

**Enemy Swim Day School
13525 446th Avenue
Waubay, SD 57273**

Request for Proposals

Virtual/Live Counseling Services

OPENING DATE: September 13, 2021
CLOSING DATE: Until Filled (Reviewed monthly)
SUBMITTAL NAME & LOCATION: Enemy Swim Day School- Administration Office
Attn: Dr. Nadine Eastman, Superintendent
13525 446th Avenue
Waubay, SD 57273

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

1. Submit Proposal via email to neastman@esds.us
2. The bid quotation must list the individual(s) who will perform the services.
3. At least 3 references (name, phone number, and address) must be included.
4. The type of counseling service must be specified virtual or live and if both are included a separate rate structure for each.

Any questions related to this Request for Proposal shall be directed to:

CONTACT: Dr. Eastman, Superintendent - (605) 947-4605, ext. 3008
Text: (605) 265-1062
Email: neastman@esds.us

The Enemy Swim Day school is located in northeast South Dakota on the Lake Traverse Reservation. Our school is approximately 9 miles from Waubay, SD. The Enemy Swim Day School serves approximately 175 students in a K-8 school.

REASON FOR RFP AND SCOPE TO BE SERVED:

The Enemy Swim Day School is seeking bid quotations for virtual or live South Dakota Licensed Counselor LPC, or Social Worker MSW, or an applicant currently pursuing or having completed a Masters in Counseling, Social Work or related fields who will provide 1-1 or small group counseling for students under the direction of our school counselor for 5-10 hours weekly (may set up a bi-weekly schedule).

Must possess skills, knowledge and abilities as follows, but not limited to:

- Ability to connect and build relationships with indigenous students in grades K-8
- Be professional, ethical, and keep strict confidentiality.
- Willingness to travel or technology capability and equipment for remote/virtual sessions.
- Complete an Enemy Swim Day School background check and adjudication

I. Qualifications

Completed or pursuing a Master's in Counseling, Social Work or related field

II. Performance Responsibilities

- Maintain compliance with Federal, State, and School policies and procedures.
- Consult regularly with School Counselor and other staff, as needed.
- Report writing as needed.
- Provide copies of meeting notes to School Counselor.
- Participate as requested (limited) via phone as an active member of student's IEP team for those students that have an IEP.

GENERAL INFORMATION

Enemy Swim School reserves the right to accept or reject any proposal or any part thereof, unless specified otherwise, and waive any informality in any proposal deemed to be in the best interest of the School.

TERMS AND CONDITIONS

The submission of a proposal will indicate that the Bidder has read the terms and conditions, understand the requirements and that the Bidder can supply the required services.

It is mutually understood and agreed that the successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order or contract, or their right, title or interest therein, or power to execute such purchase order or contract to any other person, company, corporation without the prior written consent of the Enemy Swim School Board or its designee.

No contract exists on the part of the school until a written purchase order is issued. Issuance of a purchase order will be considered sufficient notice of acceptance on the contract.

SERVICE TO INCLUDE BUT NOT LIMITED TO:

- Maintain schedule of services as specified within the Request for Proposal.
- Prompt response and completion of services as required by ESDS. Bidders must indicate their average response time.
- Prompt response to ESDS inquiries regarding the availability of services, job completion, and other needs as may arise during the term of the contract.
- Ability and willingness to advise ESDS personnel when special needs arises.
- Ability and willingness to promptly investigate claims of inferior service and to make necessary adjustments.
- ESDS reserves the right to increase or decrease the frequency of service, as may be required during the contract period. -All services shall be performed in a manner acceptable to the school.

HOLD HARMLESS PROVISIONS

The Vendor does hereby covenant and agree to repay for loss and save harmless Enemy Swim Day School Board, Enemy Swim Day School and employees, individually and collectively from all fines, suits, claims, demands, actions or liability of any kind and nature by reason of any and all of its operations of its business hereunder and does hereby agree to and does assume all the risks in the operations of hereunder, and shall be solely responsible and answerable for any and all accidents or injuries to persons or property arising out of performance of this contract.

SERVICE VERIFICATION/BILLING

Enemy Swim Day School will pay net 15 days upon receipt of invoices. The Vendor shall submit an itemized invoice for services rendered to the School by the 3rd of each month for services rendered. Said invoices shall indicate date(s), description of services performed, time (hours or minutes), and price and applicable purchase order number. Invoices will be sent to: Enemy Swim Day School, *ATTN: Debra Rumpza*, 13525 446th Avenue, Waubay, SD 57273

GOVERNING BOARD CONTRACT LIAISON

The School Board Contract Liaison for any contract awarded under this Request for Proposal will be Dr. Nadine Eastman, Superintendent, (605) 947-4605, ext. 3008. The Contract Liaison shall act as School Board Contract Manager and oversee performances under this contract.

The Contract Liaison may provide the vendor with general guidance as to contract performances. Changes to an awarded contract shall be effective only upon written approval from the Contract Liaison on behalf of the Governing Board.

MULTI-TERM CONTRACT

Enemy Swim Day School reserves the right to enter into a multi-term contract for a period of up to 5 years with renewal at the discretion of *Enemy Swim Day School*. No contract exists unless and until a purchase order is issued. However, cancellation of this contract shall not relieve the contractor of responsibility for the satisfactory completion of all work in progress at the time of notice.

ANTICIPATED DATE FOR BID AWARD: Open until filled.