



**School Board of Leon County, Florida  
District Term Contract  
DTC-24-1017**

**District-Wide Behavior Therapy Services**

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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 Behavior Management Consultants, (Contractor) located at 4820 Kerry Forest Parkway, Tallahassee, FL 32309. 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: Behavior Management Consultants response to RFP 519-2024, District-Wide Behavior Therapy Services; and
- c) Exhibit C: Behavior Management Consultants 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: Behavior Management Consultants response to RFP 519-2024, District-Wide Behavior Therapy Services; and
- d) Exhibit C: Behavior Management Consultants 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](mailto: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](mailto: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:

C. Baker Wright, Owner  
Behavior Management Consultants  
4820 Kerry Forest Parkway  
Tallahassee, FL 32309  
Telephone: (850) 521-0242  
Email: [bwright@bmcsoutheast.com](mailto:bwright@bmcsoutheast.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](mailto: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:  
BEHAVIOR MANAGEMENT  
CONSULTANTS

  
C. Baker Wright, Owner

8/7/2023  
Date

SCHOOL BOARD OF LEON COUNTY, FL

  
Alva Swafford Smith, Board Chair

7/25/2023  
Date

  
Rocky Hanna, Superintendent

7/25/23  
Date

# Request for Proposals (RFP)



**"Preparing students to become responsible, respectful, independent learners equipped with the critical thinking skills necessary to compete in our global society."**



## **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 <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com">https://www.demandstar.com</a>
Written Questions Due	June 12, 2023	Submit to: June Kail, Procurement Officer Subject: RFP 519-2024, District-Wide Behavior Therapy Services Email: <a href="mailto:purchasing@leonschools.net">purchasing@leonschools.net</a>
Anticipated Posting of Answers to Submitted Questions	June 20, 2023	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com">https://www.demandstar.com</a> 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 <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com">https://www.demandstar.com</a>

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# SECTION 1: Key information

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## 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](mailto: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.

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## 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
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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 hard copies 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.

- 
- 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.
- 



## 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.
- 



## 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.

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## 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](mailto: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.

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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 12<sup>th</sup>.

- 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 12<sup>th</sup>;
- 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.
<b>TOTAL COST POINTS</b>	<b>100 points</b>
<b>NOTE: RBTs must have required supervision provided by the Contractor</b>	

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



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

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

<b>Name</b>	<b>Title/Position</b>	<b>Date of Filing</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**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:
<b>Name:</b>		
<b>Title:</b>		
<b>Street Address:</b>		
<b>City, State, Zip code</b>		
<b>Telephone: (Office)</b>		
<b>Telephone: (Cell)</b>		
<b>Email:</b>		

<b>Company Name</b>	<b>Authorized Representative (Signature)</b>	<b>Date</b>
<b>FEIN #</b>	<b>Authorized Representative (Printed)</b>	

**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.

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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, audiotope, 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.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048  
Attachment IX  
RFP 519-2024  
District-Wide Behavior Therapy Services**

**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

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



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

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**

<b>2023– August</b>	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)
<b>2024 - January</b>	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**

<b>2024 – August</b>	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)
<b>2025 - January</b>	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)**

District-Wide Behavior Therapy Services

## 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
July	18	Juneteenth Holiday (Districtwide)
	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 <del>20</del> <sup>15</sup> , 2023	District Website <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a> DemandStar <a href="https://www.demandstar.com/17">https://www.demandstar.com/17</a>
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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 BCBA's and RBT's 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.



## Exhibit B



P.O. Box 10827 Tallahassee, Florida 32302

**June 15, 2023**

June Kail  
Procurement Officer  
Leon County Schools  
Purchasing Dept  
3387 West Tharpe St.  
Tallahassee, FL 32303

**RE: RFP 519-2024 Letter of interest**

Behavior Management Consultants (BMC) is submitting the following proposal to be considered for the contracted positions for District-Wide Behavior Therapy Services. We understand includes services at a specific school site responsible for approximately 130 students with significant learning, physical and behavioral needs. We also understand this may include other behavior analysis services, as needed across the district in other schools as requested by district ESE administration. Within this work will be direct services for skill acquisition and reduction of challenging behavior and consultation and support for teachers, paraprofessionals, and administrators. Additionally, we understand this includes conducting Functional Behavior Assessments and developing Behavior Intervention Plans with follow through and support for the implementation of the BIPs at the classroom level. This also includes developing behavior measurement tools, collecting data, assisting classroom staff with data collection and maintaining analysis of the data. Regular updates and written reports are also an important feature of this position to ensure appropriate and necessary documentation of services, student response to intervention and recommendations for future programming and support. Further, we understand the importance of working alongside the team at this particular school and other schools as partners with teachers, other service providers (e.g., Occupational Therapists, Speech Therapists, Physical Therapists, School Psychologists, etc.), paraprofessionals, and administrators. We understand this team will be led by BCBA(s) who will support and maintain ongoing supervision and direction of Registered Behavior Technicians. We understand the clinical, professional and ethical obligations of these positions not only to Leon County Schools, but to each other and those students and teachers we serve.

BMC is fully capable of complying with all terms of this RFP. BMC's Tallahassee team has BCBAs who have experience as behavior analysts and on the BMC team for 20+ years. Additionally, several of our BCBAs have over a decade of experience serving students in Leon County Schools, and specifically at Gretchen Everhart School with whom BMC has had an ongoing and strong relationship. We have a strong team of BCBAs and RBTs who can be available to serve the needs requested by Leon County Schools, so there will not be any problems with meeting the needs of this contract at any time. Our team is fully ready and deep enough to ensure no gaps in services.

I am thankful for the opportunity to apply for the opportunity to serve Leon County Schools and their teachers, staff, and administration.

A handwritten signature in black ink, appearing to read 'C. Baker Wright', is positioned above the printed name.

C. Baker Wright, PhD, BCBA-D

[bwright@bmcsoutheast.com](mailto:bwright@bmcsoutheast.com)

Owner, Team Leader

Behavior Management Consultants, Inc.

**Attachment III**  
**Notice of Conflict of Interest**

**Company Name:** Behavior Management Consultants [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)**

C. Baker Wright  
\_\_\_\_\_  
**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
<u>None</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

  
\_\_\_\_\_  
**Authorized Representative (Signature)**

C. Baker Wright  
\_\_\_\_\_  
**Authorized Representative (Print)**

5/29/2023  
\_\_\_\_\_  
**Date**

## Proposer's Reference Form

### Reference #3

Proposer Name: Behavior Management Consultants

Reference Company Name: Lowndes County Schools

Address: 1592 Norman Drive  
Valdosta, Georgia 31601

Primary Contact Person: Mindell Downing

Alternate Contact Person: Katie Chappuis

Primary Contact Title: Director, Special Education

Alternate Contact Title: Director - Student Support Services

Primary Contact Phone: 229 316 1855

Alternate Contact Phone: 229 245 2250

Primary Contact Email: mindelldowning@lowndes.k12.ga.us

Alternate Contact Email: katiechappuis@lowndes.k12.ga.us

Contract Performance Period: 2020-23 School years with  
historical reference

Location of Services: Lowndes County Schools

### Brief description of the services performed for this reference:

BMC has provided behavior analysis consultation and support for students across our district for over 13 years.

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 13th day of June, 2023, by Mindell Downing (name of authorized representative) as Director of Sp. Ed. (position title) for Lowndes County Schools (company name).

Notary Signature

Geneasha McFarland

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☐ Type of Identification \_\_\_\_\_

## Proposer's Reference Form

### Reference #2

Proposer Name: Behavior Management Consultants

Reference Company Name: Lanier County Schools

Address: 247 S Highway 221  
Lakeland, GA

Primary Contact Person: Faletta Acoff

Alternate Contact Person: Gene Culpepper

Primary Contact Title: Asst Superintendent

Alternate Contact Title: Assoc. Superintendent

Primary Contact Phone: 229 482 3966

Alternate Contact Phone: 229 482 3966

Primary Contact Email: faletta.acoff@lanier.k12.ga.us

Alternate Contact Email: gene.culpepper@lanier.k12.ga.us

Contract Performance Period: 2016-2023 school years  
with historical reference

Location of Services: Lanier County Schools

#### Brief description of the services performed for this reference:

Behavior analysis training, consultation and support across district schools and classrooms, including but not limited to special education programs, classrooms, and individual students served by special education or within the MTSS/RTI process for behavior. BMC is involved in the IEP process, including several events within Due Process over the years. BMC has supported our district since 2011 school year.

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

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

Faletta Acoff

6/9/23

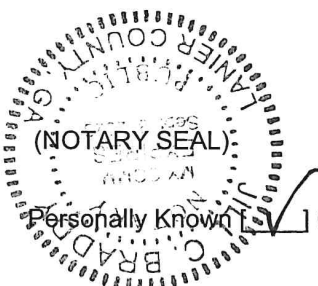
Primary Reference Contact Signature

Date

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 9th day of June, 2023, by Jill Braddy (name of authorized representative) as Admin Assistance (position title) for Lanier Co. BOE (company name).

