



**Universal Academy Charter School (UACS)**

2912 28th Ave South Minneapolis MN 55406

Office: (651) 340-5994

Fax: (651) 259-8952

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***Request for Proposal***

**Position:** *Director of Special Education Services*

**Date Issues:** *April 7, 2025*

**Deadline:** *April 24, 2025*

**I. Overview**

Universal Academy Charter School (MN 4225-07) is authorized by Novation Education Opportunities (NEO) and approved by the Minnesota Department of Education (MDE) to operate as a public school. The school opened in 2014 and will be entering its 11<sup>th</sup> year of operation in the fall of 2025.

**II. Purpose**

Universal Academy Charter School is seeking proposals from qualified organizations to provide special education leadership for the 2025-2026 school year, specifically for the Director of Special Education role. The contract may be extended for two additional one-year terms (Years 2 and 3) based on satisfactory performance and mutual agreement.

**III. Scope and Nature of Work**

Universal Academy Charter School 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 charter schools in Minnesota.

Universal Academy Charter School is seeking a proposal from your organization for services and fees related to the ongoing tasks and maintenance of an established school program. We would like a comprehensive proposal reflecting the services listed below.

**IV. Director of Special Education Services**

The selected individual or firm will be responsible for the following duties:

**Program Oversight & Compliance**

- Oversee all special education procedures, processes, and systems.
- Ensure compliance with all federal, state, and local special education regulations.
- Develop, revise, and maintain the district's Total Special Education System.
- Provide guidance on due process procedures, child find, pre-referral processes, record keeping, and the use of special education software.

**Training & Stakeholder Support**

- Conduct training for key stakeholders, including board members, parents, teachers, related service providers, administrators, and paraprofessionals.
- Provide support in addressing complaints and facilitating dispute resolution processes.

**Staffing & Human Resources**

- Assist with recruitment, coaching, and retention of special education employees and contracted service providers.

**Program Development & Evaluation**

- Support the development, implementation, and ongoing evaluation of the district's special education programs and procedures.

**Fiscal Oversight**

- Provide fiscal guidance and oversight of state and federal special education funds, including SEDRA and third-party billing processes.

**Site Visits & Collaboration**

- Conduct regular site visits, including scheduled meetings with business management, Special Education Coordinators, and special education staff.

**V. Term**

The contract potentially resulting from this RFP shall be in effect beginning July 1, 2025 through June 30, 2026. Continuation of services will be determined by June 1 of each year to assist both parties in planning and support.

**VI. Intent to Respond**

Each organization intending to submit a proposal in response to this RFP is encouraged to submit an "Intent to Respond" via email Farhiya Einte, Executive Director, [info@uacsmn.org](mailto:info@uacsmn.org), subject Line: *Charter School SPED Services RFP Intent to Respond*, on or before April 24<sup>th</sup>, 2025 by 5:00 p.m. The Intent to respond should include the name of the organization, name of a contact person, and e-mail address of the contact person. Failure to submit an Intent to respond by the deadline does not preclude an organization from submitting a proposal.

**VII. Requests for Clarification**

Prospective organizations seeking clarification regarding this RFP must submit their requests in writing via email. All inquiries should be directed to Farhiya Einte, Executive Director, at [info@uacsmn.org](mailto:info@uacsmn.org), with the subject line: **"Charter School SPED Services RFP – Request for Clarification."**

Universal Academy will provide a written response to all written requests for clarification within 24 hours of submission. Universal Academy will not respond to any new requests for clarification received after 5:00 pm, April 24, 2025. No response will be made to any oral questions. Organizations that do not submit an Intent to respond by the deadline will not automatically receive responses to Requests for Clarification. Organizations that do not submit an Intent to respond by the deadline will be responsible for requesting this information from Farhiya Einte, Executive Director, at [info@uacsmn.org](mailto:info@uacsmn.org)

## **VIII. Proposal Requirement**

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to **Farhiya Einte, Executive Director**, at [info@uacsmn.org](mailto:info@uacsmn.org), no later than April 24, 2025 by 5:00 p.m. Acknowledgment of receipt will be issued by Universal Academy Charter 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 in Minnesota.
- **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 Universal Academy Charter School in order to ensure its effective operation as a Minnesota charter school.
- **Pricing:** Provide a description of all costs associated with service delivery. Provide a description of fee adjustments, if any, if the school enrollment changes during the 2025-2026 school year. All costs shall include supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work.

## **IX. Additional Information**

At the discretion of Universal Academy Charter 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.

## **X. Selection Criteria**

The Universal Academy team will review all proposals and reserves the right to ask the School Board to review all proposals if deemed necessary. 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:**

|                             |     |
|-----------------------------|-----|
| Organizational Capacity     | 30% |
| Experience & Effectiveness  | 30% |
| Background & Qualifications | 20% |
| Scope of Service            | 10% |
| Pricing                     | 10% |