant

PROFESSIONAL DEVELOPMENT

- Beginning Teacher Program
- Professional Ethics
- First Aid
- CPR
- Recognizing and Reporting Child Abuse Seminar
- Voluntary Pre-Kindergarten Standards Training
- Learning Accomplishment Profile-3 Training
- Division of Children and Families – 40 hours Introductory Child Care Training
- Book Study – High Scope Curriculum
- Crisis Prevention Intervention (CPI) Training
- Brain Gym Training
- Book Study – "What Great Teachers Do Differently" By: Todd Whitaker
- Book Study – "The Essential 55" By: Ron Clark
- Battelle Developmental Inventory-2 Training
- Imagine It Training – Pre-K
- DLM Training – Pre-K
- Language for Learning Training – Pre-K
- Quality IEP Training
- Rethink Autism – Online course training

Carlos Williams

112 Ferndale Dr, Tallahassee, FL 32301

850-363-2188

Cwilliams024@yahoo.com

Education	Florida State University Schools, May 2016 Tallahassee, FL
	University of West Florida, May 2020 Pensacola, FL
	<ul style="list-style-type: none">• B.S. in Psychology• Minor Sports Psychology
	National University, Dec 2024
Work Experience	<ul style="list-style-type: none">• Master of Arts in Performance Psychology
	Positive Behavior Supports Corp. - Registered Behavior Technician 2022-Present
	<ul style="list-style-type: none">• Provide 1:1 ABA Therapy to clients with various disabilities• Provide classroom management support on school contracts
	Florida State University Schools - Teaching Assistant, 2020-Present
	<ul style="list-style-type: none">• Works with teachers in the classroom to help students.• Supervises the classroom in teacher's absence.• Completes paperwork under the teacher's direction.• Substitutes for teachers grades K-12.• Fill in for other employees at the direction of the principal.• Other student supervisory duties as needed.
	Agency For Health Care Administration Bureau of Financial Services (AHCA) – Senior OPS Clerk, 2017- 2019
	<ul style="list-style-type: none">• Communicated with customers, employees, and other individuals• Answered telephones, directed calls, and took messages• Collected, counted, and disbursed money• Compiled, copied, sorted, and filed records• Operated office machines.• Computed, recorded, and proofread data
	Academy Sport – Footwear Sales Associate, 2018
	<ul style="list-style-type: none">• Provided prompt and friendly service to all customers• Drove sales by using sales techniques and store knowledge to connect customers with the right products.• Organized footwear merchandise by re-working footwear areas to ensure store conditions were meeting or exceeding expectations
	Domino's – Delivery Driver, 2019-2020
	<ul style="list-style-type: none">• Deliver pizza orders to customers promptly.• Provided good customer service to all customers• Worked the cash register• Worked with fellow employees to complete orders
Involvement	Alpha Phi Alpha Fraternity Inc. member 2017- Present
	<ul style="list-style-type: none">• Vice President• Treasurer• Financial Secretary
	Florida State University Schools 2020- Present
	<ul style="list-style-type: none">• Assistant Football Coach• Assistant Track Coach
References	Jaye Corbett - Supervisor at Florida State University Schools (850) 245-3700 ext. 3904

Christopher Hunter

3422 Ribault Scenic Dr., Jacksonville, FL 32208

904-881-0897

chrismhunter3@gmail.com

QUALIFICATIONS SUMMARY

A multi-talented worker adept at working in various positions to meet business and customer needs. Skilled at processing payments, assisting multiple customers with their needs, and creating a welcoming environment to induce social interaction and long-term customer retention. Strong presenter, communicator, and problem resolver able to work effectively and productively with diverse consumers and individual needs.

- Data Collection & Analysis Skills
- Team Management Experience
- Critical Research Skills
- DCF Certified
- RSM Certified
- RBT Certified

WORK EXPERIENCE

Positive Behavior Supports Corp.

2023-Current

- Provide 1:1 ABA Therapy to clients with various disabilities

North Florida Therapy Services Registered Behavior Technician

2023-2023

- Collected and analyzed data related to child behavior and used this information to modify behavior support plans as needed.
- Operated collaboratively with other multidisciplinary team members, such as psychologists, speech therapists, and occupational therapists, to provide comprehensive treatment for children.

Apollo Retail Specialists Merchandiser Team Lead

2022-2023

- Amplified outstanding client experiences and merchandising utilizing guidelines provided by our company.
- Fulfilled tasks such as project management and data capturing for various teams at a supervisor's request.

Johnson Family YMCA Gym Monitor/Camp Counselor

- 2019-2021
Participated in developing and implementing program activities for campers within the Y's mission and outcomes.
- Assisted in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp to meet the intended camper outcomes.

Taco Bell Service Champion

2017- 2019

- Maintained up-to-date knowledge of store policies regarding transactions to provide speedy and accurate service to each customer.
- Directed the training of 10+ team members in cash register operation, stock procedures, and customer services.

VOLUNTEER EXPERIENCE

Clara White Mission

2015-2019

- Serve meals to transient community members
- Performed custodial duties

Kicks 4 the Kids

2017-2018

- Sort items for distribution
- Assist recipients with shoe sizing and selection
- Host facility clean up

EDUCATION

Jean Ribault Senior High School

High School Diploma, 4.56 GPA

Florida State College at Jacksonville

Associate of Arts Degree, 3.9 GPA

Florida A&M University

Bachelors of Science Degree 3.01 GPA

Dikemba Seymour

132 Dixie Dr

Tallahassee, FL 32304

Cell: (954) 260-3734

Summary

My name is Dikemba Seymour. I am a graduate of Florida State University. My hometown is Fort Lauderdale, Florida. I am a hardworking, passionate person that puts effort into everything I do in all aspects of my life. I am very fun and outgoing and completely confident in my ability to get the job done. I am currently a grad student at the University of West Florida pursuing my master's degree in special education and Applied Behavior Analysis. My goal is to become a Board Certified Behavior Analyst.

Experience

- Cayer Behavioral Group
Tallahassee, FL April 2016 – March 2019

My responsibilities included providing one on one services to children with mental and behavioral disabilities in the school, home and community settings. I have been an RBT since August 2016. I am currently an active RBT, my number is RBT-16-22603. I am also Medicaid approved since 2016. I also presented at the Florida Association for Behavior Analysis in 2018.

- Positive Behavior Support Corp.
Tallahassee, FL April 2019

Education

Boyd Anderson High school - 2010
Lauderdale Lakes, FL
High School Diploma

Broward College - 2014
Lauderdale Lakes, FL
Associate of Arts

Florida State University - 2017
Tallahassee, FL,
Bachelor's Degree in Sociology

University of West Florida - Current
Pensacola, FL
Master's Degree in Special Education and Applied Behavior Analysis

DG

DOMINIQUE GILLINGS

gillingsd597@gmail.com | (850) 544-4349
Tallahassee, FL 32303

PROFESSIONAL SUMMARY

A resourceful professional seeking to become a Registered Behavior Technician that will leverage exceptional strengths in training and record-keeping as well as on-going educational pursuits in the field of Applied Behavioral Analysis. Expert in prioritizing projects, planning workflow, and managing employees to achieve operational goals. Punctual, reliable and friendly as well as adaptable, patient, and effective within high-pressure environments.

EDUCATION

Purdue University Global, West Lafayette, IN
Master of Science in Psychology: Applied Behavior Analysis
EXPECTED GRADUATION DATE: 09/2022

Purdue University Global, West Lafayette, IN
Bachelor of Science in Psychology: Applied Behavior Analysis
GRADUATED in 10/2020 GPA: 3.71

SKILLS

- Training and development
- Schedule management
- Test administrator
- Qualified CPR (Exp. 9/2023)
- Recordkeeping strengths
- Secret security clearance
- Collect statistical data
- Active listener

WORK HISTORY

Supervisor - US Navy: PMRF Barking Sands - Kekaha, HI 09/2018 - 09/2021

- Performed annual evaluations and reviews for 10 employees
- Created training programs to strengthen employee knowledge
- Developed flowcharts and diagrams to describe and lay out logical operational steps
- Maintained compliance with company policies, objectives and communication goals

Work Center Supervisor - US Navy: CVN 70 - San Diego, CA 08/2017 - 08/2018

- Organized ongoing maintenance schedules to boost system performance
- Assessed equipment after each production run, performing preventive maintenance to keep machines running smoothly
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts

Registered Behavior Technician- Positive Behavior Supports Corp. 02/2022-Present

- Student Analyst
- Provide 1:1 ABA Therapy for clients with various disabilities

Elizabeth Hahn

2331 Vinkara Dr. Tallahassee, FL 32303

[\(770\) 417-0419](tel:(770)417-0419)

Experience

Registered Behavior Technician – April 2019 – Present

Provide 1:1 ABA Therapy to clients with various disabilities

Paraprofessional, RCM Technologies — 2017- April 2019

The main role of my job at a paraprofessional is to understand and implement IEPs, BSPs, and FBAs. I have worked one on one with students with multiple disabilities, but I am typically assigned to students who have extreme emotional and behavioral disorders. I have working with ages ranging from three years of age to 21 years of age in multiple settings, including: inclusive classrooms, fully self contained classrooms, and alternative placements.

I have also fostered children with special needs including autism spectrum disorder, oppositional defiant disorder, and other health impairments.

Education

Ashford University, San Diego, California.

Bachelors of Art in Early Childhood Education Minor in Child Development 2013

Masters of Education with a Specialization in Special Education 2015

GPA 3.88

Skills

CPI Certification for Student Safety

QBS Certification for Student Safety

Providing multiple modalities for learning

Deescalation of maladaptive behaviors

Collaboration and supporting classroom staff

Data collection and organization

References

** Please note that references are all located in the Hawaiian time zone

Supervisor: Jacqueline Shea (808) 892-2900

Supervisor: Erin Briney (808) 292-2900

GRACE PAYTON

gracep1219@gmail.com | (678) 918-6744
Macclenny, FL 32063

EDUCATION

Florida State University - Tallahassee, FL

Expected in 08/2024

Bachelor of Science: Exercise Physiology

- FSU Pre PT/OT Club Member
- 3.756 GPA
- Relevant Coursework: Abnormal Psychology & Individual and Family Lifespan Development & Science of Nutrition
- Spring 2022 Dean's List

PROFESSIONAL SUMMARY

I am currently a full-time student at Florida State University majoring in Athletic Training. I plan to graduate in Spring of 2024 and then attend graduate school for Occupational Therapy.

SKILLS

Professionalism
Communication

Reliable
Determined

Leadership
Teamwork

PROFESSIONAL EXPERIENCE

Positive Behavior Supports - Tallahassee, FL 5/2023 - Current

- Implement behavior plans for children in both home and school settings

North Florida Therapy Services - Quincy, FL Current

08/2022 -

Registered Behavioral Technician

- Implemented behavior plans for children with autism
- Worked alongside the Occupational Therapist, Physical Therapist, and Speech Therapist
- Decreased amount and severity of maladaptive behaviors
- Improved clients skills such as following multi-step directions, and amount of time they are able to do table tasks
- Provided services in home, schools, and in clinic

May Behavioral Services - Calhoun, GA. Registered Behavioral Technician

06/13/2022 - 08/18/2022

- Tracking skill progression using technology
- Implemented care for clients
- Maintained client dignity and abided by HIPAA
- Provided services in a clinic

Hanna Herndon

Tallahassee, FL 32304 | 386-688-5826

hannainoh@gmail.com / [linkedin.com/in/hannainoherndon](https://www.linkedin.com/in/hannainoherndon)

EDUCATION

Bachelor of Science in Psychology

Florida State University, Tallahassee, FL

Dean's List: Fall 2021

Expected: May 2023

Associates of Arts

Florida Gateway College, Lake City, FL

Dual Enrollment

Honors: Summa Cum Laude

President's list: 2019

May 2020

EXPERIENCE

Registered Behavior Technician

Positive Behavior Supports Corp., Tallahassee, FL

- Provide 1:1 ABA Therapy to clients with various disabilities

Feb. 2023- Present

Grocery Replenishment Specialist

Publix Supermarkets, Tallahassee, FL

- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies/adjust errors.
- Communicate with vendors and distributors to ensure products is maintained.
- Provide premier customer service to patrons.