Jill C. Braddy  
Notary Signature

Jill C. Braddy  
Name of Notary (Typed, Printed, or Stamped)



Personally Known ☒ OR Produced Identification ☐ Type of Identification \_\_\_\_\_

## Proposer's Reference Form

### Reference #1

Proposer Name: Behavior Management Consultants

Reference Company Name: Leon County Schools - Gretchen Everhart School

2750 Mission Rd.

Address: Tallahassee, Florida 32304

Primary Contact Person: Jane Floyd

Alternate Contact Person: Beverly Kerrison

Primary Contact Title: Principal

Alternate Contact Title: Asst Principal

Primary Contact Phone: 850 488 5785

Alternate Contact Phone: 850 488 5785

Primary Contact Email: floydj@leonschools.net

Alternate Contact Email: kerrisonb@leonschools.net

Contract Performance Period: 2007-2023 school years with historical reference

Location of Services: Gretchen Everhart Schools

#### Brief description of the services performed for this reference:

Consults with school staff regarding implementation of behavior plans and classroom plans  
Provides staff training and monitoring (group and individual)  
Functional based assessments, behavior plan development, Preference assessments, consult on goal development  
Facilitates collection, recording and reporting of data  
Works with teams to problem solve and make informed decisions based on data

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

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

Jane Floyd Butler  
Primary Reference Contact Signature

Date

6/14/2023

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 14<sup>th</sup> day of June, 2023, by Jane Floyd Butler (name of authorized representative) as Principal (position title) for Everhart School (company name).

Notary Signature



(NOTARY SEAL)

Name of Notary (Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐ Type of Identification \_\_\_\_\_





P.O. Box 10827 Tallahassee, Florida 32302

**June 15, 2023**

June Kail  
Procurement Officer  
Leon County Schools  
Purchasing Dept  
3387 West Tharpe St.  
Tallahassee, FL 32303

**RE: RFP 519-2024 Company Profile**

1. Size of organization
  - a. Total 63 team members (full and part time) across 5 locations (Tallahassee – main and corporate office, Valdosta, Pensacola/Navarre, Jacksonville, and Port St. Lucie/Ft. Lauderdale)
  - b. Tallahassee team specifically has 15 BCBAs, 3BCABAs, and 8 RBTs (an additional 3 RBTs have joined our team and are joining us in August and 2 additional are completing their RBT in July, but have been direct behavior specialists with us). This ratio ensures our RBTs are supported very well throughout all of their work and duties and to preserve the high quality of our services.
  - c. See attachment for Flowchart and Company Organization
2. Years in Business
  - a. BMC was founded in October 1980 and has been exclusively operating as a Behavior Analysis services company since then and will remain that way.
  - b. Specific to school-aged children, we have provided these Behavior Analysis services since 1985.
3. Number of Credentialed Providers across locations of the company
  - a. BCBA – 29
  - b. BCABA – 4
  - c. RBT – 23
  - d. Behavior Specialists all RBT by end of July - 5

A handwritten signature in black ink, appearing to read "M. Kail", is located in the bottom right corner of the page.



## Leadership Team

Mary Riordan, PhD, BCBA  
Director of Adult and Residential Services

Meredith McMillan, MS, BCBA  
Director of Clinical Services Tallahassee

Becky Cassell, MS, BCBA  
Director of Clinical Operations - Tallahassee  
Director of BMC Practicum Program

Brandy Morris, MS, BCBA  
Director of Clinical Services - Jacksonville

Christy Weeks, MS, BCBA  
Director of Clinical Services - Navarre

Miguel Salas, MS, BCBA  
Director of BMCLearning

Justine Panchuk, MS, BCBA  
Director of Clinical Services - South Florida

## Team Leaders

Christi Cherpak, MS, BCBA  
Director of RBT training and Support

Kaitlyn Simmons, MS, BCBA  
Social Skills Team Leader - Tallahassee

Brittany Long, MEd, BCBA  
Practicum Program and RBT Training Leader  
Jacksonville

Aaron Mendelson, MS, BCBA  
School Consultant Team Leader - Tallahassee Area

## Tallahassee Team

Lynn Guevara, BCBA  
Julie Steward, BCBA  
Judi O'Neil Earls, BCBA  
Yarni Diaz, MS, BCBA  
Ashley Mitchell-Buckman, BCBA  
Madison Madden, BCBA  
Shannon Kang, BCBA

Ambertee Culp, MS, BCABA  
Haley Fortune, MS, BCABA  
Lauren Stookey, BCABA

Bianca Mitchell, RBT  
Angelina Froberg, RBT  
Alexandra Jodar, RBT  
McKenzie Bolland, RBT  
Kaelia Jones, RBT  
Lydia Snyder, RBT  
Megan Jacques, RBT

Kyle Aarons  
Thomas Freeman

C. Baker Wright, PhD, BCBA-D  
**Owner, Team Leader**

## Admin Support -

Hannah Lee - Credentialing, Authorizations  
Rhonda Luttrell, Personnel, Invoicing  
Leanna Durkin - Bookkeeper, Invoicing  
Savanna Basile - Intake, Waiver admin

## Other Teams -

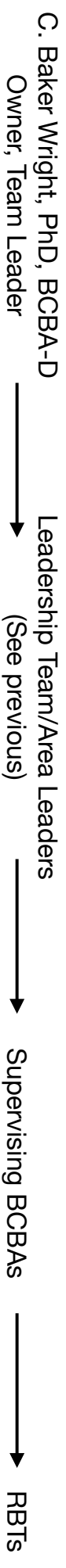
Port St. Lucie/Ft. Lauderdale  
Valdosta, GA  
Jacksonville  
Pensacola/Navarre

A handwritten signature in black ink, appearing to read "C. Baker Wright".





## Flow chart of decision making



*Wright*



P.O. Box 10827 Tallahassee, Florida 32302

**June 15, 2023**

June Kail  
Procurement Officer  
Leon County Schools  
Purchasing Dept  
3387 West Tharpe St.  
Tallahassee, FL 32303

**RE: RFP 519-2024 Past Experience and Qualifications of Staff**

BMC has provided Behavior Analysis in schools since the mid 1980s when Ray King from Leon County Schools approached our co-founder, Dr. Maxin Reiss, with a very specific request for one student. The child's needs were met and BMC's consulting work with public schools was solidified. Our experience and expertise providing different layers of Behavior Analysis services has grown now to over 22 current districts served, with contact and history with over 40 districts in NE Florida, South Georgia and South Alabama. This work spans from districts where BMC team members (RBTs, BCABAs and BCBAs) are in classrooms every day to districts and schools with whom we consult on a regular, but less frequent basis (i.e., monthly and weekly) with one of our senior BCBA team members who have specific experience and expertise with working in schools. This includes experience with Due Process, the IEP process, mediation, and facilitated IEPs in addition to the direct consultative work with teachers, paraprofessionals and other school personnel. Whether working directly with individual students to better meet their academic and behavioral goals, whole classrooms, or schools serving children with challenging behaviors, BMC has demonstrated that their Behavior Analysts and other team members are effective in school settings. It is something we love to do.

Specific to a school with a large number of students receiving services for their exceptional behavioral, physical and learning needs, BMC has extensive experience with the team who has supported the students, teachers and administration at Gretchen Everhart School. This relationship spans at least 30+years and continues to be one to which we are deeply committed. This has included all levels of behavior analysis support from direct services, consultation and support of classroom systems and teachers, conducting FBAs, developing, training and implementing individualized BIPs, attending and playing major roles in IEP team meetings,

consultation with and work with other service providers in addition to work with Leon County Schools ESE and District Administration.

As mentioned in the letter of interest, our team is made of many BCBAs with many years of experience as Behavior Analysts and as BMC team members. Below are team members who are being considered for the team for this proposal (please see individual CV for further information). Several options are listed who may or may not need to be involved in the contracted work on a daily or weekly basis (not all BCBAs will be directly working on a daily or weekly basis and not all RBTs may be necessary, but this team list is provided as options and depth for the implementation of services):

Ms. Christy Cherpak, MS, BCBA (BCBA 8/2008; BMC team member since 2005)

- ***Proposed Team Leader***
- 15 years serving school age children as a BCBA, with several years of serving prior to becoming a BCBA.
- Current team leader of Gretchen Everhart BMC team
- Turner County (GA) schools consultant
- Adult services team member
- Director of BMC RBT Training and Support

Ms. Kaitlyn Simmons, MS, BCBA (BCaBA 8/2017, BCBA 8/2018; BMC team member since 2015)

- ***Proposed Director of Services for Gretchen Everhart School***
- Serving school age students in schools for 6+ years certified, with several years prior to that as an RBT and behavior specialist.
- Began her work in ABA at Gretchen Everhart School as an undergrad, following that, began her work with BMC, always serving a role at Gretchen Everhart School
- Current Social Skills Program Team Leader, BMC.

