

Custom Class Charter School

REQUEST FOR PROPOSALS

Special Education Consulting Services

Custom Class Charter School
3083 E 2890 S Cir.
St. George, UT 84790
Phone: 435-680-8046
Email: info@customclass.org
Website: www.customclass.org

SECTION I: Selection Schedule

Notice of RFP: January 29 – February 6, 2026 (published on the Custom Class website)

Submission Deadline: Friday, February 6, 2026, by **5:00 pm MST** to info@customclass.org

Proposals must be submitted in compliance with Section IV.

SECTION II: Introduction

A. Purpose and Overview

Custom Class Charter School (“Custom Class”) invites proposals from qualified individuals or organizations to provide **Special Education Consulting Services** to support the school’s establishment, compliance, and continuous improvement of its special education program.

Custom Class is a Utah-authorized charter school serving K-12 students statewide through a flexible, mastery-based model. As a new LEA, Custom Class seeks a consulting partner with deep expertise in **Utah and federal special education compliance**, systems-building, staff training, and operational support. The selected respondent will work closely with school leadership and designated staff to **build sustainable systems**, ensure compliance, and develop internal capacity.

For purposes of this RFP, services may include:

- **Training:** Teaching a particular skill or behavior
- **Coaching:** Providing timely feedback, recognition, clarity, and support
- **Support:** Bearing most or part of the operational or compliance workload
- **Creation:** Bringing systems, documents, or processes into existence

B. Award of Contract

The contract will be awarded to the offeror(s) whose proposal is determined to be most advantageous to Custom Class, based on price and evaluation factors outlined in this RFP. If no suitable proposals are made, no award will be made.

SECTION III: Proposal Information

A. Submission Compliance

Proposals must adhere strictly to the requirements detailed in Section IV.

B. Proposal Limits

Only one proposal per offeror will be accepted. Offerors may include optional or value-added services relevant to special education compliance and capacity building.

C. Evaluation Process

A committee appointed by the Custom Class Governing Board will evaluate proposals. Interviews or follow-up discussions may be conducted to clarify scope, timelines, or deliverables.

D. Reservation of Rights

Issuance of this RFP does not obligate Custom Class to accept any proposal or incur costs. No contractual obligation exists until formally approved and executed by the Governing Board.

E. Proposal Ownership

All submitted proposals become the property of Custom Class.

F. Final Offers

The evaluation committee may request best-and-final offers from qualifying respondents.

SECTION IV: Proposal Requirements

A. Cover Letter Requirements

Each proposal must include a cover letter containing:

- Statement of intent to provide the services outlined in this RFP
- Legal name of individual or organization
- Complete address
- Primary contact person's name, phone number, and email
- Company or individual website (if applicable)
- Signature, title, and submission date of authorized representative

B. Proposal Content

Proposals must fully address all specifications listed in Section V.

C. Submission Format and Deadline

- Proposals must be submitted electronically in **PDF format**
- Submit to: **info@customclass.org**
- Deadline: **5:00 pm MST on February 6, 2026**
- Cost details must be clearly identified and submitted in a **separate PDF file**

D. Email Subject Line

"Request for Proposal – Special Education Consulting Services"

E. Signature Requirement

All proposals must bear the signature of the submitting party.

SECTION V: Specifications

Scope of Services

Proposals will be accepted for **Special Education Consulting Services** that include training, coaching, support, and creation activities necessary to establish and maintain a compliant and effective special education program. Services may be provided virtually, in person, or in a hybrid format, as mutually agreed.

Required Services

Respondents must demonstrate the capacity to provide the following services:

1. **Child Find Systems**
 - Training and coaching for school-designated staff on child find requirements
 - Development of systems to ensure compliance with identification and timeline requirements
2. **LEA File Organization**
 - Creation of an LEA-level special education file organization system
 - Training for designated staff on file organization, maintenance, and distribution
3. **Caseload Tracking**
 - Creation of a caseload tracking system for annual and triennial IEPs
 - Ongoing coaching or support to ensure accurate use
4. **SCRAM**
 - Training and coaching for designated school staff on SCRAM requirements and use
5. **Policies and Procedures**
 - Creation of a **Special Education Policy & Procedure Manual** aligned with Utah and federal requirements
6. **Scheduling**
 - Creation of an LEA special education service schedule aligned with staffing and student needs
7. **Paraeducator Training**
 - Training paraeducators on job responsibilities prior to the start of the school year
8. **Data Collection**
 - Creation and implementation of a data collection system for IEP goals
9. **Curriculum Research**
 - Researching and recommending evidence-based special education curriculum and interventions

10. Behavior

- Training for designated school staff on behavior supports and systems

11. Compliance Tasks

- Completion of any special education compliance tasks due prior to **August 10, 2026**

12. Ongoing Coaching and Support

- Coaching and support for school-designated staff on special education questions, compliance concerns, and implementation challenges

Working with Custom Class Staff

1. The consultant shall work collaboratively with school leadership and designated staff.
2. A primary point of contact must be identified.
3. Consultant shall respond to school inquiries within **twenty-four (24) hours**, Monday–Friday, 8:30 AM–4:00 PM MST.

Experience and Qualifications

Required Qualifications

- Demonstrated experience providing special education consulting services to LEAs or charter schools
- Strong working knowledge of **IDEA**, Utah Administrative Rules, and USBE expectations
- Experience building systems for new or growing LEAs preferred
- Ability to provide references upon request

Cost and Contract Terms

Contract Requirements (submitted as a separate file):

- **Service initiation date:** Upon contract execution
- **Contract term:** Through August 10, 2026, with potential renewal at the discretion of Custom Class
- **Termination clauses:** Must align with Utah law and board policy

Cost Proposal must clearly outline:

- Comprehensive Pricing for this contract
- Any limits or assumptions related to services scope or availability

SECTION VI: Evaluation Criteria

Non-Cost Criteria (150 points total)

- **Scope of Services (75 points)**
Ability to fulfill the services outlined in Section V
- **Experience and Qualifications (75 points)**
Relevant experience, regulatory expertise, and demonstrated capacity

Cost Criteria (100 points total)

- **Cost Structure and Value**
Clarity, transparency, and overall cost-effectiveness

Total Available Points: 250 points

NOTE: Cost is evaluated and scored independently from non-cost criteria.