May 2019- Present

Mental Health Assistant

Apalachee Center, The Center of Mental Health, Tallahassee, FL.

- Assist and monitor patients' mental health progress.
- Communicate with the psychiatrist to create a recovery plan for patients.

April 2022- September 2022

Undergraduate Research Assistant

Florida State University, Tallahassee, FL.

- UROP Research Assistant – Dr. Christina Owens
- Conduct literature reviews and summarizes research data into Excel.
- Manage detailed databases and give oral presentation summarizing research activities.

August 2021-May 2022

ACCOMPLISHMENTS

- Great track record of reliability and a flawless work history. Demonstrated commitment to ensure quality and provided coverage when short staffed. Exceeded expectations on all evaluations.
- Member of Psi Chi Honors Society.

SKILLS: CPI certified, CPR certified, Computer skills: Office 365

applications, Excel, Word, Audacity, PowerPoint, Qualtrics, RStudio, Spin works, UGE, Spartan, Avatar

ISAIAH SEVER

Tallahassee, FL 32303 • (904) 755-5020 • ijoesever@gmail.com

Education

Bachelor of Science: Criminology, 05/2023

Florida State University - Tallahassee, FL

High School Diploma: 05/2019

Douglas Anderson School of The Arts - Jacksonville, FL

Professional Summary

Experienced professional dedicated to helping clients meet potential to function in society. Possesses excellent social and interpersonal communication skills to encourage patient comfort and relaxation. Skilled at coaching special needs individuals to achieve greater independence and confidence. Also worked in kitchen management as a supervisor. Focused on developing an organized training plan, as well as team building.

Accomplishments

Redeveloped the training process within a kitchen in order to ensure that all new hires had a strong understanding of all necessary components of the fast paced environment.

Skills

- Kitchen equipment operation and maintenance
- Kitchen Staff Coordination
- Food Preparation
- Staff Management
- Cleaning Abilities
- Equipment Maintenance
- Training Oversight
- Report Writing
- Data Collection
- ABA Techniques
- Behavior Management
- Development of Social Skills
- Behavior Treatment implementation
- Safety Care Certification
- RBT certification

Work History

Registered Behavior Technician, 03/2023 to Current

Positive Behavior Supports Corporation – Tallahassee, FL

- Learned specialized behavior approaches to implement behavioral strategies.
- Kept accurate records by documenting progress and adhering to prescribed behavior plan.
- Supported client using principles of applied behavior analysis.
- Collaborated with client's support system and other allied specialists to implement positive interventions.

- Prevented and intervened with clients' challenging behaviors by Action.
- Observed, monitored and recorded problem behaviors through accurate behavior-consequence data collection, graphs and anecdotal notes.
- Worked as part of collaborative team to address changing needs of children and families.

Kitchen Supervisor, 11/2020 to 12/2022

Chick-fil-A

- Created and deployed successful strategies to boost restaurant performance, streamline food prep processes and reduce waste.
- Monitored food preparation, production and plating for quality control.
- Disciplined and motivated staff to achieve challenging objectives in fast-paced culinary environments.
- Identified team weak points and implemented corrective actions to resolve concerns.
- Developed kitchen staff through training, disciplinary action and performance reviews.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Directed activities of team of skilled kitchen workers preparing and serving meals.

Delivery Driver, 08/2019 to 10/2020

Doordash

- Completed on-time deliveries by choosing best and most efficient routes.
- Communicated customer complaints, requests and feedback to company management for swift resolution.
- Completed rush deliveries on tight timetables to satisfy customer needs.

Jamie Gabriel

816-728-7072

jamielgabriel87@gmail.com

498 Bayhead Drive, Tallahassee, FL 32304

Education

Masters of Art in ESE/ABA, University of West Florida, 2025

Bachelors of Science in Psychology, Middle Georgia State University, 2022

Basic Life Support Certification, 2022

Experience

Positive Behavior Supports Corp., Registered Behavioral Therapist, Tallahassee, FL

February 2023- Current

- Provide 1:1 ABA Therapy to clients with various disabilities
- Provide classroom management support to school contracts
- Following the behavior reduction and behavioral skill acquisition protocols
- Collecting and recording data based on client behavior
- Communicating with clients, parents, and caregivers regarding client progress

Cayer Behavioral Group, Registered Behavioral Therapist, Tallahassee, FL

September 2022- February 2023

- Providing direct client care in one-on-one and group settings
- Following the behavior reduction and behavioral skill acquisition protocols
- Collecting and recording data based on client behavior
- Communicating with clients, parents, and caregivers regarding client progress
- Assisting behavior analysts and assistant behavior analysts with behavior reduction assessments, skills acquisition and preparation of client materials

Account Manager, LEX Reception—AnywhereWorks, Remotely

February 2022 to September 2022

- Perform new business start-up implementations and account management for attorneys and law firms
- Resolve client issues and challenges quickly and effectively via phone and email.
- Collaborate with clients to customize account and scripting to align with business needs
- Collaborate with other managers, IT, sales and leadership to enhance performance.
- Complete requests from clients regarding billing, account changes and business needs
- Build, manage and improve agent scripts and grade calls from agents
- Process client and agent feedback

Medical Associate, Well Received—AnywhereWorks

November 2021, Promoted February 2022

- Receiving, transferring, and relaying patient calls, messages and emergencies to on call medical and office staff
- Data entry of patient information and demographics
- Call handling questions and concerns with speed, accuracy and professionalism
- Educating and providing information to patients
- Scheduling, rescheduling and cancelling appointments

Pharmacy Technician, UHS Peachford Behavioral Health Hospital, Atlanta, GA

July 2018 to July 2020

- Prepared drug orders from physicians/nurses and deliver hourly rounds to each unit
- Collaborated with Director to update policies, procedures and communications.

- Order medications and supplies from Amerisource Bergen and Healthcare Logistics.
- Check in/out patient's home medications and inspect/audit unit Med rooms.
- Maintain Invega, Abilify Maintena and Vivitrol sample programs with pharmaceutical Co
- Fulfill, charge and deliver ECT orders and requests.
- Maintain and update Clozaril REMS account and update Labcorp results.
- Inventory/Expire medications and troubleshoot/resolve EMAR issues.
- File, rotate and organize drug logs and department records.
- **Reason for leaving:** COVID19 contagion risks

Pharmacy Technician, University of Kansas Hospital—Inpatient Pharmacy September 2017 to May 2018

- Pull batch and cart fill from carousel and prepare medication orders for inpatients.
- Respond to calls/pages from nurses and staff to resolve issues/complete orders.
- Maintain stock in each Omnicell, modify drawers, troubleshoot issues and open tickets
- Pull/return narcotics from CII safe and file control paperwork
- Complete monthly inspections of medication rooms in each nursing unit
- Resolve discrepancies, stock outs and outdates in each Omnicell
- Check in and stock inventory orders and use pneumatic tube system for STAT orders
- Assess and document refrigerator and freezer temperatures
- Rotate in house inventory according to back orders/nationwide shortages
- Attend pharmacy meetings to discuss procedures and development
- Return unnecessary and/or outdated medication to the pharmacy.
- Reconcile use records and reports any discrepancies to a pharmacist.
- Train new technicians on processes and procedures.
- **Reason for Leaving:** Relocated to Georgia

Pharmacy Technician, PRXP of KS (Physicians Rx Pharmacy) 340b/Specialty, KC,KS.
December 2015 to September 2017

- Assisted in starting and establishing the first Physician's Rx Pharmacy Midwest location (Kansas) with PIC inside Family Health Care Clinic.
- Supervised construction and routinely ordered drugs/supplies/furnishings/electronics.
- Decorated and set up marketing materials for grand opening.
- Researched best price and placed daily orders for legend, 340b and controlled drugs from Anda, McKesson, Capital and back up wholesalers and input/filed invoices.
- Created customer price list based on market price and fluctuating cost price
- Collaborated with PIC, completed all administrative duties and trained relief pharmacists.
- Kept inventory of medication and maintained 340b stock/compliance.
- Entered/filled orders for patients and clarified issues with clinic physicians
- Resolved claim rejections, patient assistance and prior authorizations with plan PBMs and coordinated care for Ryan White patients
- Made home deliveries to patients and completed daily post office/bank drops.
- Created/mailed statements and reconciled account receivables.
- Maintained and filed various records, reports and compiled records for insurance audits.
- Opened and closed cash drawer and resolved any discrepancies.
- Create, implement and adjust policies and procedures for maximal efficiency.
- Attended pharmaceutical conferences/dinners and Clinic charity benefits
- **Reason for leaving:** Benefits declined and no opportunities for advancement

Pharmacy Technician, AlixaRx Long Term Care, Lenexa, KS
October 2014 to December 2015

- Ship medications and service over 60 Golden Living facilities in South Dakota, Nebraska, Kansas and Missouri.
- Fill, prepackage and tote medication cards and stocks.

- Transition patients from hospital to rehab/long term care or into hospice with comfort care medications.
- Coordinate orders from local pharmacies for STAT orders and schedule/dispatch drivers
- Triage and process incoming faxes and maintain patient profiles.
- Take incoming and make outgoing calls for new admissions, order status, ADU issues, assisting nurses.
- **Reason for Leaving:** Unique opportunity to learn business side of pharmacy and 340B

Pharmacy Technician, St. Joseph Medical Center, Kansas City, MO

January to September 2014

- Maintained stock in each Pyxis and delivered hourly rounds.
- Prepared medication orders/compounds for inpatients for STAT and batch orders.
- Mixed IVs in proper diluents/vehicles, determine appropriate stability/calculations
- Cleaned, sanitized, and routinely disinfect work surfaces and MIC hoods.
- Pull/return narcotics from CII safe and file narcotic paperwork along with wasting.
- Worked closely with buyer for inventory control and completed drug expiration checks.
- Completed monthly inspections of medication rooms in each nursing unit.
- Checked in and stocked daily inventory orders from McKesson and other wholesalers.
- Use pneumatic tube system and lift for STAT orders.
- Rotate in house inventory according to back orders/nationwide shortages.
- Pre-pack medications into unit doses and replenish surgery trays
- Document, credit and charge patient accounts.
- Secure medication during patient transfers and discharges.
- Attend pharmacy meetings to discuss procedures and development.
- Restock and charge crash carts and assemble intubation kits.
- Maintain and log department records and Check in home medications from patients.
- Complete other job duties as necessary or assigned by pharmacist.
- Ensure compliance with hazardous waste collection and disposal procedures
- **Reason for Leaving:** Departmental downsize, no seniority

Pharmacy Technician, OptumRx—UnitedHealthCare, Overland Park, KS

January 2010 to January 2014

- Assisted in reducing backlog during company growth, new system deployment (IRIS) and new client acquisition/deduction (government and commercial).
- Process prescriptions and manage orders from intake to fulfillment.
- Resolved over 200 orders per day with over 96% accuracy.
- Make outbound calls on prescriptions requiring verification from members
- Clarify any missing/incorrect information on prescriptions and request new prescriptions and renewals from doctor offices via fax and phone.
- Ensure controlled prescriptions are filled in accordance to Federal and state laws
- Adhered to HIPPA, PHI and privacy laws on member accounts
- Research and resolve inventory and outdated NDC issues.
- Ordering items and directing orders to site with sufficient stock and informing members/physicians of off market medications or items not carried by us.
- Educate customers on benefits, use of plan, formularies, premiums, claims, state regulations, open enrollment, coverage gap, deductibles and claim rejections.
- Determine appropriateness of overriding pharmacy claims, changing day supplies to maximize member's benefit and submitting prior authorizations.
- Manage workflow, compile progress reports, and assign associates to different tasks to meet high volume demands.
- Train other technicians on various duties and projects as assigned.
- **Reason for Leaving:** Pay increase and to gain hospital experience

Kadejah Glynn
1922 Portland Ave
Tallahassee, FL 32303
850.545.9873
kadejah.glynn@icloud.com

Objective

To gain professional knowledge to help increase my ability to help others.