Mr. Aaron Mendelson, MS, BCBA (BCBA 8/2014, BMC team member since 1/2006)

- ***As needed consultant (15+ years of experience at Gretchen Everhart School)***
- Serving school age students since 2006, with a large amount of his time dedicated to the Gretchen Everhart team
- Senior School district consultant across North Florida and South Georgia
- Trainer and coordinator of district and school-wide implementation of RTI process for behavior.

Lauren Stookey, BCABA (BCABA 2021, RBT 2019)

- BMC team member since 7/2021
- Working with school aged children since October 2019
- Experience with Gretchen Everhart students and work
- 2<sup>nd</sup> Year graduate student in Masters program for Behavior Analysis

Bianca Mitchell, RBT

- BMC team member since 2/2021

- Working with school aged children since 2012 as a Paraprofessional in an elementary school classroom (prior to that, starting in 2008, as a co-instructor for a Preschool program).

McKenzie Boland, RBT

- BMC team member since 8/2022
- Currently in graduate school for Behavior Analysis
- RBT, working with school aged children since 5/2022
- Currently serving students directly at Gretchen Everhart School in addition to an additional clinical caseload – all with school aged children.

Elise Morales, RBT

- Incoming BMC team member (incoming FSU graduate student for Masters program for Behavior Analysis)
- RBT since 9/2022
- Working with school aged children since 7/2019

Kinsey Bigham, RBT

- Incoming BMC team member (incoming FSU graduate student for Masters program for Behavior Analysis)
- RBT since 9/2022
- Working with school aged children since 6/2022 in a specialized school for students with special needs

Thomas Freeman

- BMC team member and working with school aged children since 7/2021
- Integral part of the BMC Gretchen Everhart team member since 8/2021
- Gretchen Everhart and BMC social skills team volunteer prior to BMC employment
- 40-hour RBT coursework and competency completed (awaiting exam)

Kyle Aarons

- BMC team member since 5/2023
- BMC and Gretchen Everhart team volunteer and working with school aged children since 4/2022
- 40-hour RBT coursework and competency completed (awaiting exam)
- Applying to Behavior Analysis Master's Degree program.

### **Statement of Current Litigation and/or Regulatory Action**

Behavior Management Consultants, Inc. has had no litigation or regulatory actions filed against the company in the last three years. The signature below attests to this fact.



## **Kyle Aarons**

Tallahassee, FL 32304

(516-784-9293)

[kaarons@bmcsoutheast.com](mailto:kaarons@bmcsoutheast.com)

### **EDUCATION**

#### **FLORIDA STATE UNIVERSITY- GRAD in 2023**

Bachelors Degree in Political Science; Minor in Psychology.

#### ***PALM BEACH STATE COLLEGE- Grad in 2020***

Associate in Arts – Political Science; GPA: 3.4

### **Extra Curricular**

- *National Society of Leadership and Success*
- *Phi Theta Kappa Honor Society*
- *Project Tallahassee Volunteer*

### **WORK EXPERIENCE**

#### **Behavior Management Consultants – 5/2023 – current**

- Implementation of behavior programming and skills teaching at Gretchen Everhart School
- Data collection
- Direct skill instruction with students
- Response team for crisis events

#### **Grub Kitchen – Jacksonville FL, March 2021**

- Kitchen Staff



**Registered Behavior Technician Training**  
**BACB ACE# OP-05-0072**

*This training program is based on the Registered Behavior Technician Task List (2<sup>nd</sup> edition) and is designed to meet the 40-hour training requirement for the RBT credential.*

*The program is offered independent of the BACB.*

Start date: March 13, 2023

End date: May 26, 2023

Number of hours of instruction: 40 hours

*The learner has successfully completed 40 hours of RBT training.*

*I have confirmed, as the Responsible Certificant, the applicant's compliance with the Criminal Background Registry Check required by the BACB. In my professional opinion and to the best of my knowledge, the applicant's history did not reveal a matter that would preclude employment as an RBT.*

Kyle Aarons

Kyle Aarons

RBT applicant

Date 5/26/23

Christi Chenpak

Responsible Certificant Name

BACB# 1-08-4297

Celtic O'Neil, MS, BCBA

Responsible Certificant Signature

Date: 5/26/23

**Pelican Car-Wash- North Palm Beach- December 2020**

- Finish and Detailer

**Little Caesars- Boynton Beach, FL - August 2019—March 2020**

- Crew Member

**ADDITIONAL SKILLS AND CORE STRENGTHS**

- Knowledge of Apple technology and computer software.
- Passionate about Mental Health
- Excellent at training and educating other employees/colleagues on tasks and important information.
- Excellent communication skills, and ability to present complex information in an easy way
- Hard-working, ambitious, and detail-oriented
- Strong organizational skills
- Willing to learn, open-minded
- Team player
- High Spirited Dependable and Flexible Team Member
- Always seeking for inspiration

# Kinsey Bigham

Kinseybigham@gmail.com / (407)446-1456

*Read and evaluated assignments, provided feedback, assisted with data collection, and kept written records and schedules.*

## EDUCATION

### BACHELOR OF SCIENCE in PSYCHOLOGY

University of Central Florida 2018-2022

Dean's List 3.8 GPA

#### Core Classes:

Contemporary Behavior Therapy

Behavioral Self-Control

Women's Mental Health

## EXPERIENCE

### Registered Behavior Technician (RBT)

Behavior Blossoms, Longwood-September 2022- Present

*RBT at special needs school. Assist autistic children with skill acquisition and behavioral goals. BACB ID: BACB801461*

### Paid Intern

Behavior Blossoms, Longwood- June 2022 -September 2022

*Intern at special needs school. Assist autistic children with skill acquisition and behavioral goals. Mentored by BCBAs in preparation for RBT certification. .*

### Psychology Volunteer

Special Olympics/ Disney- 2022

*Volunteer for Strong Minds at the 2022 Special Olympics. Assisted intellectually disabled athletes with their emotional wellness. Conducted stress-management exercises. Provided mental health resources.*

### Undergraduate Teaching Assistant

University of Central Florida 2021-2022

#### Research Methods

*Mentored 50 students, graded assignments, and provided instructions as needed and assisted struggling students on a case-by-case basis.*

### Undergraduate Teaching Assistant

University of Central Florida 2021-2022

Women's Mental Health

## CERTIFICATES

### 40-HOUR RBT TRAINING COMPLETION

**CERTIFICATE:** BCBA-Approved training for Registered Behavior Technicians

**CERTIFIED LEADERSHIP TRAINING:** National Society of Leadership and Success. Certified in leadership, team building, and management.

### Mentor

Mentor Collective 2020-2021

*Volunteer mentor for students entering the University of Central Florida. Responsibilities included designing goal plans and providing support to incoming students.*

## SKILLS

Critical thinking  
Behavior-Analysis  
Organization  
Time management  
Abstract reasoning

## ACTIVITIES and SOCIETIES

American Psychological Association  
UCF Psychological Society  
National Society of Leadership and Success  
UCF Taekwondo Club



# BACB Certificant Registry

REVISE SEARCH OPTIONS

Show 20 entries

Filter results:

Name	Location	Country	Certification	Status
BIGHAM, KINSEY	Sanford, FL	United States	RBT	Active
<div>KINSEY BIGHAM</div> <div>Location: Sanford, FL United States</div> <div>Certification Level: Registered Behavior Technician</div> <div>Certification Number: RBT-22-233934</div> <div>Status: Active</div> <div>Original Certification Date: 09/08/2022</div> <div>Expiration Date: 09/08/2023</div> <div>RBT Supervisor(s): <a href="#">Megan Ballard</a></div>				

Showing 1 to 1 of 1 entries

Date Accessed: June 16, 2023

Previous

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Next

**McKenzie Boland, RBT**  
510 W Virginia St Apt 1413  
Tallahassee, Florida 32301  
[mboland@bmcsoutheast.com](mailto:mboland@bmcsoutheast.com)

### **Education**

- Florida State University (anticipated completion May 2024) – MS Applied Behavior Analysis
- Alabama State University (Fall 2021) – BS (Psychology)
  - Dean's List
  - Psi Chi National Honor Society for Psychology
  - National Society for Leadership and Success
  - Captain, Volleyball team
- Wallace State Community College (July 2019) – AS (Psychology)
  - Summa Cum Laude
  - National Honor Society
  - Captain, Volleyball team

### **Work experience**

- Behavior Management Consultants – August 2022 – Current
  - Direct RBT therapist in clinic, home and school locations
  - Gretchen Everhart BMC team member
- Butterfly Effects – March 2022 – August 2022
  - Direct RBT therapist

### **Volunteer work**

- Hands On Atlanta
- Outreach Program – Clearview Ministries
- Reading Program at Vaughn Road Elementary School



