REQUEST FOR PROPOSALS

Special Education Related Services

Issuing Organization	KIPP Nashville Public Schools
RFP Title	Special Education Related Services
RFP Release Date	March 25, 2026
Proposal Due Date	April 15, 2026 by 5:00 PM CST
Contract Term	Ongoing / Annual Renewal
Estimated Budget	$500,000+
Procurement Type	Competitive Sealed Proposals

Submit proposals to Director of Student Support Services Lindsey Hornbuckle:
lindsey.hornbuckle@kippnashville.org

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 About KIPP Nashville Public Schools

KIPP Nashville Public Schools is a network of ten free, open-enrollment public charter schools serving students in grades K–12 across five campuses in Nashville, Tennessee. KIPP Nashville is committed to providing an excellent education to all students, including those with disabilities, consistent with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA).

Address	School Name	SY27 Grades	SY26 Enrolled	SY26 % Students with IEPs	Authorizer
3410 Knight Dr	KIPP Nashville College Prep Elementary	K-4	417	11%	MNPS
	KIPP Nashville College Prep Middle+	5-8	361	17%	
1000 Sevier St	KIPP Kirkpatrick Elementary+	K-4	345	19%	
123 Douglas Ave	KIPP Academy Nashville Middle	5-8	385	11%	
	KIPP Nashville Collegiate High	9-12	460	14%	
3655 Murfreesboro Pike	KIPP Antioch College Prep Elementary+	K-4	593	8%	Tennessee Public Charter School Commission
	KIPP Antioch College Prep Middle	5-8	527	9%	
917 Bell Rd	KIPP Antioch Global Elementary+	K-3*	154	8%	
	KIPP Antioch Global Middle+	5-8**	200	14%	
	KIPP Antioch Global High+	9-12***	372	9%	

+low incidence program (APP) *adding 3rd grade **adding 8th grade ***adding 12th grade

1.2 Purpose of this RFP

KIPP Nashville is soliciting competitive proposals from qualified providers of Special Education Related Services. Successful vendors will supplement the organization's internal special education team by providing case management, consultation, direct related services, and evaluations across multiple disciplines.

This RFP is issued pursuant to KIPP Nashville's procurement policies. All proposals will be evaluated on the criteria set forth herein. KIPP Nashville reserves the right to award contracts to one or multiple vendors, reject any or all proposals, and waive informalities in the procurement process.

SECTION 2: SCOPE OF SERVICES

2.1 Overview

KIPP Nashville seeks qualified providers for the following special education related service disciplines. Vendors may bid on one or more service areas. Each bid submission must clearly indicate the discipline(s) for which the vendor is proposing.

2.2 Required Service Disciplines

Successful bids will include one or more of the following:

Service Discipline	Description of Services

School Psychology	Psychoeducational evaluations, consultation, crisis support, and eligibility determinations.
Speech-Language Pathology	Evaluation, direct therapy, and consultation for speech, language, and communication needs, including AAC and multilingual learner evaluations.
Occupational Therapy	Evaluation and direct OT services, fine motor, sensory processing, and handwriting support, including AT evaluations.
Physical Therapy	Evaluation and direct PT services, gross motor development, and adaptive physical education support.
Vision Services	Evaluation and direct vision services for students with visual impairments, including AT evaluations.
Audiology	Audiological evaluations, hearing screenings, and consultation for hearing loss, including AT evaluations.
Gifted Consultation	Consultation on identification, programming, and instruction for gifted/talented students.
Orientation & Mobility	Evaluation and instruction for students with visual impairments in safe and independent travel, including AT evaluations.
Applied Behavior Analysis (ABA) Consultation	Behavioral assessments, consultation on FBA/BIPs, and staff training.

2.3 Service Delivery Requirements

Providers shall deliver services in accordance with each student's Individualized Education Program (IEP). Service delivery shall include:

- Direct services to students in school settings, consistent with IEP goals and service minutes
- Participation in IEP team meetings, eligibility meetings, and annual reviews as required
- Collaboration and consultation with KIPP Nashville teachers, administrators, and families
- Completion of required evaluation reports, progress notes, and documentation within established timelines
- Compliance with all applicable federal and state regulations governing special education services

SECTION 3: VENDOR QUALIFICATIONS AND REQUIREMENTS

3.1 Licensure and Certification

All service providers and contracted personnel must hold current, valid licensure or certification required by the State of Tennessee for the applicable discipline. Vendors must:

- Guarantee all providers hold an active Tennessee state license or certification in the applicable service area
- Guarantee all providers maintain all required continuing education and license renewal requirements
- Notify KIPP Nashville immediately of any lapse, suspension, or revocation of licensure

3.2 IDEA / Special Education Compliance

Vendors must demonstrate knowledge of and commitment to compliance with the Individuals with Disabilities Education Act (IDEA 2004), Tennessee Special Education regulations, and all applicable federal and state laws governing the delivery of special education services. Proposals must describe the vendor's experience operating within an IDEA-compliant framework, including IEP development and implementation, prior written notice requirements, and procedural safeguards.