Ability Summary

Excellent people skills. Trained in first aid with a BLS card. Experienced in organizing, setting up, and working major events among college students. Ability to stay focused and get task done. Licensed EMT.

Employment History

Positive Behavior Supports Corp: April 2022 – Present Registered Behavior Technician

- Student Analyst
- Provide 1:1 ABA Therapy to clients with various disabilities

Domino's: 11/28/2013 - April 2022 Manager

2014– 2022 Domino's Pizza Quincy, FL

- Train and supervise a team of 5-10 employees;
- Provide Customer service;
- Collect money from customers, make change, and record transactions on customer receipts;
- Listen to and resolve customers' complaints regarding products or services;
- Inform regular customers of new products or services and price changes;
- Write customer orders and sales contracts according to company guidelines;
- Count money at end of night and close down books;
- Arrange merchandise and sales promotion displays and issue sales promotion materials.
- Made orders donated to charity; Children's events and impacted families from COVID-19

Education and Trainings

Completion Date Issuing Institution Qualification Course of Study

4/2021- Florida A&M University Bachelor of Health Sciences

4/2018- Tallahassee Community College AA Degree

12/2016- Tallahassee Community College EMT Program

05/2015 Robert F. Munroe Day School H. S. Diploma

Basic Skills; Graduated Beta club, Graduated Cum Laude, creative writing, Anchor club, BLS, EMT, and professional development. Active volunteer in community events.

Honors & Activities

- | | |
|----|---|
| A. | Canned food drives |
| B. | Organized major events at Tallahassee Community College |
| C. | Gave tours of TCC campus |
| D. | Set up and ran an information booth weekly at TCC |
| E. | Answered phone calls for informational purposes |
| F. | Communicated well with Students and Faculty |
| G. | Enhanced my Professional Image |
| H. | Maintained impeccable grades, while working full time |

References Available upon Request

MATTHEW KUCHARSKI

MattKucharski123@gmail.com

732-853-4482

EXPERIENCE

MAY 5TH, 2023 – PRESENT

TALLAHASSEE, FLORIDA.

REGISTERED BEHAVIORAL TECHNICIAN, POSITIVE BEHAVIOR SUPPORTS CORP.

Working as a health care professional using ABA therapy to improve the lives of individuals with developmental disorders, such as autism, that affect behavior and socialization skills.

AUGUST 15TH 2022 – MAY 5TH, 2023

TALLAHASSEE, FLORIDA.

REGISTERED BEHAVIORAL TECHNICIAN, CAYER BEHAVIORAL CLINIC

Working as a health care professional using ABA therapy to improve the lives of individuals with developmental disorders, such as autism, that affect behavior and socialization skills.

March 18th, 2023- PRESENT

TALLAHASSEE, FLORIDA.

BARBACK, PROOF BREWERY CO

Helps bartenders open and close for the night while helping them maintain a clean workspace. Helps change kegs, restock liquor bottles, learning cocktail recipes, wiping down chairs, railings, high touch surfaces, and taking out trash.

FROM JANUARY 6TH 2019 – APRIL 1ST 2021

TALLAHASSEE, FLORIDA.

DELIVERY DRIVER, UBER EATS

Picked up meals from local restaurants and dropped them off at residential and local business customer locations.

FROM APRIL 1ST 2022 – AUGUST 10TH 2022

TALLAHASSEE, FLORIDA.

SALES ADVISOR, OFFICE DEPOT

Helps the store floor assisting customers in finding items and checking them out at the register. Stocking merchandise off truck and into store lifting items weighing up to 80lbs.

EDUCATION

MAY 2019 - JUNE 2021

AA DEGREE, TALLHASSEE COMMUNITY COLLEGE

3.6 GPA

AUGUST 2021 – JULY 2023

BA IN PSYCHOLOGY, FLORIDA STATE UNIVERSITY

3.3 GPA

SKILLS

Bilingual (Polish and English)

Certified in Nonviolent Crisis Prevention & Intervention Training

Cicerone Beer Server Exam Certified

Good understanding of physiological, emotional, cognitive, and social determinants of behavior.

Excellent Communication Skills

Extraordinary Patience

Trustworthy

McKenzie Hester

♦2020 Continental Ave. Apt. 215 Tallahassee, FL. 32304 ♦mckenziehester14@yahoo.com
♦ 321-795-0097 ♦

EDUCATION

Florida State University Tallahassee, FL

Bachelor of Science in Psychology Expected May 2023

- **Major GPA:** 3.7
- **Minor:** Sociology
- **Relevant Coursework:** Cognitive psychology, Clinical and Counseling Psychology, Abnormal Psychology, Psychology of Personality, Applied Statistics, Business Statistics

WORK EXPERIENCE

Positive Behavior Supports Corp.

Registered Behavior Technician

Feb. 2023 – Present

- Provide 1:1 ABA Therapy to clients with various disabilities
- Provide classroom management support to school contracts

Research Assistant, Florida State University

Aug. 2021 – Present

Lab: *Dr. Brad Schmidt: Anxiety and Behavioral Research*

- Run pilot protocols for a new web-based intervention in trauma responses
- Maintain organization of participant files and intervention protocols
- Transfer and encode data files into the SPSS system for privacy and confidentiality
- Assist in promotion and advertisement of new interventions and run recruitments for new studies

Costco Wholesale

Bakery Assistant

Sept. 2021- Present

- Developed customer service skills handling customer requests and handling customer transactions
- Served customers by answering questions about the brand
- Maintained clean and organized appearance of sales floor through organization and restocking

Cracker Barrel Old Country Store

Cashier, Retail Associate May 2021 – Sept. 2021

- Utilized product knowledge to inform customer decisions and provide welcoming customer service
- Provide assistance to customers in person and via telephone, handling orders, and cash and credit transactions

SKILLS

- **Software:** Established with SSPS, Excel, Word
- **Languages:** Native English, limited working Spanish

HONORS

- UCF President's Honor Roll
- FSU Deans List

Myncie Carnley

850-447-3705

10467 NW Henry Kever Rd, Bristol, FL 32321

Myncie.carnley@yahoo.com

Objective To obtain position as a one on one to help expand my experience in the special education field and contribute my skills and experience to help facilitate a positive learning environment for children who have special needs.

Skills & Abilities

- Observes personalized ABA guidelines for the classroom daily
- Exceptional at detailed documentation
- Excellent at working and coordinating with multiple professionals, parents and students
- Proficient in creating and using multiple tools to aid in communication and learning
- Calmly handles emergency situations

Experience Dec 2022- Current

Registered Behavior Technician, Positive Behavior Supports Corp.

- Provide 1:1 ABA Therapy to clients with various disabilities
- Provide classroom management on school contracts

Sep 2021- Dec 2022

Nutrition Educator, UF IFAS EXT Family Nutrition Program

- Teach large groups of students with fact-based curricula.
- Manage large groups of students effectively
- Coordinates with organizations to schedule classes and lessons for both children and adults.
- Seeks out new partners for the University every month.
- Maintains current partners for the year.
- Exceeds expectations of 10-18

May 2018 – Apr 2020

Key holder/Cashier, Chevron

- Upheld all agency guidelines, state and federal regulations and maintained knowledge of all promotions and advertisements.
- Handled payment of goods, performed record and bookkeeping at the end of each shift.
- Performed inventory and stocking of merchandise inside store, maintained clean and appropriate store appearance.
- Assisted in training new employees to ensure consistent service to customers and adherence to regulations.

Feb 2019 – Sep 2021

Health Aide/Paraprofessional, Hosford Elementary and Jr High

- Adheres to personalized ABA guidelines for the classroom; to include prompting/fading, positive/negative reinforcement techniques, errorless teaching, picture exchange communications teaching, behavior modeling, etc.
- Leads learning activities for multiple children with various special needs; utilizing peer mediated social skills training; and assisting teacher with lesson plans for such activities.

- Proficient in creating and using multiple tools to aid in communication and learning; such as HD Touch Chat application, basic sign language, place cards, communication boards, sensory bins, sensory rooms, matching cards, EyeBeam Game Projector, and other various tools.
- Regularly documents daily activities; such as diaper changes, independent bathroom use, attendance, personal welfare of child, all seizure activity, temperature and medications given.
- Coordinates with multiple organizations, parents and professionals; including behavior therapists, speech pathologists, mental health professionals, occupational therapists, teachers and school administration to ensure needs of child is being met.

May 2018 – Apr 2020

Key holder/Cashier, Chevron

Guidelines, state and federal regulations and maintained knowledge of all certifications.

Inventory goods, performed record and bookkeeping at the end of each shift.

Ordering and stocking of merchandise inside store, maintained clean and appropriate

Trained new employees to ensure consistent service to customers and adherence to

Education Liberty County High School – Bristol, FL – High School Diploma

May 2018

Training/ Certifications

- Basic seizure training
- CPR
- CPI
- First Aid
- Medication administration training
- Autism Awareness
- Special Education Needs
- Registered Behavior Technician

References Beckie Black : (850) 556-4270

Stephanie Davis: (850) 294-6734

Clara Leonard: (850) 447-0575

Ondreis Atkins

ondreislatkins@gmail.com
(561) 424-1253

Current Address

2749 Pecan Rd
Tallahassee FL, 32303

Permanent Address

P.O. Box 11182
Riviera Beach, FL 33419

OBJECTIVE Obtaining a stimulating, full time, entry level Healthcare Administration position within the Healthcare Industry.