- Ethics
- News & More
- C

## REVISE SEARCH OPTIONS

**Filter results:**

Next

Date Accessed: June 20, 2023

# Christina Cherpak, BCBA

(850) 294-6212

ccherpak@bmcsoutheast.com

Tallahassee, FL

## Education

### Florida State University

Master's Degree  
Psychology- Applied Behavior  
Analysis  
May 2008

### Florida State University

Bachelor's in Science, April  
2006  
Majors: Psychology &  
Sociology

## Certifications

Board Certified Behavior  
Analyst BACB # 1-08-4297

Crisis Prevention Intervention

Techniques for Effective  
Adolescent and Child Handling

CPR & First Aid

HIPPA & Zero Tolerance

## Experience

### Director of RBT & Interns, Senior Analyst

Behavior Management Consultants | Tallahassee, FL  
May 2022 - Present

- Managing, Managing, training, scheduling and supervision of registered behavior technicians and internships with local college students
- Provide consultation with school districts by attending IEPs, conducting observations, creating systems, reviewing data, conducting trainings for staff, and recommendations for the caseload
- Provide behavior consultation services across multiple settings, such as: schools, ICFs, individual clients, group homes, camps, family homes, and adult day training programs.
- Assist with creating digital training packages and continuing education content

### Board Certified Behavior Analyst

Behavior Management  
Consultants | Tallahassee, FL August 2008 – April 2022  
Provide clinical direction, supervision, and education for interns, RBTs, and less experienced BCBAs.

- Provide consultation with Leon County Schools including: Attending IEP meetings, developing individual and class wide behavior plans, school wide teacher and staff training on basic ABA principals, reduction and replacement skills programming, program monitoring, developing program templates for assessments, plans, data sheets, and replacement skills monitoring
- Provide home, community, and day program services to clients including: individualized reduction and replacement skills programming, consultation with support coordinators and support plan goal development, staff and family training on behavior plans, present data to doctors as needed, conduct assessments, and supervising other staff including behavior service assistants, graduate students, and BCaBAs



CHERPAP, CHRISTINA

Tallahassee, FL United States BCBA Active

**CHRISTINA CHERPAK**

**Location:** Tallahassee, FL United States

**Certification Level:** Board Certified Behavior Analyst

**Certification Number:** 1-08-4297

**Status:** Active

**Original Certification Date:** 08/31/2008

**Next Recertification:** 08/31/2023

**Expiration Date:** 08/31/2023

**Contact:** [Christina Cherpak](#)

**Supervision:**

Completed 8-hour supervision training on: 08/16/2014.

Willing to supervise BCABAs

Willing to supervise BCBA or BCaBA trainees

Showing 1 to 1 of 1 entries

Date Accessed: **November 17, 2021**

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**Thomas Freeman III**  
599 Chicopee Ct. Apt, B Tallahassee, FL 32301 (407) 406 – 4451  
tfreeman@bmcsoutheast.com

**Education**

- North Star High School, Orlando, FL (2010)
- Completion of 40-hour RBT coursework

**Employment**

- Behavior Management Consultants (7/2021 – Current)
  - o Direct therapist in home, school, clinic
  - o Social Skills Team member
  - o Trainer – Rotary Camp for individuals with disabilities

**Other**Robotics

I have gained an almost innumerable amount of skills and knowledge from spending several years in a high school robotics team designing and building robots for competition with our team. With a robotics team there are so many more dynamics to the competition, very important to be able to rely on each other.

Mentoring

I've also had the opportunity to mentor a team of fellow high school students and teach them how to use a very high-end, professional animation software program, winning an award doing so. I also mentored a group of middle school students on a lower level, LEGO robotics team and later high school students on all levels.

Pet trainer

I gained a great deal of experience working for Petco as a dog trainer, dealing with a large amount of customers, and ensuring they had no complaints and that any issues were dealt with the best way possible.



**Registered Behavior Technician Training**  
**BACB ACE# OP-05-0072**


*This training program is based on the Registered Behavior Technician Task List (2<sup>nd</sup> edition) and is designed to meet the 40-hour training requirement for the RBT credential.*

*The program is offered independent of the BACB.*

Start date: March 13, 2023  
End date: May 26, 2023  
Number of hours of instruction: 40 hours

*The learner has successfully completed 40 hours of RBT training.*

*I have confirmed, as the Responsible Certificant, the applicant's compliance with the Criminal Background Registry Check required by the BACB. In my professional opinion and to the best of my knowledge, the applicant's history did not reveal a matter that would preclude employment as an RBT.*

Thomas Freeman  


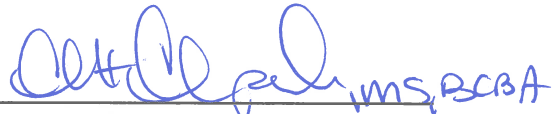
RBT applicant

Date 5/26/23

Christi Cherpak

Responsible Certificant Name

BACB# 1-08-4297

ms, BCBA

Responsible Certificant Signature

Date: 5/26/23

# AARON J. MENDELSON, BCBA

## WORK EXPERIENCE

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### **Behavior Management Consultants Inc., Tallahassee, FL**

**August 2005- 2023**

#### *Behavior Analyst, Level 1*

- Earned Board Certification as Behavior Analyst (June 2014)
- Completed BACB Supervision requirement (September 2014)
- Earned Board Certification as Associate Behavior Analyst (August 2008)
- Lead therapist/consultant: Direct therapeutic contact, including assessment, treatment, documentation of services
- Supervising Behavior Analyst – responsible for consistent and quality supervision of clinical work, consulting work and professionalism for RBTs and BCABAs.
- Lead School BCBA consultant.
- Lead Trainer –member of the BMC training team for schools and school districts as well as other contracts as they become available.
- Responsible for conducting Functional Behavior Assessments (FBA), reinforcer assessments, and skills training in various school settings and 5 private home settings
- Responsible for creation and implementation of Behavior Support Plans (BSP)
- Conduct staff trainings on school-wide behavior protocols and individualized behavior plans
- Create and conduct behavior trainings for home staff and family members of private home clients
- Responsible for tracking and reporting behavior programs implemented in private home environments to the local review committee (LRC)

### **Andrew's Grill & Bar, Epicurean Catering, and Andrews 228, Tallahassee, FL**

**January 1998 – November 2004**

- Served as team leader ("Catering Captain") for upscale catering service that serviced special events in the Tallahassee area
- Supervised special events from start to finish including wait staff, decorations, food preparation, alcohol inventory and overall customer satisfaction
- As a bartender, inventoried and ordered products while supervising wait staff check-out.

### **North Florida Rotary Youth Camp for the Physically Disabled, Quincy, FL**

**July 1995 – July 2003**

#### *Counselor (1995-1997), Assistant Director (1998-2003)*

- Developed new curriculum and activities for children
- Organized, budgeted, and developed meals customized to the special dietary needs and physical limitations of campers
- Created and maintained recreational infrastructure designed to accommodate ADA requirements, as well as additional measures to meet the children's special physical needs
- Invented and built a zip line designed to be used by campers with physical disabilities
- Procured \$14,000 in funding, as well as equipment, and volunteer support in order to expand the summer camp for younger children (6-12)
- Traveled to local Rotary groups to promote the camp, resulting in steady increases in financial support as well as volunteer work from these groups
- Developed a cooperative effort with the Florida State University Graduate Film Program to include a film class as an elective for campers

## EDUCATION

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**Board Certified Associate Behavior Analyst**

**August 2008**

**Florida State University, Tallahassee, FL**

**2003 Bachelor**

*of Arts*

Major: History; Minor: Political Science

**Tallahassee Community College, Tallahassee, FL**

**1999**

*Associate of Arts*

---

*Personal and professional references are available upon request*

# BACB Certified Registry

## REVISE SEARCH OPTIONS

Show

20 >

entries

**Filter results:**

Name	Location	Country	Certification	Status
MENDELSON, AARON	Tallahassee, FL	United States	BCBA	Active
AARON MENDELSON				
Location: Tallahassee, FL United States				
Certification Level: Board Certified Behavior Analyst				
Certification Number: 1-14-10057				
Status: Active				
Original Certification Date: 08/31/2014				
Next Recertification: 08/31/2023				
Expiration Date: 08/31/2023				
Contact: <a href="#">Aaron Mendelson</a>				
Supervision:				
Completed 8-hour supervision training on: 01/23/2015				
Willing to supervise BCBA or BCaBA trainees				

**Bianca Mitchell**  
1035 Landings Loop, Tallahassee FL (850) 363-7186  
bmitchell@bmcsoutheast.com

### *Education*

BS - Biochemistry (Cum Laude) Florida A&M University Tallahassee, FL December 2019

Registered Behavior Technician (BACB) 21-165290 (4/2021)

