



**Request for Quote for
Speech Language Pathologist
by the De Soto #73 School District**

**Submittal Deadline:
RFQ Due November 8th, 2018**

REQUEST FOR QUOTE

De Soto School District #73 is requesting competitive Quotes from vendors for the purchase services for Speech Language Pathologist for a one year contract starting 2018-2019 school year. Vendors must comply with all terms and conditions described in this document.

Proposals will be accepted no later than 2:00 p.m. CST, November 8, 2018. Proposals received after this time may not be considered. All questions concerning this request may be directed to Debbie Killingsworth, Director of Special Services, killingsworth.debbie@desoto.k12.mo.us

Mark all documents DeSoto School District 73 Purchase Services for Speech Language Pathologist Services for a one year contract starting 2018-2019.

Mail or deliver all proposals and accessory documents to:

De Soto School District #73
Attn: Debbie Killingsworth, Director of Special Services
610 Vineland School Rd.
De Soto, MO 63020

Quotes must be manually signed in the space provided below. Please submit two paper sets of your quote. Mark the signed copy as "Original." De Soto School District #73 reserves the right to accept or reject any or all quotes and to award a contract in the best interests of the district.

By signing this quote, you acknowledge that I have read the terms and conditions of this Request for Quote (RFQ) and submit for consideration the attached proposal and exhibits, if any.

By signing this proposal, I acknowledge that there is no conflict of interest as defined in the district's policy for Request for Proposals found in District policies 0342PR or 4840PR. Policies may be found at http://www.desoto.k12.mo.us/administration/de_soto_board_of_education/board_policy_manual.

By signing this proposal, the vendor agrees to the District policies on bidding found in District Policy 7210P.

Vendor Name: _____

Vendor Contact (Name & Email): _____

Vendor Telephone: _____

Vendor FAX: _____

Vendor Address: _____

Authorized Signer's Full Name & Title: _____

Authorized Signature & Date: _____

AGREEMENT

Agreement to be provided by successful bidder in accordance with specification.

SPECIFICATIONS

Purchased service providers are responsible for providing a Speech and Language development program that increases the communication proficiency and academic achievement of Speech and Language students.

In Addition, at the request of the District, the purchased service provider will provide professional consultation to the District's classroom teacher and other profession staff, who will also be providing services to each child the District serves.

_____per hour for _____

If a child who has been designated to receive services from the purchased provider is no longer able or eligible to receive such services, the obligation of the District shall cease immediately. In such an event, the District shall make final payment at the rates specified above only for services deliverdy the purchased provider up to the identified date when the obligation of the District ceased.

In addition to the terms as provided above this agreement may be terminated by either party for any other reason upon two (2) weeks written notice to the other party.

ABOUT DE SOTO SCHOOL DISTRICT #73

For a full description of De Soto School District #73, its mission, demographics, and vision can be found at <http://www.desoto.k12.mo.us>.

QUOTES, FORMAT AND CONTENT

Response Organization

Signed Cover Page

The De Soto School District cover page must be signed by a vendor representative authorized to make contractual obligations and submitted. Please include all contact information.

By signing the cover page, you are acknowledging and accepting the terms outlined in the RFQ and the district's RFQ Policy for bidding.

Vendor Qualifications

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided; and legal status of vendor organization, i.e. corporation, partnership, etc. Include documentation to verify

proposer's capacity of adequate financial support, assets, and organization to provide the products and services required in this RFQ.

Right of Rejection

The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.

Partial Acceptance

The District may accept one part, aspect or phase, or any combination thereof, of any proposal unless the vendor specifically qualifies its offer by stating that the proposal must be taken as a whole.

Negotiations

The District reserves the right to negotiate final contract terms with any vendor, regardless of whether such Company was interviewed or submitted a best and final proposal. Neither the commencement nor cessation of negotiations shall constitute rejection of the proposal or a counteroffer on the part of the District

RFQ Response (Price Information)

Respondents should clearly state their firm's pricing structure within their proposal. All fees, charges, billing rates, etc. should be explained in detail. Charges must be tied to deliverables, which must be identified. De Soto School District does not reimburse for vendor out-of-pocket cost. De Soto School District does not pay in advance for services. De Soto School District #73 is exempt from sales and use tax by state statute.

Additional Materials, Brochures, Etc.

Please only include relevant and necessary information.

Award

De Soto School District reserves the right to determine which vendor, in its sole judgment, best meets the District's needs. Quotes will be opened at 2:00 pm November 8, 2018 for review at the Central Office conference room.

Vendor Payment

De Soto School District will provide payment based on the agreed lease terms of the project. Project must meet the satisfaction of De Soto School District prior to release of payment.

Funds Appropriation/Legislation

The District may terminate the agreement effective on the date that written notice is provided to the successful vendor without further cost or liability if: 1) the District's Board of Education fails to approve the appropriation of funds sufficient for the District's obligations under the Agreement, or 2) the funds are not appropriated due to federal, state or local action