EDUCATION **Bachelor of Science: Health Science General**
Florida Agriculture and Mechanical University
Classification: Senior

Tallahassee, FL
Expected Graduation Date: December 2022

High School Diploma
Suncoast Community High School

Major: International Baccalaureate

SKILLS

- Certifications/ Licensure: Basic Life Support (BLS), CPR certified, Crisis Prevention Intervention certified, and Registered Behavior Technician
 - Experience working in Mental Health Counseling and conducting Group Activity sessions
 - Experience working with Meditech-Software and Microsoft Office Software
-

EXPERIENCE**Positive Behavior Supports Corporation**

Registered Behavior Technician

December 2022-Present

Tallahassee, FL

- Assist in delivering behavior analysis services and practice under close supervision of a Board-Certified Behavior Analyst.
- Following Behavioral Plan to teach communication, social, and daily living skills. Reduce maladaptive behaviors in the home, community, and school settings
- Provide direct client care in one-on-one and group settings

HCA Florida Capital Hospital

Mental Health Technician – Behavioral Health Unit *November 2020-Present*

Tallahassee, FL

- Observing and inputting Behavior patterns of patients into Intelligent Insights Software
- Conducted and lead Group Activity Therapy sessions for patients
- Training incoming staff on Mental Health Technician Duties
- Documenting Group Therapy Notes in Meditech software
- Recognize and report abnormalities or changes in patient's health status to case manager
- Monitor track and convey important patient information to healthcare staff to help optimize treatment planning and care delivery

Apalachee Center Inc.

Psychiatric Health Technician

November 2019-2020

Tallahassee, FL

- Under direct supervision of a licensed nurse, performed a variety of routine duties involving care of medically ill acute or sub-acute patients; performed direct patient care; observed and reported changes in the behavior and physical status of patients.
 - Assisted clients in activities of daily living, encouraged client participation in scheduled activities
 - Documented service activities in accordance with the unit procedures and implementation of program schedule activities
-

HONORS / ACTIVITIES

- Dean's List/Honor Roll 2021
- Florida A&M University Marching "100" 2018-2022
- Florida A&M University Marching "100" Scholarship 2018-2022
- Nominated for HCA Florida Hospital "ICARE" award 2022

Sarah Pruitt

Tallahassee, United States 32304 | 3862957938 | sep5986@aol.com

PROFESSIONAL SUMMARY

Experienced Paraprofessional/after-school counselor eager to help students excel. Thrilled to assist teachers with diverse needs to facilitate best possible educational environment. Hands-on in classroom support, activity management and student monitoring. Assists students with academic and personal needs such as grooming. Always ready to help teachers with any requirement. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

PROFESSIONAL EXPERIENCE

Positive Behavior Supports - Tallahassee, FL

5/2023 - Current

- Implement behavior plans for children in both home and school settings

YMCA Reading Assistant 02/2021 to Current Ymca Of Northwest Florida – Tallahassee, FL

2/2021 – Current

- Helped teacher prepare instructional material and displays. Cleaned, organized and restocked classrooms for upcoming classes.
- Collaborated with team members to achieve target results.

ESE/Pre-k Paraprofessional 10/2016 to Current Leon County Schools – Tallahassee, FL

10/2016 – Current

- Prepared instruction materials, constructed bulletin boards and set up work areas. Instructed small groups of students in basic concepts such as alphabet, shapes and color recognition.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.

EDEP Counselor 10/2010 to Current Leon County Schools – Tallahassee, FL

10/2010 – Current

- Communicated closely with other counselors to devise programs and activities based on developmental and academic levels.

21st Century Tutor 08/2011 to 05/2019 United Way – Tallahassee, FL

8/2011 - 5/2019

- Worked with course directors, faculty members and other tutors to develop solid teaching plan.
- Provided useful learning and study skill techniques to enhance understanding and integration.
- Used flashcards and other techniques to test and improve memory through practiced information retrieval.

EDUCATION

Masters In Music Education : Music Therapy 12/2015 Florida State University - Tallahassee, FL

Bachelor Of Music: Music Therapy 08/2010 Florida State University - Tallahassee, FL

AA : General Studies 08/2006 Daytona State College - Daytona Beach, FL

Shelby Winkler

2060 Continental Ave APT #L-268, Tallahassee, FL 32304

[\(850\) 509-3942](tel:(850)509-3942)

Education:

Bachelor of Arts in Psychology

May 2022

Minor: Applied Behavior Analysis

University of West Florida, Pensacola, FL

Masters Exceptional Student Education—Applied Behavior Analysis August 2022- Present

University of West Florida, Pensacola, FL

Work Experience:

Registered Behavior Technician

July 2022- Present

Positive Behavior Supports Corp.

1909 Hillbrooke Trail Tallahassee, FL 32311

- Student Analyst
- Provide 1:1 ABA Therapy to clients with various disabilities
- Provide classroom behavior supports to school contracts

Registered Behavior Technician

August 2021 – July 2022

Unlocking Potential of Florida

7 E De Soto St, Pensacola, FL 32501 (850) 332-7437

- Analyzing and creating data using standard acceleration charts
- Collecting ABC data to better understand a client maladaptive behavior and create behavior modifications
- Creating new behavior plans individualized per client based upon PEAK assessments

Registered Behavior Technician

February 2019 – August 2021

Proud Moments ABA

9900 N Davis Hwy, Pensacola, FL 32514

- Implementing as many as 30 different behavior plans a session with a client
- Aiding clients in daily living skills including cooking and meal planning
- Monitoring clients progress per goal and keeping track of percentages to apply towards goal mastery

Skills and Abilities:

Registered Behavior Technician Certification

- Seasoned in collecting and analyzing behaviors
- Trained in implementing behavior procedures for multiple diverse clientele

BLS Certification for Health Care providers

- Able to provide CPR and the Heimlich maneuver in emergencies
- Experienced in using automated external defibrillator when necessary

CPI Certification

- Skilled in emergency holds needed to keep clients safe
- Capable of assessing and quickly deescalating stressful situations

Microsoft Office Specialist

- Proficient in word and power point
- Effective in creating reports and graphing data in excel

Nicole Reynaga

4246 Ridge Haven Rd. 32305 • NREYNAGA0@GMAIL.COM • 765.409.7134

WORK EXPERIENCE

Positive Behavior Supports Corporation Tallahassee, FL 10/2021- Current

-Board Certified Behavior Analyst

- Conduct assessments for children with developmental disabilities
- Design treatment plans
- Implement procedures/protocols
- Supervise and train RBTs/caregivers on the implementation of protocols

INVO Behavior and Therapy Services Tallahassee, FL 07/2019- 05/2021

- Registered Behavior Technician/Graduate Student

- Assist in creating treatment plans.
- Collect data that is based on client's behavior.
- Provide one-on-one therapy services to clients in the clinic, home, school, or community setting.

Cayer Behavioral Group Tallahassee, FL 01/2018- 07/2019

- Registered Behavior Technician

- Prepare client's materials for sessions.
- Follow the behavior reduction and behavioral skill acquisition protocols that may include verbally or physically aggressive behaviors from clients.
- Provide daily written documentation for sessions being conducted.

CERTIFICATIONS

Board Certified Behavior Analyst 08/2021

Crisis Prevention Intervention 11/2020

EDUCATION

Florida State University Tallahassee, FL 2019-2021

Master of Science

- Major: Applied Behavior Analysis

Purdue University West Lafayette, IN 2013-2015

Bachelor of Science

- Major: Psychological Sciences
- Minor: Forensic Science

Ivy Tech Community College Lafayette, IN 2009-2012

Associate of Arts

- Major: Liberal Arts

RACHEL PETERS (VAN POPPELEN)

Tallahassee, FL 32308 • rachppeters@gmail.com • (248) 255-6305

EDUCATION

Florida State University (2006-2008)

Tallahassee, FL

Applied Behavior Analysis

Bachelor of Science

Graduated May 2018

- 4.0 GPA throughout graduate school
- Excelled with all practicum evaluations
- FSU ABA Masters Program Ranked #1 in Nation during attendance

Michigan State University (2011-2015)

East Lansing, MI

Special Education Learning Disabilities

Bachelor of Arts from the College of Education

Graduated May 2015

- Michigan State University Women's Varsity Soccer
- Dean's List
- Three time Academic All Big Ten Honors

PROFESSIONAL EXPERIENCE

Positive Behavior Supports

Behavior Analyst (May 2023-present)

- Conduct initial assessments and evaluations
- Write insurance reports to commercial and state insurance companies for services
- Provide evidence-based behavior analytic services to assigned clients
- Oversee assessments, plan development, and monitor data
- Train therapists, parents, and teachers on clients' individualized behavior plans
- Collect data, analyze data, and make data-driven changes to behavior plans
- Monitor outcomes of programs

INVO Progressus Therapy (Previously Engage Behavioral Health)

Behavior Analyst (September 2018-present)

- Conduct functional behavior assessments
- Complete and submit all necessary paperwork for initial authorizations and reauthorizations
- Provide evidence-based behavior analytic services to assigned clients
- Oversee assessments, plan development, and monitor data
- Train therapists, parents, and teachers on clients' individualized behavior plans
- Meet with colleagues to disseminate ABA knowledge
- Collect data, analyze data, and make data-driven changes to behavior plans
- Monitor outcomes of programs

Engage Behavioral Health

Behavior Technician (May 2015 – September 2018)

- Implement individualized behavior plans (reduction and replacement behaviors)
- Accept and apply feedback from supervisors in vivo as well as respond to and adjust implementation or programs from written feedback
- Conduct daily preference assessments to establish reinforcers
- Use ABA principles to address novel behaviors during sessions according to their function; notify BCBA of new behaviors and submit ABC data
- Collect data; including, partial-interval, whole-interval, duration, cold probe, percent of opportunities, and task analysis (whole, backwards, and forwards)
- Write behavior plans under the supervision of a BCBA

Kaufman Children's Center

Behavior Technician (May 2015 – August 2018)

- Collect cold probe data on all current targets
- Run weekly and monthly maintenance on mastered targets
- Conduct daily informal preference assessments to identify reinforcers, and conduct formal preference assessments every month to use results when differentially reinforcing behaviors
- Pick new targets from the VB-MAPP based on the BCBA's latest report and suggestions for the child
- Implement behavior plans for children with reduction behaviors
- Implement RIRD for children with stimulatory behaviors

Novell Responses

Ann Arbor, MI

Behavior Technician (September 2014 – May 2015)

- Implement individualized programs (such as discrete trial training, social skill development, behavior plans) that are created by the BCBA
- Prepare and collect all materials needed to implement the programs
- Collect data, graph data, and chart maladaptive behaviors on ABC chart
- Implement naturalistic teaching procedures
- Provide modeling for parents and other caregivers during session

Service-Learning

Lansing, MI

Internship (September 2014 – May 2015)

- Teach in a 6th grade classroom and provide whole-group, small group, and individual instruction
- Assist students that are on IEPs, and other students with special needs, in the classroom with 1:1 instruction
- Design and implement lessons for the entire class. Take pre-assessments and post-assessments, while monitoring progress.