### *Related Experience*

#### Behavior Management Consultants (2/2021 – current)

- Direct RBT therapist (in clinic, home, school settings)
- Social Skills Team member
- Gretchen Everhart Team
- Wakulla County Schools BMC team member\

#### Springwood Elementary School (8/2012-5/2015)

- Teacher's assistant

#### Every Nations Mothers' Morning Out – Tallahassee (1/2008-12/2010)

- Classroom co-instructor of classroom of 2-3 year old children

### *Organization Affiliations:*

- Florida-Georgia Louis Stokes Alliance for Minority Participation
- Rattlers Association of Chemists at FAMU
- CREST-RISE CoManD Scholars
- American Chemical Society
- AIChE Minority Affairs Community

### *Achievements:*

- 2019 ACS Undergraduate Award in Analytical Chemistry
- President's List at Tallahassee Community College
- Honor Roll at Florida Agricultural and Mechanical University
- Dean's List at Florida Agricultural and Mechanical University



## BACB Certificant Registry

REVISE SEARCH OPTIONS

Show 20 ▾ entries

Filter results:

Name	Location	Country	Certification	Status
MITCHELL, BIANCA	Tallahassee, FL	United States	RBT	Active
<div><div><div>MITCHELL, BIANCA</div><div><div>BIANCA MITCHELL</div><div><div>Location: Tallahassee, FL United States</div><div>Certification Level: Registered Behavior Technician</div><div>Certification Number: RBT-21-165290</div><div>Status: Active</div><div>Original Certification Date: 04/22/2021</div><div>Expiration Date: 04/22/2024</div><div>RBT Supervisor(s): <a href="#">Christina Cherpak</a></div></div></div></div></div>				

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Date Accessed: **June 20, 2023**

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# ELISE MORALES

Boynton Beach, FL 33437 | (919) 924-7352 | Elise.Morales4@gmail.com | <https://www.linkedin.com/in/elise-morales-291038180/>

## EXPERIENCE

MOD BEHAVIOR ABA, Boynton Beach, FL

**Registered Behavioral Technician**

**September 2022- Present**

- Compassionate and dedicated professional with a willingness to learn in a behavioral care setting. Experience and sensitivity working with ethnically, linguistically, culturally, and economically diverse populations of children or adults.
- Remain calm and neutral in challenging situations with clients. Empathize with parents and family members. Collaborate with families, clients, leadership, and team in-home, office or center-based settings.

LITERACY COALITION OF PALM BEACH COUNTY, Boynton Beach, FL

**AmeriCorps Member - Graduation Coach/ Member Development Director**

**August 2021 – July 2022**

- Served in Lake Worth High School as a resource.
- Ensured students at risk of not graduating were provided with an adamant support system of graduation requirements working towards improving grades and attendance in preparation for post-graduation.
- Planned and executed training such as team building, goal setting, conflict resolution, financial literacy, and racial disparity in education for the AmeriCorps team of 25.

THE HAMPTON SOCIAL, Delray Beach, FL

**Server**

**February 2023 – Present**

- Serve menu items to multiple tables at once and attend to guests by checking on them throughout the meal to ensure the optimal customer experience.

CHETOLA RESORT AT BLOWING ROCK, Blowing Rock, NC

**Recreation/Spa Attendant**

**June 2019 – June 2021**

- Filled multiple positions of camp counselor, spa attendant, and recreation desk associate.
- Supervised children ages 4-12 during camp and assisted in planning and executing camp activities.
- Scheduled spa appointments, answered phones, utilized pool chemicals, and ran the register.
- Developed and maintained a professional environment with other employees in various departments as well as ensured that all guest and children's needs were met resulting in repeat business.

APPALACHIAN STATE UNIVERSITY, Reich College of Education, Boone, NC

**Office Assistant**

**August 2017 – May 2020**

- Provide aid where needed. Experience with organizing, summarizing, and examining assignments. Developed communication, time management skills, and independent work skills.

## EDUCATION

APPALACHIAN STATE UNIVERSITY, Boone, NC

**Class of 2021**

**Bachelor of Science in Psychology**

*Concentration in Health Studies*

*Minors: Nutrition and Health, Sociology*

## COMMUNITY INVOLVEMENT

WESTERN YOUTH NETWORK, Watauga County, NC

**August 2020 – June 2021**

**Mentor**

- Mentored children between the ages of six and 17 in Avery and Watauga counties who need extra support and guidance. Spent two hours per week with a 13-year-old mentee.

CHI OMEGA FRATERNITY, Appalachian State University, Boone, NC

**November 2019 – December 2020**

**President**

- Oversaw 120+ sorority members to ensure rules and deadlines were being met.

- Attended/hosted weekly meetings for all advisors, directors, and chapter members.
- Developed leadership, time management, and organizational skills. Gained experience working on a collaborative team and mastered communication skills.
- Recognized by Panhellenic Council and awarded as the 2020 Panhellenic Sorority of the Year for going above and beyond in service, academics, on campus involvement, and philanthropy involvement.

CHI OMEGA FRATERNITY, Appalachian State University, Boone, NC

**November 2018- November 2019**

**Panhellenic Delegate** (November 2018 – November 2019)

- Relayed our chapter information including fundraisers, socials, academic events to 9 other Panhellenic chapters.
- Collected and reviewed involvement and participation about on campus involvement from 120+ members per semester.
- Served as housing manager and was responsible for on-campus housing for rising sophomores.

# BACB Certificant Registry

REVISE SEARCH OPTIONS

Show 20 entries

Filter results:

Name	Location	Country	Certification	Status
MORALEZ, ELISE	Boynton Beach, FL	United States	RBT	Active
<div><div>ELISE MORALEZ</div><div><div>Location:</div>Boynton Beach, FL United States</div><div><div>Certification Level:</div>Registered Behavior Technician</div><div><div>Certification Number:</div>RBT-22-233108</div><div><div>Status:</div>Active</div><div><div>Original Certification Date:</div>09/01/2022</div><div><div>Expiration Date:</div>09/01/2023</div><div><div>RBT Requirements Coordinator(s):</div><div>Taylor Musto</div></div><div><div>RBT Supervisor(s):</div><div>Christine Bussey</div></div></div>				

Showing 1 to 1 of 1 entries

Date Accessed: June 16, 2023

**Kaitlyn D. Simmons**  
3121 Swaps Trail Tallahassee, FL 32309  
(904) 485-6645 • ksimmons@bmcsoutheast.com

**Education**

<b>Florida State University, Tallahassee, FL</b>	<i>May 2018</i>
Master of Science in Applied Behavior Analysis	
<b>Florida State University, Tallahassee, FL</b>	<i>December 2014</i>
Bachelor of Science in Psychology - Minor: Child Development	
<b>Florida State College at Jacksonville, Jacksonville, FL</b>	<i>May 2012</i>
Associate of Science with High Honors	

**Experience**

<b>Behavior Management Consultants, Inc.</b>	<i>August 2018-Present</i>
<i>Board Certified Behavior Analyst</i>	

- Collect, input, and compute behavior and skill acquisition data in Catalyst and Microsoft Excel.
- Write and implement and train caregivers on behavior plans for children and adults with intellectual disabilities.
- Physically intervene when necessary during events of challenging behaviors by clients.
- Supervise and train supervisees on behavior plans and reduction procedures.
- Perform behavior training sessions and observations on 10-20 clients per week.

<b>Behavior Management Consultants, Inc.</b>	<i>August 2017-August 2018</i>
<i>Board Certified Assistant Behavior Analyst</i>	

- Collect, input, and compute behavior and skill acquisition data in Catalyst and Microsoft Excel.
- Implement behavior plans for children with intellectual disabilities.
- Physically intervene when necessary during events of challenging behaviors by clients.
- Communicate with supervisors regarding clients' progress.
- Perform behavior training sessions and observations on 10-20 clients per week.
- Assist BCBA with writing and updating behavior plans.

<b>Behavior Management Consultants, Inc.</b>	<i>August 2015-August 2017</i>
<i>Registered Behavior Technician</i>	

- Collect, input, and compute behavior and skill acquisition data in Catalyst and Microsoft Excel.
- Implement behavior plans for children with intellectual disabilities.
- Physically intervene when necessary during events of challenging behaviors by clients.
- Communicate with supervisors regarding clients' progress.
- Perform behavior training sessions and observations on 10-20 clients per week.
- Assist BCBA with writing and updating behavior plans.

<b>Gretchen Everhart School – Tallahassee, FL</b>	<i>January 2014 to May 2015</i>
<i>Behavior Volunteer</i>	

- Volunteer with BMC Behavioral Staff 9-15 hours a week
- Perform and assist with behavior training sessions with 6 students 3 days a week
- Observe and take behavioral data on 10-15 students

**Certifications and Activities**

- Crisis Prevention Intervention (CPI), August 2015-present
- Techniques for Effective Adolescent and Child Handling (TEACH), August 2015-present





## BEHAVIOR ANALYST CERTIFICATION BOARD®

7950 Shaffer Parkway, Littleton, CO 80127 USA

Tel. 1-720-438-4321 | [www.bacb.com](http://www.bacb.com)

Below you will find your wallet card, which includes information related to your BACB certification. We recommend that you keep this card handy for when you need easy access to your certification information.

