



4665 Hodgson Road
Shoreview, MN 55126

Request for Proposals

Director of Special Education Services

Issue Date: April 8, 2025

Due Date: April 11, 2025

I. Overview

Oak Hill Montessori Community School (OHMCS), authorized by M.O.Ch.A and approved by the Minnesota Department of Education (MDE) operates a non-districted public charter school located in Shoreview, MN serving approximately 215 students in PreK-8th grade.

I. Purpose

OHMCS is soliciting responses from qualified organizations to provide comprehensive charter school special education leadership for the 2025-26 and 2026-27 academic years.

II. Anticipated Timeline

- Issuance of this RFP, April 8, 2025
- Deadline for Proposals, April 11, 2025
- Proposal Review Begins, April 15, 2025
- Contract Negotiations (if necessary), April 30, 2025 OR upon OHMCS board approval

III. Scope and Nature of Work

OHMCS is searching for a Director of Special Education who can also assist in the design and implementation of quality special education programming. The selected organization will have successfully guided new and operational Montessori charter schools in Minnesota. Oak Hill Montessori Community School is seeking a proposal from your organization for services and fees related to the start-up phase and first two operational years of the school. We would like a comprehensive proposal reflecting the services listed below.

Director of Special Education Services.

- Assistance with employee and contracted services (recruitment, coaching and retention)
- Program development, review, and evaluation
- Program monitoring
- Fiscal oversight, review, and guidance regarding state and federal special education funds, EDRS, third party billing, UFARS coding
- Regular site visits to include regularly scheduled meetings with business management
- Assistance with complaints and dispute resolution
- The specific scope of services offered by each individual/firm shall be outlined in the submitted Proposal (see Section VIII below).
- Relevant Policies Review and Comment

IV. Term

The contract potentially resulting from this RFP shall be in effect beginning July 1, 2025 through June 30, 2027.

V. Proposal Requirements

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to: Rachelle Foster at admin@ohmcs.org no later than April 11, 2025. Acknowledgment of receipt will be issued by Oak Hill Montessori Community School within 24 hours. Proposals received after the deadline will not be accepted or considered.

Proposals must include the following requirements in order to be considered for this request:

- **Organizational Capacity:** Provide a description of your organization, including relevant services offered, history, and accomplishments.
- **Experience and Effectiveness:** Describe your organization's experience serving public schools and/or districts including Montessori charter schools in Minnesota, including effectiveness of service and contact information for references.
- **Background and Qualifications:** Provide background information and qualifications of any and all personnel who will be involved in performing the services required under this RFP. Include information related to subcontractors, if any will be utilized to perform said services.
- **Description of Services.** Describe the scope of special education services that your organization will provide to Oak Hill Montessori Community School in order to ensure its effective operation as a Minnesota charter school.
- **Pricing:** Provide a description of all costs associated with service delivery; All costs shall include supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work.

VI. Additional Information

At the discretion of Oak Hill Montessori Community School, organizations may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP.

VII. Selection Criteria

A selection committee will review all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, may be included in the selection process.

Proposals will be evaluated on the following 100-point scale

- Organizational Capacity 15 points
- Experience & Effectiveness 25 points
- Background & Qualifications 20 points
- Scope of Service 25 points
- Pricing 15 points

X. Limitation

The issuance of this RFP constitutes only an invitation to submit a proposal to Oak Hill Montessori Community School (OHMCS). It is not to be construed as an official and customary request for bids, but as a means by which OHMCS can facilitate the acquisition of information related to contracting services.

Any proposal submitted constitutes a suggestion to negotiate and is not considered a bid. OHMCS reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any organization, and the right to cancel and/or amend, in part or entirely, the RFP. The RFP does not commit OHMCS either to award a contract or to pay for any costs incurred in the preparation of a proposal.

Any alleged oral agreements or arrangements made by Proposers with any OHMCS appointed or elected official, employee, or volunteer is not binding and, accordingly, will not be considered during the evaluation process, or subsequent awarding of a contract.