Macomb-Oakland Regional Center

Troy, MI

Behavior Technician (May 2014 – August 2014)

- Created and collected materials needed to implement programs created by the psychologist
- Implemented individualized programs
- Conducted preference assessments and chart highly-preferred items
- Manipulated the environment to help encourage preferred behaviors and block maladaptive behaviors
- Collected, input, and graphed data to track children's mastered targets
- Kept track of behaviors by charting them in observable and measurable ways on an ABC chart

Service-Learning

Okemos, MI

Internship (September 2013 – December 2013)

- Aided in the development of cognitively impaired preschoolers ranging up to a year and a half behind typical development
- Engaged in work with those diagnosed with Autism as well as Down Syndrome; both verbal and non-verbal
- Structured rehabilitative strategies with Professionals specializing in Advanced Behavioral Research and carried out programs created
- Assisted children during occupational therapy sessions

Service-Learning

Lansing, MI

Internship (September – December 2012)

- Taught in a classroom setting children with specific learning disabilities as well as children with behavioral problems
- Provided one-on-one instruction to children with specific needs
- Built professional relationships with men and women specializing in the field of Advanced Behavioral Research

Respite Care

Commerce, MI

Internship Macomb Oakland Regional Center (May-August 2012)

- Provided Home Respite Care for a nineteen-year-old with Down Syndrome
- Implemented practical life functions needed by this young adult such as: verbal, monetary, social, and personal care skills

Home-Care Provider / Tutor

Commerce, MI

Practical Work Experience (2009-2013)

- Facilitated care for a young boy with Autism who needed help learning behavioral, social, and academic skills

Theadora Lynn Carr

hawkins.teddie@gmail.com
1238 Sedgefield Rd.
Tallahassee, FL 32317
(239) 370-0093

EDUCATION

- Florida Institute of Technology – December 2017
 - **Graduate Certificate – Applied Behavior Analysis**
 - BACB 4th Edition Task List Course Sequence
- The Florida State University - April 2011
 - **Master of Science – Exceptional Student Education**
- The Florida State University – April 2011
 - **Bachelor of Science – Exceptional Student Education**

PROFESSIONAL EXPERIENCE

- **Regional Coordinator**
 - **Positive Behavior Supports Corp. - Tallahassee, FL (Jan. 2022 – Current)**
 - Supervise and lead coordination of all services and service providers in region, Adhere to and support PBS Corp.'s policies and procedures, communicating them to contractors, families, funders, and within public venues as needed, Engage in marketing and community-building activities such as parent education, awareness training, and participation in local events, Communicate with behavior analysts and behavior assistants to determine their availability and limits for accepting clients and concerns affecting delivery of services, Assign behavior analysts and assistants to cases, managing caseloads appropriately, Supervise school contracts
- **Behavior Analyst**
 - **Positive Behavior Supports Corp. - Tallahassee, FL (Nov. 2019 – Jan. 2022)**
 - Provide 1:1 ABA Therapy to clients with various disabilities, conduct assessments, functional behavior assessments, provide supervision to RBTs, conduct caregiver training
- **Program Specialist for Behavior**
 - **Leon County Schools – Tallahassee, FL (Aug. 2018 - April 2021)**
 - BCBA for Leon County Schools- providing behavior support services for students with IEPs, staff training, Functional Behavior Assessments and Behavior Intervention Plans
- **Self-Contained ESE Teacher**
 - **Sealey Elementary – Tallahassee, FL (Jan. 2011 – May 2018)**
 - Self-Contained ESE behavioral classroom for students in K-5th

CERTIFICATIONS

- Board Certified Behavior Analyst (BCBA)
- Organizational Behavior Management (OBM) Certification
- Exceptional Student Education: Elementary and Secondary
- Elementary Education: K-6
- ESOL Endorsement

Alisha Chacko

1751 Queen Palm Way, North Port, FL 34288

(941) 447-9580

Education

Florida State University, Tallahassee, FL
Bachelor of Science: Psychology and Criminology
GPA: 3.49

Graduation Date: May 2021

Certificates of Completion September 2018

National Institute of Health: Protecting Human Research Participants

Dean's List

Spring 2018, Fall 2019, Spring 2020

Research Experience

Directed Independent Study, Florida State University

September 2020 – April 2021

Cougle Lab: Anxiety Research

Lab researched a variety of anxiety disorders in different settings and created surveys to measure one's anxiety levels and how it related to the independent variable

- Tested surveys on myself
- Gave feedback on clarity of survey questions
- Suggested items to add to the survey

Directed Independent Study, Florida State University

January 2019 – May 2019

Rapid Naming of Letters and Objects

Study was conducted to track reading fluency and determine if it was possible to create an intervention strategy to help increase the reading fluency of individuals that are lacking

- Tested and timed studies on myself before head researcher made study available to the public
- Ran the study on participants
- Instructed subjects on how to participate
- Recorded any mistakes made by participants, recorded duration of mistake, which phase and trial it occurred in, and described the specifics of the mistake
- Communicated with head researcher on availability and carrying out of administrative tasks

Work Experience

Positive Behavior Supports Corps.

Sept. 2021-Present

Registered Behavior Technician

- Provide 1:1 ABA Therapy
- Provide classroom support for school contracts

University Housing, Florida State University

September 2018 – June 2019

Night Staff

- Informed residents on services the school offered
- Reinforced school and housing policy during night time
- Rented out room keys, cooking supplies, and cleaning items
- Prevented disagreements among residents from escalating
- Called appropriate services when student was in need of medical assistance or emotional support
- Wrote incident reports when policy violations occurred, detailing dates, times, people involved, exact quotations, etc.
- Interacted with about three students per night

Volunteer Service

Kearney Center, Tallahassee, FL September 2019 – December 2019

Volunteer

- Drove volunteers to Kearney Center
- Served food to the homeless and made accommodations for those with dietary restrictions
- Interacted with those using Kearney Center's services

The Dwellings, Tallahassee, FL November 2019

Leader

- Ensured all volunteers had transportation to location where event was held
- Coordinated with community's program director
- Divided volunteers into groups and assigned them jobs
- Planted a vegetable garden for residents in temporary homes allowing access to free food

Amanda Moore

Address: 170 Carol Ann Trail, Tallahassee, FL 32317

Phone: 772-801-9177

Work Email: moorea@leonschools.net

Personal Email: moore.amanda09@gmail.com

EDUCATION & CERTIFICATIONS

Masters of Science, Educational Leadership; University of West Florida 2019

Masters of Science, Exceptional Student Education; Florida State University 2008
Concentration in Early Childhood

Bachelors of Science, Exceptional Student Education; Florida State University 2007
Concentration in Special Education

State Certifications

K-12 Exceptional Student Education
Pre K - 3 General Education
ESOL Endorsement
Early Childhood (Pre-K) Endorsement
Autism Endorsement
Educational Leadership
Reading Endorsed

PROFESSIONAL EXPERIENCE

Positive Behavior Supports Corp. Feb. 2021- Present
Registered Behavior Technician

- Student Analyst
- Conduct 1:1 ABA Therapy for clients with varying disabilities

Program Specialist for Behavior
ESE District Wide August '15 – Present

- Assist teachers with behavior strategies and programming
- Conduct functional behavior assessments and create behavior plans
- Analyze behavioral data
- Member of the Problem Solving Team at multiple schools

Pre-K CBS Teacher (Communication, Behavior, Social Skills classroom)
Early Childhood Programs Developmental Center, August '13 – May '15

- Taught 8 atypical students in a self-contained classroom
- Designed and implemented multi-sensory lesson plans for entire day
- Collaborated with fellow teachers, 2 paraprofessionals, Speech/Language Therapist, Occupational Therapist, Program Specialist for Behavior
- Used ABA style for taking data

Pre-K Inclusion Teacher:

- Early Childhood Programs Developmental Center August '11 – May '13
- Gilchrist Elementary School August '09 – June '11
- Early Childhood Programs Developmental Center August '08 – June '09

Summer Positions:

Early Childhood Programs Developmental Center, Tallahassee, FL
District Staff Summers: '11, '15, '16, '17, '18, '19

- Wrote Individualized Education Plans (IEPs) for young children (ages 2-4) entering Leon County Schools for school year 2011-2012
- Administered the Battelle Developmental Inventory-2 to children being evaluated to enter in Exceptional Student Education

Early Childhood Programs Developmental Center, Tallahassee, FL
Voluntarily Pre-K Teacher Summers: '08 – '10, '12 – '14

- Conducted Functional Assessments, Initial Assessment's (ex: VB-MAPP/ABLLS/AFLS), preference assessments, and re-assessments.
- Experience using CentralReach; billing insurance companies and writing daily session notes.
- Experience utilizing online programs to conduct effective Telehealth sessions.

Education

University of Central Florida (2011-2015)

B.S in Psychology

Earned Dean's and President's List

University of South Florida (2016-2018)

M.A. in Applied Behavior Analysis

Graduated with 3.8 GPA

Certifications

Crisis Prevention Intervention (CPI)

CPR/AED BLS Certified

Board Certified Behavior Analyst

Masters in Applied Behavior Analysis

Protective Action Response (PAR)

Safety Care

Cailyn S. Martin

2855 Apalachee Parkway, Tallahassee, FL 32301 | (850)544-7433 | Cailynsm.07@gmail.com

Objective

To secure a career opportunity that will allow me to utilize my training and skills, while learning and gaining more knowledge

Education

BACHELOR OF SCIENCE- AUGUST 2017

FLORIDA STATE UNIVERSITY

Major: Sociology

Minor: Child Development

Related coursework:

- Abnormal Psychology
- Adolescent Development
- Child Psychology
- Clinical and Counseling Psychology
- Abnormal Child Psychology

ASSOCIATE OF ARTS- JUNE 2015

TALLAHASSEE COMMUNITY COLLEGE

Major: General Studies

Related coursework:

- Child Development
- Human Development
- Psychology
- Sociology

Experience

POSITIVE BEHAVIOR SUPPORTS CORP. | REGISTERED BEHAVIOR TECHNICIAN| APRIL 2021 TO PRESENT

- Structured one-on-one instruction with children with Autism and other developmental disabilities in their home, school and or community settings.
- Student Analyst

CAYER BEHAVIORAL GROUP| REGISTERED BEHAVIOR TECHNICIAN| JULY 2017 TO APRIL 2021

- Structured one-on-one instruction with children with Autism and other developmental disabilities in their home, school and or community settings.
- Provide direct consultation to teachers in Varying Exceptionality Classrooms.
- Provide community based instruction utilizing replacement behavior therapies as outlined in Behavior Support Plan.
- Provide hands on training to varied level staff, parents, and other community resources.
- Supervised and provided feedback to varied level staff
- Engage in development of ABLIS, ABLIS-R and VB Mapp Assessment training.
- Provide direct observation and ABC data for BSP development.
- Graph recorded data and assist in analysis.
- Conducted child portion Functional Behavior Assessments
- Revised and updated behavior support plans and behavior goals

References

- Available upon request

Caitlyn Payberg Whitley
2305 Killearn Center Blvd apt c60
Tallahassee FL, 32309
(954)295-1203
cpayberg@gmail.com

Education

Valencia Community College

Associate in Arts in Dance Performance December 2009

Florida State University

Bachelor of Science in Exceptional Student Education (Magna Cum Laude) May 2012

Specialization: Autism

Florida State University

Master of Science in Exceptional Student Education May 2012

Specialization: Autism

Relevant Experience

Positive Behavior Supports Corp. Aug. 2021-Present

Registered Behavior Technician

- Student Analyst
- Provide 1:1 ABA Therapy for clients with various disabilities

Ruediger Elementary

VE Moderate (CBI) Teacher 2018- Present

- Taught Access Points and provided instruction for IEP goals
- Provided Community Based Instruction
- Coach for Special Olympics
- Organized and created IEPs, progress reports and Re-eval assessments
- Collected data for IEP goals

Hartsfield Elementary

VE/Resource Teacher 2016-2018

- Small group/whole group instruction
- Specialized in differentiated curriculum
- Taught regular progression standards, Access Points, Instruction for IEP goals
- Organized and created IEPs, progress reports and Re-eval Assessments
- Collected data for IEP goals
- Managed and organized IEP meetings, MTSS meetings, Re-eval conferences
- Created Individual Behavior Plans

VE Moderate (CBI) Teacher 2012-2016

Certifications/Trainings

Registered Behavior Technician

FTCE Exceptional Student Education K-12

FTCE Elementary Education K-6

FTCE Professional Education

ESOL Endorsement

Autism Endorsement

CPI, Nonviolent Crisis Intervention

CPR Certified

Talkies, Seeing Stars, Visualizing Verbalizing Curriculums

Unique Curriculum

NOTE: A CV CAN BE PROVIDED UPON REQUEST.