Your card includes two codes that may be scanned to obtain additional information. We anticipate that approved continuing education (ACE) providers will begin using scanners to record your attendance at continuing education events in the future. You should take this card with you to these types of events to facilitate more efficient processing of your continuing education units. Please check with ACE providers directly about whether they will be using these cards at specific events.

The information contained in the codes on your card includes:

Bar Code	QR Code
Certificate number	Full Name
	Certificate number
	Certification Expiration Date

Please note that the coded information on this card does not change or update. If your contact information changes (e.g., you move or change your name), you should let ACE providers know that information on the card is out-of-date. You can also update your information online and reprint updated cards.



### Behavior Analyst Certification Board

Certification #: 1-18-32503

Certification: Board Certified  
Behavior Analyst (BCBA)

Issued On: Aug 31, 2018

Valid To: Aug 31, 2024

Certificant: Kaitlyn Simmons  
3121 Swaps trl

Tallahassee, FL 32309



1-18-32503

Subject to ongoing ethical compliance. This ID card verifies that the holder was certified at the time the card was issued. You may obtain primary source verification of BACB certification via the Certificant Registry at [www.bacb.com/verify-certification/](http://www.bacb.com/verify-certification/) or via telephone at 1-720-438-4321

Printed:

Aug 26, 2022

7950 Shaffer Parkway, Littleton CO 80127, USA  
[www.bacb.com](http://www.bacb.com) - 1-720-438-4321

# Lauren Stookey, BCaBA

2247 Shady Timbers Circle Unit C Tallahassee, FL 32304

lstookey@bmcsoutheast.com · (813) 748-1408

## Education

---

### Florida State University. Tallahassee, FL

Master of Science in Applied Behavior Analysis

Projected completion May 2024

### University of Florida. Gainesville, FL

August 2019

Bachelor of Science in Psychology with a Specialization in Behavior Analysis and a Minor in Health Promotion

## Professional Experience

---

### Behavior Management Consultants Tallahassee, FL

July 2021 - Present

- BCABA, direct therapist in home, clinic, preschool and school settings

### RBT II, Team Leader, & Programmer

August 2020 – June 2021

#### Florida Autism Center. Tallahassee, FL

- Used the principles of Applied Behavior Analysis to conduct 1:1 therapy sessions with clients aged 2-12.
- Provided training and feedback to RBTs.
- Input programmatic goals and data collection targets, coded data, and submitted service notes using Central Reach. (RBT Certification Number: RBT-19-104701 ; BCaBA Certification Number: 0-21-11882)

### Registered Behavior Technician

October 2019 – July 2020

#### Behavior Analysis Support Services, Inc. Gainesville, FL

- Used the principles of Applied Behavior Analysis to conduct 1:1 therapy sessions with clients aged 2-12.
- Provided training and feedback to other RBTs.
- Input data targets and coded data using DataFinch's Catalyst software. Submitted service notes within Central Reach.
- Created cleaning and closing procedures for the center, and led the implementation of these procedures.
- Worked with another RBT to create an organization system for DTI cards and NET objects.
- Coded the inventory of office supplies and filed for restocking as needed. (RBT Certification Number: RBT-19-104701)

### Customer Service Staff

February 2017- July 2020

#### Publix Supermarkets Store #1111. Gainesville, FL

- Assisted customers to provide premier customer service.
- Balanced multiple fund accounts and processed money services in accordance with federal law.
- Trained new employees on department procedures.

## Relevant Experience

---

### Undergraduate Research Assistant

January 2019 - April 2019

#### Florida Autism Center. Gainesville, FL

- Assisted University of Florida graduate students with running experimental sessions and coding data.

- Helped to ensure the safety and comfort of participants at all times.

**Teaching Assistant**

**August 2017 – April 2018**

**American Sign Language 1120 at the University of Florida. *Gainesville, FL***

- Assisted students with language development throughout class and weekly office hours.
- Facilitated classroom procedures to maximize instruction time.

**Undergraduate Research Assistant**

**September 2016 – December 2017**

**Brain and Language Laboratory. *Gainesville, FL***

- Scheduled participants and collected data for an ERP Prosody experiment.
- Conducted monthly inventory surveys and filed for restocking of supplies as needed.



## BACB Certificant Registry

### REVISE SEARCH OPTIONS

Show 20 ▾ entries

Filter results:

Name	Location	Country	Certification	Status
STOOKEY, LAUREN	Tallahassee, FL	United States	BCaBA	Active

#### LAUREN STOOKEY

**Location:** Tallahassee, FL United States

**Certification Level:** Board Certified Assistant Behavior Analyst

**Certification Number:** 0-21-11882

**Status:** Active

**Original Certification Date:** 03/05/2021

**Next Recertification:** 03/05/2025

**Expiration Date:** 03/05/2025

**Contact:** [Lauren Stookey](#)

#### Supervision:

[Rebecca Cassell](#)

**Certification Level:** Registered Behavior Technician

**Certification Number:** RBT-19-104701

**Status:** Expired

**Original Certification Date:** 10/29/2019

**Expiration Date:** 10/29/2021

Showing 1 to 1 of 1 entries

Previous 1 Next

Date Accessed: **June 20, 2023**

**C. Baker Wright, PhD, BCBA-D**  
**Team Leader, Owner: Behavior Management Consultants, Inc.**  
BACB Certificant # 1-03-1473  
[bwright@bmcsoutheast.com](mailto:bwright@bmcsoutheast.com)

**Education History**

Hampden Sydney College, B.A.	Major in Psychology, May 1998.
East Carolina University, M.A.	General Psychology program with specialty in Applied Behavior Analysis (Mental Retardation / Developmental Disorders), June 2000.
Florida State University, Ph.D.	Psychology with specialization in Applied Behavior Analysis, April 2005.

**Professional Experience**

- Therapist for child with Autism (8/1998 – 8/1999)  
Instructional and behavioral programming and one-on-one instruction for a child with Autism.
- Howell's Centers, Inc. (4/1999 – 6/2000)  
Behavior specialist in three different residential and hospital settings for infants, children and adolescents with a wide range of physical and developmental disabilities and mental retardation.
- Behavior Management Consultants, Inc. (6/2001 to present)
- Team Leader and Owner, Behavior Management Consultants (8/2015-current) – Leadership and management of operations for BMC. Development and maintenance of services, contracts, and credentialing in addition to leadership of a team of 60 consultants and therapists across Florida and South Georgia. District-wide consultant for school districts across South Georgia, North Florida, and South Alabama.
  - Director of Clinical Services (6/2006 to 5/2018) – This role includes directing and supervising behavior analysis services for individuals and families for a variety of services, including intensive home Autism services in Florida and South Georgia.
  - District-wide school consultant (7/2006 to present) – Lead consultant and behavior analyst with school districts throughout Georgia, Southern Alabama and North Florida. This includes but is not limited to teacher trainings, direct consultation for individual students and classrooms, development of individual and class-wide behavior programs and systems, participation in IEP development and the IEP process, and involvement in Due Process matters relating to students with a wide variety of exceptionalities.

- Expert consultant in legal matters – Providing expert consultation services for civil cases and those tried through Due Process hearings for school districts.
- Expert Testimony Delivered – Case 2030095-OSAH-DOE-SE-34-Barnes (A.D. by and through A.D.; and A.D. v. Coffee County School District).
- Home Clinical Services - Consultation with parents of children experiencing behavior problems. These children might or might not have documented disabilities, but are in need of behavior services to address problems they are experiencing at home and in the community.
- Medicaid Waiver Services – This includes provision of behavior services for individuals ranging in age from young childhood to late adulthood and for those living at home, group homes or in supported living arrangements. This includes consultation for individuals with Autism and other developmental disabilities, focusing on reducing problematic behaviors and increasing daily living skills.
- Devereux SIPP (contracted through BMC) – Tallahassee, Florida (2005- 2011) – Head Behavior Analyst at the Tallahassee site for children with significant behavior difficulties resulting in residential placement.

### **Publications**

Jackson, A., Wright, C.B., and Reiss, M.L. (2013). *Automatic RtI-Behavior edition: Your step-by-step process for solving common classroom behavior problems*. Tallahassee, Florida: Rowland publishing.