3.3 Background Checks

All vendor personnel providing services to students must successfully complete a background check prior to providing services. Requirements include:

- Tennessee Bureau of Investigation (TBI) criminal background check
- Sex offender registry check
- Child abuse and neglect registry check
- Vendors bear full responsibility for the cost of all background checks for their personnel
- Background check results must be provided to KIPP Nashville upon request

3.4 Prior Experience

Vendors must demonstrate prior experience working in K–12 school settings. Proposals should include:

- Minimum of two (2) years of experience providing the proposed services in a school district or charter school environment
- At least three (3) professional references from school-based contracts
- Description of prior experience supporting students with a range of disabilities and needs

3.5 Insurance Requirements

All vendors must maintain the following minimum insurance coverages throughout the contract term and provide certificates of insurance with the proposal:

Coverage Type	Minimum Limit
Commercial General Liability	$1,000,000 per occurrence / $2,000,000 aggregate
Professional Liability (E&O)	$1,000,000 per occurrence
Workers' Compensation	Statutory limits per Tennessee law
Automobile Liability (if applicable)	$500,000 combined single limit

KIPP Nashville Public Schools must be named as an additional insured on all applicable policies.

SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

4.1 Proposal Format

Proposals must be submitted electronically in PDF format to lindsey.hornbuckle@kippnashville.org by April 15, 2026 at 5:00 PM CST. Late submissions will not be accepted. The subject line of the email must read: RFP – Special Education Related Services – [Vendor Name].

4.2 Required Proposal Components

Proposals must include all of the following sections, clearly labeled:

#	Section	Required Content
1	Cover Letter	Brief introduction, service discipline(s) proposed, and point of contact.
2	Organization Profile	Company history, ownership, size, and organizational structure.
3	Qualifications & Experience	Staff credentials, licensure documentation, and school-based experience.
4	Scope of Work Response	Detailed plan for delivering each proposed service discipline.
5	Staffing Plan	Number of staff, qualifications, and capacity to serve KIPP Nashville students.
6	Fee Schedule	Hourly rates, per-session rates, and/or per-evaluation fees for each service.
7	References	Minimum three (3) school-based references with contact information.
8	Certifications & Licenses	Copies of all applicable Tennessee licenses and certifications.
9	Insurance Certificates	Current certificates of insurance meeting Section 3.5 requirements.
10	Signed Certifications	Non-collusion affidavit and conflict of interest disclosure.

SECTION 5: EVALUATION CRITERIA

Proposals will be evaluated by a review committee using the following criteria:

Evaluation Criterion	Points Possible
Qualifications, licensure, and staff credentials	20

Experience in K–12 / school-based settings	15
Proposed scope of work and service delivery approach	20
Staffing plan and service capacity	15
Cost / fee schedule competitiveness	25
References	5
TOTAL	**100**

KIPP Nashville reserves the right to conduct interviews or request clarifications from top-scoring vendors prior to final award.

SECTION 6: PROCUREMENT TIMELINE

Milestone	Target Date
RFP Release Date	March 25, 2026
Deadline for Questions	April 2, 2026 by 5:00 PM CST
Responses to Questions Posted	April 8, 2026
Proposal Submission Deadline	April 15, 2026 by 5:00 PM CST
Proposal Evaluation Period	April 15-22, 2026
Vendor Interviews (if applicable)	April 22-29, 2026
Notice of Award	May 1, 2026
Contract Start Date	July 1, 2026

All dates are subject to change. Vendors will be notified of any material changes to this timeline.

SECTION 7: CONTRACT TERMS

7.1 Contract Term

The initial contract term shall be one (1) year, commencing July 1, 2026 and ending June 30, 2027. KIPP Nashville reserves the option to renew the contract for up to three (3) additional one-year terms upon mutual written agreement, subject to satisfactory performance and available funding.

7.2 Compensation

Vendors shall be compensated in accordance with the approved fee schedule submitted in the proposal. Invoices must be submitted monthly and shall include student name (anonymized or

coded as required), service date, service type, duration, and applicable student number. KIPP Nashville's standard payment terms are Net 30 upon receipt of an approved invoice.

7.3 Termination

Either party may terminate the contract with thirty (30) days written notice. KIPP Nashville may terminate immediately for cause, including but not limited to: failure to maintain licensure, background check disqualification, breach of student confidentiality, or failure to comply with IDEA requirements.

7.4 Confidentiality and FERPA

All vendor personnel shall comply with the Family Educational Rights and Privacy Act (FERPA) and KIPP Nashville's data privacy policies. Vendors must execute a data use and confidentiality agreement as a condition of contract award. Student records and personally identifiable information may not be disclosed without prior written consent.

SECTION 8: GENERAL CONDITIONS

8.1 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to lindsey.hornbuckle@kippnashville.org no later than April 2, 2026. Verbal inquiries will not be accepted. Responses to all written questions will be posted to all prospective vendors on or before April 8, 2026.

8.2 Right to Reject

KIPP Nashville reserves the right to accept or reject any or all proposals, to waive technicalities and informalities, to negotiate with any qualified vendor, and to award contracts in the best interest of KIPP Nashville students.

8.3 Non-Discrimination

KIPP Nashville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs, activities, or employment practices. All vendors must comply with applicable non-discrimination laws.

8.4 Conflict of Interest

Vendors must disclose any potential conflicts of interest in their proposal. A vendor who employs or is owned by a current KIPP Nashville employee or board member must disclose this relationship. Failure to disclose may result in disqualification.

8.5 Proposal Costs

KIPP Nashville is not liable for any costs incurred by vendors in preparing or submitting proposals in response to this RFP.

KIPP Nashville Public Schools — Authorized Signatory

_____ *Signature*	_____ *Date*
_____ *Printed Name & Title*	_____ *Phone / Email*

END OF REQUEST FOR PROPOSALS