KAYLEY HEPWORTH, MA ABA, CERT ASD, BCBA

P: (850) 324-6633

E: KAYHEP33@GMAIL.COM

LINKED IN: [HTTP://WWW.LINKEDIN.COM/IN/KAYLEY-HEPWORTH-55BA72156](http://www.linkedin.com/in/kayley-hepworth-55ba72156)



OBJECTIVE:

- Currently a **Regional Clinical Training Coordinator (RCTC) and Board-Certified Behavior Analyst (BCBA)** at PBS to continue my expertise of: Disseminating ABA, Supervision, Mentoring Students, and sharing my passion for continued learning in our field.
- ABA Experience Includes Seven Years with Multiple Experience Levels: Supervisee Experience (RBT), Research Experience (BCaBA/BCBA), Supervisor Experience (BCaBA/BCBA), Grant Proposal Experience, Training and Teaching Experience (CEUs, Research, and Mentee Training Assistance) under BCBA-Ds including Dr. Shane Spiker, Dr. Matthew Law, and PhD Student Fran Echeverria. Dissemination of Behavior Analysis and Training is my passion.

CERTIFICATIONS:

- Current: Board Certified Behavior Analyst (BCBA) 1-22-59886
- Certified in Autism Spectrum Disorder (ASD)- Ball State University
- Prior: Board Certified Assistant Behavior Analyst (BCaBA) 0-21-12277
- Prior: Biotechnician Assistant Credential (BACE)- 20656965
- AAC LAMP Trained-The Center for AAC & Autism
- CITI Social & Behavioral Research Certificate- 30393712
- CPR Certified
- CPI Certified

SKILLS:

- Prior: Registered Behavior Technician (RBT) RBT-17-37603
- Self-Motivated with Excellent Time Management/Decision-Making Skills
- Mentorship: Strong Interpersonal Skills and Great with Conflict Resolution
- Diversity Experience: Vice President of Diversity, Inclusion and Culture Committee, and Neurodivergent BCBA (ADHD)
- Team Leadership: Reinforces Staff and Communication
- Highly Dependable and Quick to Learn
- Creative Implementation of Skills in the Workplace
- Public Speaking; Grant Writing; Teaching Workshops
- Mentoring New Hires: RBT Competency Fluency, BCBA/BCaBA Training
- Ethical Supervision: Trauma Informed Care; Hanley's Way
- Verbal Behavior Skills: AAC Trained
- Grant Proposal Experience: Autism and Police Officers/Community
- Research Skills Including: Data Entry, Analysis, and Graphing, Microsoft Excel, Word, Data Apps/Data Collection
- Report Writing: FBAs, Behavior Plan Updates, Collaboration with Others
- Patient Advocacy, Collaboration with Stakeholders

	<ul style="list-style-type: none"> Addresses Client Barriers: Utilizing Diversity, Cultural, and Ableism Training
EXPERIENCE AND EDUCATION:	<p>REGIONAL CLINICAL TRAINING COORDINATOR (2022-CURRENT)</p> <p>BOARD CERTIFIED BEHAVIOR ANALYST (2022- CURRENT).</p> <p>Supervising RBTs and those accruing hours through ethical supervision. Conducting FBAs, behavior plans, implementation of these programs. Currently assisting with CEU Development and Training as well as Mentor Supervision for disseminating the field of behavior analysis to those accruing hours. Multiple CEUs taken including a focus on: AAC Devices/FCT, BST, Intense Parent Training and Staff Training, Trauma Informed Therapy, Diversity and Inclusion, Ethics, Training/Supervision, as well as Trainings from Dr. Greg Hanley.</p> <p>VICE PRESIDENT OF DIVERSITY, INCLUSION, AND CULTURE COMMITTEE (2022-CURRENT)</p> <p>Working with a team to ensure that all clients and employees are treated equal, problem solving more ways we can become more inclusive, building projects based on the DCIC Team and presenting them at National Conferences to make an impact on others around us working with similar populations.</p> <p>MASTER OF ARTS IN APPLIED BEHAVIOR ANALYSIS (ABA) WITH EMPHASIS IN AUTISM (2021)</p> <p>Master of Arts in Applied Behavior Analysis- (Ball State University)</p> <ul style="list-style-type: none"> Certificate in Autism Spectrum Disorder Ableism Training Supervision Training <p>BOARD CERTIFIED ASSISTANT BEHAVIOR ANALYST (2021- 2022)</p> <p>Responsible for supervision and mentoring RBTs and SAs under supervision of 5+ BCBAs; also conducting FBAs, developing behavior plans based on these assessments, ensuring effective implementation of all treatment plans and programming for clients on caseloads. Working with caregivers and stakeholders, providing training to staff and caregivers. Intense Parent Training Experience.</p>
	<p>CEU/MENTOR ASSISTANCE (2021-2022)</p> <p>Assisting Professionals Dr. Shane Spiker, and Dr. Matthew Law by researching literature current to Continuing Education Units (CEUs); designing, implementing, and training others in the field. CEUs presented on include: Parent Training, Securing Caregiver Buy-In, Work-Life Balance. Mentor Meetings training RBTs and student analysts include: Curricular Assessments (VB-MAPP, ABLLS-R, PEAK, AFLS) and Hypothesis Based Interventions.</p> <p>STUDENT ANALYST ABA/RBT (2019-2021)</p> <ul style="list-style-type: none"> Conducting the behavior analytic activities a BCBA does under a supervisor, along with RBT duties. Working in home, school, and the community. <p>RESEARCH EXPERIENCE (2017-2022)</p> <ul style="list-style-type: none"> Researching, Creating, and Conducting CEUs under BCBA-D's-PBS- (2021-Current) Diversity, Culture, and Inclusion Research as Vice President-PBS (2022-Current)

	<ul style="list-style-type: none"> ○ Personal Liberties Versus Need for Habilitation Ethic's Research Debate-Ball State University (2021) ○ Ableism Research Regarding ASD- Ball State University (2020) ○ Alzheimer's Research Assistant-University of West Florida (2020) <ul style="list-style-type: none"> ○ Analyzing sex differences in the FVEP-P2 latency decreasing inter-individual variability under Dr. James Arruda ○ Capstone Research Showcase: Best Capstone Project- University of West Florida (2020) - "Help Roo Escape the Zoo" (2020) <ul style="list-style-type: none"> ○ Self-Regulation Research Project aimed to help children with behavioral self-regulation deficits through a monitoring application and in-person peer collaboration ○ Research Assistant- University of West Florida (2019) - Emotiplay (Social and Emotional Skills Research for Children with Autism) <ul style="list-style-type: none"> ○ Conducting pre and post intervention assessments under Dr. Rainey - Measuring and reporting the results of participants who completed the trials ○ Grant Proposal Writing for ASD and Police Officers- University of West Florida (2018) ○ Biotechnology Student- University of Gainesville: (2017) <p>REGISTERED BEHAVIOR TECHNICIAN (2017-2021)</p> <ul style="list-style-type: none"> ○ Working 1:1 with clients in the home, community, and school, providing ABA therapy, specifically utilizing positive behavior principles to increase skill acquisitions and decrease behaviors. <p>CAREGIVER FOR INDIVIDUALS WITH DISABILITIES-GREYSTONE (2017; 2021)</p> <p>BACHELOR OF ARTS: PSYCHOLOGY WITH A CERTIFICATE OF BCABA FOCUS (2017-2020)</p> <ul style="list-style-type: none"> ○ University of West Florida ○ BCaBA Course Sequence ○ BCBA Master's Classes in Foundations of ABA and Assessment <p>RONALD MCDONALD HOUSE ASSISTANT- ALPHA DELTA PI-UWF (2017-2020)</p> <p>SPECIAL NEEDS TEACHER ASSISTANT-VOLUNTEER (2015-2017)</p> <ul style="list-style-type: none"> ○ Duties: Overall helped the teacher conduct reports and data analysis on students with disabilities. In addition, I helped with the daily schedules of implementing learning programs to fit each individual's needs. <p>VOLUNTEER INTERNSHIP- NICARAGUA (2014)</p> <ul style="list-style-type: none"> ○ Raised money for children in Nicaragua ○ Provided wells to be built for the community
REFERENCES	LETTERS OF REFERENCE PROVIDED UPON REQUEST

KILEY HENDERSON

750 E Park Ave, Tallahassee, FL, 32301 | kileystrickland@yahoo.com | (863) 712-1168

Skills Summary

Able to cooperate with others and take initiative when needed on projects and in the workplace. I am very adaptable to different environments and can problem-solve if issues or predicaments occur.

Education

George Jenkins High School Class of 2018

University of South Florida Class of 2021

Degree / Date of Graduation

Bachelor of Arts from the University of South Florida

- o Major in General Psychology
- o Graduated May 2021 Cum Laude

Master of Arts from the University of South Florida

- o Applied Behavior Analysis Program
- o Degree will be achieved May 2023

Experience

Positive Behavior Supports Corporation, Tallahassee | BCBA | Current

- o 1:1 ABA Therapy
- o Supervise RBTs

Positive Behavior Supports Corporation, Tallahassee | Registered Behavior Technician | January 2021-January 2023

- o Registered behavior technician in the capitol region. I have the opportunity to balance my own case load and apply ABA techniques to each of my clients own unique cases.

Watson Clinic Center for Specialized Rehabilitation | Exercise Specialist | August 2019-January 2021

- o Work as an exercise specialist in the Physical Therapy Department. My primary role is to follow the DPT and PTA plan of care for all patients in order to assist them physically and mentally as they complete exercises.

Applied Behavior Learning Experiences | Observation Student | October 2020-January 2021

- o During the time spent here, I sat in on sessions with a BCaBA and her clients in order to observe different ABA tactics and processes.

Intern at Crisis Text Line | Crisis Counselor | June 2020 to January 2021

- Primary role is to answer texts from people in crisis. We work thoroughly to provide support for those in need using active listening, safety planning, and collaborative problem solving.

Fitniche | Fit Guide | May 2017-October 2020

- Fitniche is a running specialty store that fits customers for running shoes. The process includes analyzing their running/walking gait, taking a scan of their arches, and evaluate the pressure points in their feet as they walk. We use this information, as well as technology in the shoes, to find the perfect fit for customers.

Extra-Curricular Activities

Young Life Capernaum | Group Leader for Young People with Special Needs | Fall 2017 to Spring 2018 and Summer 2020 to Current

- Young Life is a non-profit ministry looking to bring the Gospel into the lives of everyone in an interactive and loving way.

Volunteer at Advent Health Tampa | Therapy Services | August 2018-May 2019

- I volunteered four hours a week, every week at Advent Health Tampa. A total of 114 hours was accumulated. My responsibilities in therapy services revolved around assisting therapists with patients and keeping the rehabilitation environment clean.

Volunteer at Special Olympics State Games | Summer 2019

- At the Fitniche booth passing out donated running shoes to athletes.