### **Examples of Professional Presentations**

- Wright, C.B. (Sept, 2012). Functional Behavior Assessment in the Mainstream Classroom: Maintaining the integrity of practice. A workshop presented at the annual conference of the Florida Association for Behavior Analysis. Jacksonville, Florida.
- Wright, C.B. (May, 2011). Prompt dependency and Asperger's Disorder: A workshop presented at the annual conference of the Association for Behavior Analysis. Denver, CO.
- Wright, C.B. (May, 2007). Asperger's Disorder: Behavioral characteristics and treatment in schools and the community. A workshop presented at the annual conference of the Association for Behavior Analysis, San Diego, CA.
- Wright, C.B. (April, 2006). The efficacy of brief functional analysis procedures on assessing ADHD behavior and the effects of stimulant medication. Presented at the annual conference of the Association for Behavior Analysis, Atlanta, Georgia.

- Wright, C.B. (Sept., 2004). The use of brief functional assessment methods to determine stimulant medication efficacy and function of ADHD behavior in regular education classrooms. Presented at the annual conference of the Florida Association for Behavior Analysis, Orlando, Florida.
- Wright, C.B. (Oct., 2000). The use of a stoplight system for behavior management in a group home with adolescents with behavior disorders. Presented at the annual conference of the North Carolina Association for Behavior Analysis, Asheville, North Carolina.
- Wright, C.B. & Mossler, D. (April, 1999). The role of parental acceptance, parental conflict, and conflict resolution in mediating the effects of divorce. Presented at the annual conference of the Eastern Psychological Association in Providence, Rhode Island.
- Wright, C. B., & Mossler, D. G. (1998). The effects of parental conflict and explanatory style on academic performance. *Virginia Journal of Science*, 49(3), 206.
- Mossler, D. G., Davis, T. E., Mackey, B. P., & Wright, C. B. (1998, May). *Attitudes about learning disabilities held by faculty and students at small colleges*. Research report presented at the national meeting of the American Psychological Society: Washington, D.C.

### **Teaching Experience**

Applications of Applied Behavior Analysis:  
Florida State University (Fall 2006/Summer 2007).

Conditioning and Learning Lab  
Florida State University (8/2001 – 8/2003).

### **Professional Certification and Affiliations:**

Board Certified Behavior Analyst (since December, 2003)  
Association for Professional Behavior Analysts  
Association for Behavior Analysis International  
Florida Association for Behavior Analysis – (Executive Board for FABA 2015-2018; current Treasurer – Florida Association for Behavior Analysis).

### **Community Involvement:**

Current President of the Board for Bradfordville Volunteer Fire and Rescue Dept.  
Board Member – Goodwill Industries, Big Bend (Florida)  
Board Member – YoungLife, NW Florida



CLOSURE: BACB will be closed on Monday, June 19. We will resume normal business hours on Tuesday, June 20.

## BACB Certificant Registry

REVISE SEARCH OPTIONS

Show 20 ▾ entries

Filter results:

Name	Location	Country	Certification	Status
WRIGHT, CECIL	Tallahassee, FL	United States	BCBA-D	Active
<div><div>CECIL WRIGHT</div><div><div>Location:</div>Tallahassee, FL United States</div><div><div>Certification Level:</div>Board Certified Behavior Analyst-Doctoral</div><div><div>Certification Number:</div>1-03-1473</div><div><div>Status:</div>Active</div><div><div>Original Certification Date:</div>12/31/2003</div><div><div>Next Recertification:</div>12/31/2023</div><div><div>Expiration Date:</div>12/31/2023</div><div><div>Contact:</div><a href="#">Cecil Wright</a></div><div><div>Supervision:</div><div>Completed 8-hour supervision training on: 08/16/2014</div><div>Willing to supervise BCaBAs</div><div>Willing to supervise BCBA or BCaBA trainees</div></div></div>				





P.O. Box 10827 Tallahassee, Florida 32302

**June 15, 2023**

June Kail  
Procurement Officer  
Leon County Schools  
Purchasing Dept  
3387 West Tharpe St.  
Tallahassee, FL 32303

**RE: RFP 519-2024**

**Statement of Current Litigation and/or Regulatory Action**

Behavior Management Consultants, Inc. has had no litigation or regulatory actions filed against the company in the last three years. The signature below attests to this fact.

A handwritten signature in black ink, appearing to read "C. Baker Wright", is positioned above the printed name.

C. Baker Wright, PhD, BCBA-D

[bwright@bmcsoutheast.com](mailto:bwright@bmcsoutheast.com)

Owner, Team Leader

Behavior Management Consultants, Inc.



P.O. Box 10827 Tallahassee, Florida 32302

**June 15, 2023**

June Kail  
Procurement Officer  
Leon County Schools  
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3387 West Tharpe St.  
Tallahassee, FL 32303

## **APPROACH TO SERVICE DELIVERY**

### **RE: RFP 519-2024**

- **Service Request**
- **Service Techniques**
- **Standards of Practice**
- **Recruiting and Training**
- **Prescreening Staff**

#### Service Request:

Behavior Management Consultants has a large team locally to Tallahassee, including RBTs, BCaBAs and BCBAs and can, therefore, respond quickly to needs that will require additional team members. Upon request made to Dr. Wright, he will follow up with our area Director of Clinical Services and will identify consultants or team members who have the experience and expertise required to fulfill the request. Following that, the team member, if not already identified within the Leon County Schools contract, will be sent to complete the vendor badge process at LCS. Assignment will occur within five school days of request. Recent experience with staffing for a specific student at Gretchen Everhart School is an example of BMC's ability to build a team of RBTs and BCBAs within a short period of time and with coordination with LCS and ESE leadership.

#### Service Techniques:

Behavior Management Consultants has exclusively provided behavior analysis services since 1980. Therefore, our focus has and will always be rooted in the fundamentals of Behavior Analysis. This includes a focus on a full understanding of all variables associated with the

presence or absence of challenging behavior *and* teaching skills necessary for an individual to experience more success socially, behaviorally, and academically. BMC consultants remain focused on these variables and helping others arrange educational environments so the desirable behaviors are more likely to occur and the challenging behaviors are less likely to occur, so efforts can focus on positive reinforcement of behaviors that will then be shaped into more naturally occurring repertoires for all we serve. Appropriate intervention and treatment includes, but is not limited to the following with which the BMC is proficient and experienced:

- Understanding of setting events and antecedents of appropriate and challenging behavior (when challenging behavior is most *and* least likely to occur and when desired behaviors are most *and* least likely to occur).
- Understanding how behaviors are reinforced differently under these different circumstances, and creating procedures that take into account differences across environments, setting events, and antecedents and how all of those variables affects how behaviors work for each individual student.
- Successful arrangement of the physical learning environment
- Use of positive interactions, positive reinforcement, and creation of positive relationships between instructors and students through these frequent interactions.
- Errorless teaching methodology using appropriate and effective prompting hierarchies
- Discrete Trial Teaching (DTT)
- Natural Environment Teaching (NET)
- Picture Exchange Communication System (PECS)
- Use of Augmentative Communication devices
- Verbal Behavior methodology
- Incidental Teaching

Effective intervention requires ongoing full assessment and analysis of behavior so treatment is focused on growing and shaping positively rather than simply responding to challenging behavior. BMC has a long history of conducting thorough Functional Behavior Assessments and Behavior Intervention Plans and have trained teachers, paraprofessionals, other service providers and administrators on these methodologies over the many years we have served in school environments. As such, we have regularly been asked to serve as Independent Evaluators through the IEE process for many counties in North Florida and South Georgia. Leon County Schools and many other school districts have been trained in these procedures and many other areas of Behavior Analysis by Dr. Wright and other senior BCBAs on the BMC team.

BMC consultants are data driven, as behavior analysis requires. BMC consultants have years of experience in data collection methods that are the most useful, effective and efficient for teachers and paraprofessionals in a classroom. We use data to help better understand behavior, but also to show progress over time with skills being developed and acquired. We are committed to using the data to “tell the story” of a student’s behavior and learning, helping others to easily understand and benefit from the data collection process. Additionally, BMC consultants are experienced with skills assessment tools such as the ABLLS-R (Assessment of Basic Language and Learning Skills – Revised Edition), VB-MAPP (Verbal Behavior Milestones Assessment and Placement Program), and AFLS (Assessment of Functional Learning Skills), and use these

assessments to help identify and areas of strength and weakness so appropriate skills and behaviors can be the focus for each individual student.

Based on our experience in schools, we understand the nature of the classroom and the nature of behavioral support and programming within all classrooms, from the mainstream to self-contained/resource rooms for students with exceptional needs. This includes recommendations and programming that is not only going to be effective, but is also reasonable and feasible for classroom teachers to implement. This also requires building a strong relationship with teachers and other team members in the classroom and in the school – something we take very seriously.

Within our work with Gretchen Everhart School and other similar schools, we also understand there is a need to understand physical, medical, and communicative barriers to learning, something that is critical in teaching appropriate skills and responding to challenging and sometimes harmful behavior. Additionally, the safety of students, teachers and others on the school campus must be a goal for any and all behavior treatment. BMC consultants are experienced with the potential intensity of behavior challenges oftentimes seen with students with significant needs, and take that into account with all work we do.