Undergraduate Psychology Association | Member | Fall 2020-Spring 2021

USF Dance Marathon | Fall 2018 to Spring 2019

- Advocate/Fundraiser through Shriner's Children Hospital in Tampa, Florida. Dance Marathon works to raise money for children with developmental disorders.

References

Amy Wilson, BCBA

- Regional Director at Positive Behavior Supports Corp.
- awilson@teampbs.com

Hope McNally, BCBA

- Responsible Supervisor at Positive Behavior Supports Corp.
- hmcnally@teampbs.com

Michael Ward, DPT, OCS

- Supervising physical therapist at Watson Clinic Center for Specialized Rehabilitation
- mward@watsonclinic.com

- Scheduled games
- Purchased items
- Made bus requests
- Collaborated with parents
- Transported student on bus
- Delegated tasks to Assistant Coaches
- Created practice schedules

January 2008-
May 2008

Florida Air Academy

Position: Assistant Softball Coach

- Developed practice and game plans
- Devised procedures to enhance performance
- Assisted during games

January 2007-
August 2007

Space Coast Early Intervention Center

Internship: Behavior Technician

- Assisted in preparing and conducting behavior programs and procedures
- Collected behavior data on clients for the creation and modification of Behavior Intervention Plans
- Provided in home consultation and worked with parents on behavior change procedures

CONFERENCES AND WORKSHOPS

October 2019	FL DOE – MTSS Training
March 2020	PBIS Coordinator Training (Florida District Coordinators in Miami)
June 2020	District ESE – Leadership in Behavior
September 2020	Crisis Prevention Intervention
June 2021	Policies and Procedures in Exceptional Student Education
June 2021	Family Café

REFERENCES

Theadora Carr
PBS Regional Director
PBS Corporation
(239) 370-0093

Shelly Bell
Lively Technical College Director
Leon County Schools
(850) 487 – 7431

Jenni Jenkins
Coordinator of Behavior Services

Leon County Schools
(850) 408 – 7163

Demetria Clemons
Principal (Sealey Elementary)
Leon County Schools
(850) 556 – 4990

Julie M Cruz

Home: 2216 Mandrell Court, Tallahassee FL, 32303

Work: 3010 Highland Oaks Terrance, Tallahassee FL, 32301

Cell: (850) – 768 - 4664

Jmcarroll21@gmail.com

Education

Capella University, Minneapolis, MN
Master of Science in Applied Behavior Analysis

Expected June 2023

Florida State University, Tallahassee, FL
Bachelor of Science in Psychology
Honors received: *Cum Laude*

May 2018

Experience

Positive Behavior Support

Board Certified assistant Behavior Analyst

January 2023 – Current

- Assist training RBTs
- Assist with writing programs
- Assist with ABA coaching
- Assist with analyzing data

Invo Healthcare

Registered Behavioral Technician
Training Ambassador

March 2020 – January 2023

- Provided hands on training to behavior technicians and registered behavioral technicians
- Observed sessions and provided feedback to trainee
- Provided correspondence to training team on the performance of trainee
- Assist with preference assessments and intake assessments
- Assist with reviewing client data, updating protocols and procedures
- Assist with writing client programs

Invo Healthcare

Center Administrator

July 2021 – July 2022

- Assisted with scheduling

- Assisted with intake inquiries
- Assisted RBTs with technical support with Central Reach and billing
- Created training documents and “how to” guides for RBTs
- Assisted with efficiency of the center
- Provided new hire orientation and scheduled shadow sessions
- Assisted with setting up kick off meetings for new clients
- Maintained an accurate record of documents receive, in process, and mail according to HIPAA guidelines

Cayer Behavioral Group

June 2018 – March 2020

Registered Behavioral Technician

- Engage in 1:1 direct instruction, utilizing errorless teaching techniques
- Provide direct consultation to teachers in varying exceptionalities classrooms
- Provide community-based instruction utilizing replacement behavior therapies as outlined in each client’s Care Plan
- Provide hands-on training to varied level staff, parents, and other community resources
- Engage in development of ABLLS, ABLLS_R, VB MAPP, and PEAK Assessment
- Provide direct observation and ABC data for Care Plan development
- Graph recorded data and assist in analysis
- Instruct staff members on verbal de-escalation, blocks, holds, and other nonviolent crisis intervention techniques

Certifications

Certified CPI Instructor, Jacksonville, FL

September 2020 – September 2021

- Instruct nonviolent crisis intervention – recognize and respond to crisis
- Instruct proper ways of early intervention and verbal de-escalation

- Instruct proper techniques of blocks and holds as a last resort

Registered Behavioral Technician, Tallahassee, FL

July 2018

- Medicaid Approved
- Tricare Approved

Skills

- Familiar with Central Reach
- Familiar with Rethink
- Age 12 + - experienced
- Ages 3 -12 – comfortable
- Biting – experienced
- Bodily fluids – experienced
- Challenging Behaviors – experienced
- Physical aggression – experienced
- Non-verbal – Experienced
- Self-injurious behaviors – Experienced
- Verbal emerging – Experienced
- Augmented Communication Devices – experienced
- Basic Sign language – experienced
- Social skills – experienced

NPI # 1033601158

Medicaid # 100733200

- Fiscal year budget concerns and constraints
- Utilized specialized and highly technical devices for speech generation

Mossy Head School 10/08-06/12

5th grade teacher/2nd grade teacher

- Grade level and committee chair
- School Improvement Team member
- Responsible for training and trouble shooting of FOCUS grade and attendance computer program
- Response to Intervention Team member
- Afterschool tutoring

Jessie P. Miller Elementary 08/03-06/07

Specific Learning Disabilities Teacher k-5

- Writing, Implementing and Maintaining Individualized Education Plans
- School Improvement Team member
- Child Study Team Member
- Grade Level and Committee Chair
- After-school Tutoring

References Available Upon Request

Austin Yllander, M.A., BCBA

(352) 256-0743 / Rednally1@gmail.com

Tampa, FL

Objective

Board Certified Behavior Analyst (BCBA), focusing on improving the well-being of people's lives through the understanding and application of behavioral principles in-addition to providing Applied Behavior Analysis (ABA) services to individuals on the Autism Spectrum.

Experience

Positive Behavior Support Corp. - BCBA

(BCBA July 2022-- present)

- Provided ABA services and supervision to RBT's and clients in the home, school, and community settings.
- Trained RBT's on behavior plans/assessments
- Created programming and materials, conducted data analysis, and developed Behavior Intervention Plans (BIPs).
- Conducted Functional Assessments, Initial Assessment's (ex: VB-MAPP/ABLLS/AFLS), preference assessments, and re-assessments.

Elemy - BCBA

(BCBA April 2022-- November 2022))

- Provide TeleHealth ABA services and supervision to RBT's.
- Create/develop BASP's, client and parent data sheets, and RBT proficiency scores.
- Provide parent training via TeleHealth.
- Assist psychiatrists with ADOS-2 assessment to help diagnose children with ASD.

Adapt and Transform Behavior (ATBx) - BCBA

(BCBA March 2021--February 2022)

- Provide ABA services and supervision to RBT's and clients in the home, group-home, day program, and school settings across the Tampa area.
- Developed BASPs, client data sheets, parent behavior rating scales
- Conducted Functional assessments, initial assessments, preference assessments.
- Conducted Facility Wide behavior assessments and staff trainings; experience in Organizational Behavior Management (OBM)

Chancelight, Inc. (Early Autism Project) in Tampa, FL - RBT/BCBA

(RBT July 2016 - August 2018, BCBA August 2018-January 2021)

- Provided ABA services and supervision to RBT's and clients in the home, school, community, and clinic settings across Hillsborough County.
- Trained RBT's on behavior plans/assessments
- Created programming and materials, graphed and maintained client binders, and developed Behavior Intervention Plans (BIPs).

Brittany Powers
1510 Carruthers St. Tallahassee, FL 32308
mckenziebrittany11@yahoo.com
(850)509-0628

Relevant Experience

Positive Behavior Supports (Tallahassee) Jan. 2023-Present
Board Certified Behavior Analyst

- Develop individualized Behavior Support Plans according to Functional Assessments
- Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to children diagnosed with ASD the ages of zero and twenty-two.
- Provide community-based instruction utilizing replacement behavior therapies outlined in Behavior Support Plan.
- Utilize VBMAPP, AFLS and Essential 8 Assessment.
- Provide parent training in various settings in accordance with BSP, behavior reduction protocol, acquisition programs and monthly summaries.
- Graph recorded data and adjust programs according to graphical analysis.

Positive Behavior Supports (Maryland) November 2019-Sept. 2022
Board Certified Behavior Analyst

- Develop individualized Behavior Support Plans according to Functional Behavior Assessments
- Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to children diagnosed with ASD the ages of zero and twenty-two.
- Provide community-based instruction utilizing replacement behavior therapies outlined in Behavior Support Plan.
- Utilize VBMAPP, AFLS and Essential 8 Assessment.
- Provide parent training in various settings in accordance with BSP, behavior reduction protocol, acquisition programs and monthly summaries.
- Graph recorded data and adjust programs according to graphical analysis.

Cayer Behavioral Group (Tallahassee FL) May 2015-October 2019
Board Certified Behavior Analyst

- Develop individualized Behavior Support Plans according to Functional Behavior Assessments
- Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques and behavior reduction protocol to children diagnosed with ASD the ages of zero and twenty-two.
- Provide direct consultation to teachers in Varying Exceptionality classrooms.
- Provide community-based instruction utilizing replacement behavior therapies outlined in Behavior Support Plan.
- Create weekly schedule for all clients and therapists on their team.
- Utilize VBMAPP, AFLS and Essential 8 Assessment.
- Provide parent training in various settings in accordance with BSP, behavior reduction protocol, acquisition programs and monthly summaries.
- Graph recorded data and adjust programs according to graphical analysis.
- Train and provide ongoing supervision for all therapist working under their supervision. 8-10 therapists at any given time, and 10-15 clients at any given time.
- Supervise therapist who have identified as Leads in Training (LIT). LITs are individuals currently in a master's program seeking their BCBA certification.

Lead Therapist
February 2013-May 2015

- Engage in 1:1 Direct Instruction, utilizing errorless teaching techniques.
- Provide community-based instruction utilizing replacement behavior therapies as outlined in Behavior Support Plan.
- Provide hands on training to varied level staff, parents and other community members.

Progressive Pediatric Child Care (Tallahassee FL) Aug. 2012-February 2013
Lead Preschool Teacher in ESE Classroom

- Engaged in child specific goal setting to increase appropriate socially significant behavior in children diagnosed with varying disorders including but not limited to Cerebral Palsy, Autism, Smith Magennis Syndrome, PDD-NOS, and other exceptionalities.
- Collected data to assist BCBA in development of Behavior Support Plan.
- Worked in interdisciplinary school setting (SLP, OT, PT and ABA).

Dr. Charles Richard Drew Elementary School (New Orleans, LA) July 2011-June 2012

- Lead Mathematics Teacher in an inclusion classroom.
- Reviewed IEP goals, developed programs to assist in mastery of IEP goals.

teachNOLA Fellows Program (New Orleans, LA) June 2011-July 2011

- Admitted to a highly selective cohort of recent college graduates and career changers committed to raising student achievement in New Orleans' highest need schools.
- Participating in five-week summer training institute, including a four-week student teaching experience.

Literacy Volunteers of Leon County (Tallahassee, FL) Aug. 2010-May 2011

- Taught English twice a week to a beginning level language learner from Guatemala.

Universal Centro de Idiomas (Lima, Peru) Feb. 2010-April 2010

- Taught English to Spanish speaking students.

La Esperanza (Grenada, Nicaragua) Sept. 2009-Dec. 2009

- Taught elementary school at "Las Camelias" in Granada, Nicaragua. Instructed various academic levels in math, reading, writing, and English.

Education

University of West Florida May 2013-December 2014
MA Exceptional Student Education

Florida State University September 2005- May 2009
BS Finance

Additional Experience/Information

Intermediate Level Spanish

Erika Calderon

A: 102 Five Islands Blvd, Apt 201, Panama City Beach, FL 32407

P: (239) 823-6302 E: erika.calderon.sbx@gmail.com

Education:

- **Ball State University Muncie, IN**
M.A. in Special Ed. (ABA with an emphasis in Autism) – Class of May 2020
- **Florida Institute of Technology Melbourne, FL**
B.A. in Applied Psychology and Child Advocacy- Class of 2018

Work Experience:

- **Positive Behavior Support Capital Region June 2022- Present**
Board Certified Behavior Analyst (#1-20-42133)
Point of contact for school district contracts. Develop School FBA, train teachers and school staff, provide classroom management programming, work one on one with students, attend IEP meetings. Create and manage individualized behavior support plans, collect data on behaviors targeted for increase and decrease, provide behavior analytic services and training to parents and caregivers, and provide quality supervision to registered behavior technicians and all others seeking supervision within the field.
- **Positive Behavior Support Gulf Coast Region June 2020- June 2022**
Board Certified Behavior Analyst (#1-20-42133)
Create and manage individualized behavior support plans, collect data on behaviors targeted for increase and decrease, provide behavior analytic services and training to parents and caregivers, and provide quality supervision to registered behavior technicians and all others seeking supervision within the field.
- **Summit Behavioral Services Kansas City, MO Oct 2018- June 2020**
Behavior Coach & Implementer
Provide direct care to individuals in the school, community and clinic setting, provide consultation and training services to schools in the area in order to adapt and apply ABA principles to several diverse general and special education systems across the district.
- **Citizens of The World Kansas City, MO Oct 2018- May 2019**
Lead 2nd Grade Teacher
Analyzed the effects of implementing PBS in an inclusive general education setting with a classroom of 21 diverse students with various academic and social abilities. Provided individualized academic and behavioral support and promoted healthy parent-teacher collaboration.
- **Easter Seals Capper Foundation Topeka, KS March 2015- Oct 2018**
Registered Behavior Technician
Directly implemented programs, explained goals and objectives to client's support team, facilitated healthy and proactive communication within team, educated the public on my client's abilities, discovered the most effective means of communication for client and provided a nurturing learning environment through the use of behavior analytic programs in the home, school and community setting
- **New York Life Insurance Topeka, KS Dec 2016- Dec 2017**
Insurance & Investment Representative
Helped families with children with specialized needs plan for their future, using various investment avenues to fund costs of secondary education and/or alternative therapy for children with unique needs

- **Progressive Behavior Management** Brandon, FL May 2014- Jan 2015

Lead Behavior Therapist

Worked directly with a large team to provide united and highly effective client treatment, went above and beyond to provide excellent services and promote healthy communication, met with clients in various environments to adapt to their needs and meet service expectations

- **Engage Behavioral Health** Tampa, FL Nov 2013- May 2014

Behavior Therapist

Worked in home and school settings completing behavior analytic assessments, implemented programs designed to teach young children functional living skills such as toilet training and other self-help skills

- **University of South Florida** Tampa, FL Aug 2013- Dec 2015

Undergraduate Researcher

Conducted accredited research in careers in Psychology, collected information on various topics through networking with local professionals to create an online database for incoming freshman to gain a better understanding of potential career paths for their major, also conducted research in positive psychology for elementary school children with 'low happiness' and implemented procedures with the goal of increasing overall mental health

Certifications and Credentials:

BCBA # 1-20-42133 (05/2020-05/2022) MANDT (2016-Current)

CPR & First Aid Certified (2015-2019) PCM (2013-Current)

VBT/ABLLS/VBMAP/PBBDI Training (2013-Current) HIPAA (2015-Current)

Continued education focuses & Extracurriculars:

ReThinking Behavior Magazine Committee (MSLBD)

Cultural Reciprocity & Diversity in ABA (Uncomfortable BCBA)

Relational Frame Theory & Acceptance and Commitment Training in early childhood

Judith Lynne Husband

4104 Beckett Road
Tallahassee, FL 32311

(850) 348-2140
husbandj@leonschools.net

OBJECTIVE

Licensed Behavior Analyst with over ten years of experience in Florida school districts seeking a Behavior Analyst position with PBS where I can apply my behavioral knowledge and leadership skills to make a difference in the lives of a multitude of clients.

HIGHLIGHTS

After receiving my Master's in Educational Leadership I worked in Gulf District Schools as a Staffing Specialist and Behavior Specialist. Currently, I bring 14 years of educating a variety of students to my district level position as a Coordinator of the SOAR Program at Lively Technical College. I work with other administrators, teachers, and staff throughout the day. In the past, I served as the PBIS Coordinator for Leon School District where I conducted positive behavior support trainings and oversaw the implementation of behavior support at all schools in the district.

EDUCATION

October 9, 2021	Board Certified Behavior Analyst, Certification # 1-21-54120 Continuing Education Courses: Florida Institute of Technology
August 2014- December 2016	University of West Florida, Pensacola, FL M.Ed. Advisor: Nicole Walberg Graduated: December 2016
May 2012- July 2012	Grand Canyon University, Online Obtained Teaching Certificate in Exceptional Student Education
August 2007- May 2009	Florida Institute of Technology, Melbourne, FL M.S. in Applied Behavior Analysis Advisor: Frank Webbe Ph.D. Graduated: May 8, 2009
January 2006- May 2007	Florida Institute of Technology, Melbourne, FL B.S. in Psychology Advisor: William Gabrenya, Ph.D. Graduated: May 2007
August 2005- December 2005	University of Tennessee at Martin, Martin, TN

August 2003-
May 2005 Pensacola Junior College, Pensacola, FL
A.A. Liberal Arts
Graduated: July 2005

PROFESSIONAL EXPERIENCE

November 2021 **Positive Behavior Supports Corporations**
- Present BCBA

- Conduct Functional Assessments and write Behavior Intervention Plans
- Provide Supervision
- Provide oversight to Registered Behavior Technicians and BCaBA's
- Conduct Parent/Family behavior trainings
- Provide support during family outings and community involvement
- Collaborate with other therapists/professionals that work with my clients

January 2021 **Leon County Schools, Tallahassee, FL**
- Present Coordinator for the SOAR (Success for Occupational Area Readiness) Program

- Provide career counseling
- Work with advertising and recruiting
- Organize and manage data collection
- Work with instructors regarding accommodations
- Manage and consult with students
- Manage and consult with staff

August 2019 -
January 2021 **Leon County Schools, Tallahassee, FL**
Positive Behavior Intervention Support (PBIS) Coordinator

- Lead the PBIS School Champions and District Champions
- Provide training to School Champions (running FOCUS reports, uploading documents into the PBIS website, providing ideas for Tier 1 PBIS)
- Send out documents and invites to PBIS Champions regarding protocols and deadlines
- Respond to emails on questions and concerns of PBIS
- Work with the Regional Coordinator of PBIS to ensure the quality and fidelity of information completed

August 2017-
Present **Leon County Schools, Tallahassee, FL**
Program Specialist for Behavior

- Provide consultation and intervention services to teachers in multiple elementary and middle schools in the district
- Consult with teachers (monthly) whose students are identified as students with an exceptionality that need behavioral services
- Complete Functional Behavioral Assessments (including graphing and analyzing data)
- Complete Class-Wide and Individualized Behavior Intervention Plans
- Attend IEP (Individualized Education Plans) meetings as part of the IEP team
- Assist with the MTSS (Multi-Tiered System of Support) process
- Member of the MTSS school-based team that represents Leon County at DOE (Department of Education) trainings.
- Complete Behavioral Observations
- Provide training to Classroom and School Based Behavior Specialist
- Supervise and collaborate with Classroom Behavior Specialist
- Assist my colleagues with writing Assessments and Plans

August 2013-
July 2017

Gulf County Schools, Wewahitchka, FL
Staffing Specialist

- Write Individualized Education Plans (IEP)
- Conduct IEP meetings with student and parents
- Interview students and write transition goals
- Complete MATRICES
- Conduct meetings for ESE Advisory Council
- Collaborate with therapists about conducting evaluations and providing direct instruction to students with disabilities
- Collaborate with the ESE Director about decisions regarding least restrictive environment and student services
- Train staff to use PEER (Portal to Exceptional Education Resources)
- Lead teachers in operating PEER
- Served as the ESE Designee to the ESE Director
- Signed as the LEA at IEP meetings

July 2009-
July 2017

Gulf County Schools, Wewahitchka, FL
Behavior Specialist

- Conduct Functional Behavioral Assessments
- Develop and implement Behavior Intervention Plans
- Generate goals and objectives
- Conduct ABLLS (Assessment of Behavior Language and Learning Skills) and generate targets to increase skill acquisition

- Create PECS (picture exchange communication systems) for non-vocal persons
- Log data from individual sessions with students and log data on problem behavior within the classroom
- Conduct social skills sessions weekly

May 2008-
June 2009

Scott Center for Autism Treatment Florida Tech, Melbourne, FL
Senior Behavior Specialist

- Generate and maintain monthly treatment notes, parent consults, and graphs for clients.
- Supervise graduate and undergraduate interns, researchers, and volunteers.
- Develop and implement ABA based treatment plans for clients using ABLLS (Assessment of Behavior Language and Learning Skills).
- Assist with intake processes and long distance client consultations: include generating behavioral programs and parent training.
- Assist in implementation and data collection of social skills programs.
- Assist in administrative call backs

August 2007-
May 2008

Florida Institute of Technology, Melbourne, FL
University Graduate Scholar

- Worked for the Dean of Psychology, Dr. Marybeth Kenkel
- Created and maintained an ABA Psychology *Blog* for incoming students
- Assisted in data assessment
- Created and emailed documents to incoming students

VOLUNTEER AND LEADERSHIP EXPERIENCE

January 2018
May 2018

Florida State University School (FSUS)
Position: Assistant Coach (Pitching Coach)

- Data based pitching instruction
- Developed skilled pitchers
- Taught fundamentals of the game
- Worked with parents and discussed progress
- Decided pitching rotations

January 2016-
May 2017

Wewahitchka High School
Position: Head Softball Coach

Exhibit C

Cost Proposal Form
Attachment I
RFP 519-2024
District-Wide Behavior Therapy Services

Attachment I
Cost Proposal Form

RFP No. 519-2024 District-Wide Behavior Therapy Services

Rates shall be inclusive of all expenses including travel, supplies, equipment, training, overhead and profit.
Supervision to be provided by the Contractor


	Description	Rate Per Hour
1.	Rate per hour for BCBA (In Person)	\$ 100
2.	Rate per hour for BCaBA (In Person)	\$ 70
3.	Rate Per Hour for RBT requiring BCBA Supervision* (In Person)	\$ 40

Positive Behavior Supports Corp.

Company Name

Nicole Postma

Authorized Representative Name (Printed)



Authorized Representative Signature

20-5268843

FEIN

Director of Business Development

Authorized Representative Title

6/18/23

Date