These and other methodologies are delivered in a variety of ways from direct services from our team members, consultation with teachers, other providers and administrators and in-class/in-school training on the specific behavior plans and assessment for individual students.

#### Standards of Practice:

BMC team members maintain best practice procedures through several areas of professional development. This includes regular training and clinical direction with specific individuals being served as well as participation in state and national conferences for behavior analysis (i.e., Florida Association for Behavior Analysis, Association for Professional Behavior Analysts, Association for Behavior Analysis International, Capital Area Local Chapter for the Florida Association for Behavior Analysis). Additionally, BMC consultants participate in regular case management, supervision and clinical direction activities for specific students as well as areas of practice. Our RBTs are supervised at high rates, especially in school environments, always practicing within areas of competency and training. Ms. Christi Cherpak is our Director of RBT Training and Support, which is an example of our dedication to this level of our direct providers. BMC also has a consistent team of RBTs who are in training to be Behavior Analysts by being enrolled and active in Masters programs for Behavior Analysis, something that also helps us maintain up-to-date best practices for our work and a high level of RBT team members. Dr. Wright is on the Executive Committee of the Florida Association for Behavior Analysis, which affords him, and, by effect, the rest of the BMC team, with the most up to date information regarding legislation, rules, and guidance for behavior analysis in the state. Additionally, due to our involvement across a variety of districts and states, we are often resources for others on the rules and regulations associated with IDEA and the provision of ESE services.

#### Recruiting and Training:

BMC team members are brought onto the BMC team either through an active and selective recruitment of individuals interested specifically in working with individuals with learning and behavior needs. Often, our team members find and reach out to us through word of mouth or

through graduate programs in behavior analysis. Other applicants are identified through an open application process such as Indeed.com. Our hiring process is deliberately long to ensure appropriate fit and background of each of our team members. Prior to an offer for employment, applicants observe multiple live sessions of our services, meet multiple team members through multiple interviews of the different levels of our team. Often, our team members begin as volunteers. This ensures a fit with our Values and team members who are dedicated to doing the work we do. The vast majority of applicants hired already have achieved their RBT, or have completed the 40-hour course required for this credential. Regardless of background, BMC senior BCBA's conduct "proficiency and competency checks and training" to assess and teach skills across different areas of behavior analysis. Specifically for RBTs, this is driven from the BACB Task List for RBT proficiencies. This screening helps us to identify potential gaps in skills and strengths so each RBT or BCBA can be specifically placed in areas where he or she can be most successful and receive the appropriate amount of supervision and support. A formal training program occurs with new team members with specifics related to the work he or she will be conducting to ensure an appropriate transfer of programming across team members new and old. Follow up and ongoing individual and group trainings ensure consistent application of programming and skill growth at every level of our team.

Prescreening Staff:

Prior to an offer being made, at least two references (most of the time three) are contacted for each team member to check for fit with our Values as well as to inquire about previous work experience. Once an offer has been extended and accepted, BMC requires Level 2 Federal background screenings and local background checks prior to starting any direct work. Also prior to beginning work, a record of highest level of education is required (diploma and/or transcript from highest level of education). As mentioned above in "Recruiting and Training," prior to making an offer to join our team, multiple experiences with each applicant are required to ensure appropriate and professional communication skills, both written and verbal. This includes not only content, but the timeliness of response and management of multiple social scenarios. This is also a part of our reference checklist. Upon hire, BMC team members sign and agree to all items within the BMC Team Handbook which outline our ethical and professional guidelines set forth by the BACB Code of Ethics as well as the BMC Values. This includes an agreement that BMC maintains the right to request random drug tests at random intervals or based on suspicion of impairment. Violation of this policy will result in disciplinary action, up to and including being separated from the BMC team.



C. Baker Wright, PhD, BCBA-D

[bwright@bmcsoutheast.com](mailto:bwright@bmcsoutheast.com)

Owner, Team Leader

Behavior Management Consultants, Inc.

**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 BCBA's 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 C. Baker Wright [Signature]  
COUNTY OF Leon Authorized Representative (Print) Authorized Representative (Signature)

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 20th day of June, 2023, by Cecil B. Wright (name of authorized representative) as Owner (position title) for

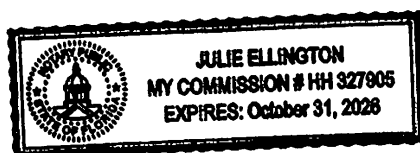
Behavior Management Consultants (Vendor Name).

[Signature]  
Notary Signature

(NOTARY SEAL)

Julie Ellington  
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☒ Type of Identification FLDL W6231276 0240



OKICAN



P.O. Box 10827 Tallahassee, Florida 32302

**June 15, 2023**

June Kail  
Procurement Officer  
Leon County Schools  
Purchasing Dept  
3387 West Tharpe St.  
Tallahassee, FL 32303

**VENDOR STATUS**

**RE: RFP 519-2024**

Behavior Management Consultants is currently a registered Vendor for Leon County Schools.

A handwritten signature in blue ink, appearing to read "C. Baker Wright".

C. Baker Wright, PhD, BCBA-D  
[bwright@bmcsoutheast.com](mailto:bwright@bmcsoutheast.com)  
Owner, Team Leader  
Behavior Management Consultants, Inc.



**Attachment III**  
**Notice of Conflict of Interest**

**Company Name:** Behavior Management Consultants [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)**

C. Baker Wright  
\_\_\_\_\_  
**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.

<b>Name</b>	<b>Title/Position</b>	<b>Date of Filing</b>
<u>None</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

  
\_\_\_\_\_  
**Authorized Representative (Signature)**

C. Baker Wright  
\_\_\_\_\_  
**Authorized Representative (Print)**

5/29/2023  
\_\_\_\_\_  
**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:
<b>Name:</b>	C. Baker Wright	C. Baker Wright
<b>Title:</b>	Owner, Team Leader	Owner, Team Leader
<b>Street Address:</b>	4820 Kerry Forest Parkway	4820 Kerry Forest Parkway
<b>City, State, Zip code</b>	Tallahassee, FL 32309	Tallahassee, FL 32309
<b>Telephone: (Office)</b>	850 521 0242	850 521 0242
<b>Telephone: (Cell)</b>	850 443 8378	850 443 8378
<b>Email:</b>	bwright@bmcsoutheast.com	bwright@bmcsoutheast.com

Behavior Management Consultants		5/29/2023
Company Name	Authorized Representative (Signature)	Date
59-2032030	C. Baker Wright	
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.

Behavior Management Consultants, Inc.

Behavior Management Consultants

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: Behavior Management Consultants

Physical Address: 4820 Kerry Forest Parkway, Tallahassee, Florida 32309

County: Leon

Phone of Local Location: 850 521 0242

Length of Time at this Location: 3 years # of Employees at this Location: 31

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

STATE OF FLORIDA  
COUNTY OF Leon

C. Baker Wright

Authorized Representative (Print)

[Signature]

Authorized Representative (Signature)

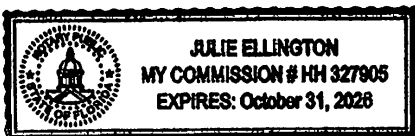
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 20th day of June, 2023, by Cecil B. Wright (name of authorized representative) as Owner (position title) for Behavior Management Consultants (company name).

[Signature]  
Notary Signature

(NOTARY SEAL)

Julie Ellington  
Name of Notary (Typed, Printed, or Stamped)

Personally Known ☐ OR Produced Identification ☒ Type of Identification ELDL W623102  
76 0240



**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: NOT APPLICABLE. We will not use subcontractors

Type/Description of Goods or Service Subcontractor will provide:

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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.

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**Attachment VIII**  
**Drug-Free Workplace Certification**

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

Behavior Management Consultants

\_\_\_\_\_  
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 5/29/2023



## 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 Behavior Management Consultants	PR/AWARD NUMBER OR PROJECT NAME District Wide Behavior Therapy Services
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NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

C. Baker Wright - Owner, Team Leader

SIGNATURE(S) 	DATE 5/29/2023
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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, audiotope, 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.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048**  
**Attachment IX**  
**RFP 519-2024**  
**District-Wide Behavior Therapy Services**

**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: 5/29/2023

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

By n/a

Date: \_\_\_\_\_

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

For Behavior Management Consultants

Name of Grantee

District Wide Behavior Therapy Services

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

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

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

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: C. Baker Wright

Title: Owner

Telephone No.: 850 521 0242 Date: 5/29/2023

# 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)	\$ 65
2.	Rate per hour for BCaBA (In Person)	\$ 55
3.	Rate Per Hour for RBT requiring BCBA Supervision* (In Person)	\$ 40

Behavior Management Consultants

Company Name

C. Baker Wright

Authorized Representative Name (Printed)



Authorized Representative Signature

59-2032030

FEIN

Owner

Authorized Representative Title

5/29/2023

Date