St. Lawrence-Lewis BOCES

REQUEST FOR PROPOSALS

Independent Special Education Program Review

Issue Date: 10/9/26
Proposal Due Date: 11/6/26
Contact Person: James Nee
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Phone: 315-386-4504

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1. INTRODUCTION

The St. Lawrence-Lewis BOCES (SLL BOCES) and its 18 component districts in the region are seeking proposals from qualified consultants or organizations to conduct a comprehensive, independent review of its Special Education programs and services. The purpose of this review is to evaluate program effectiveness, operational efficiency, service delivery models, staffing structures, and stakeholder satisfaction.

The review will provide actionable recommendations that support continuous improvement and help ensure that students with disabilities receive high-quality educational services that meet their individual needs in the SLL BOCES programs and its 18 component districts throughout the region.

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2. ORGANIZATIONAL BACKGROUND

St. Lawrence-Lewis BOCES provides educational programs and shared services to component school districts across St. Lawrence and Lewis Counties in New York State. The organization,

along with individual districts, offers a range of special education services and programs designed to meet the needs of students with disabilities across varying ages, disability classifications, and educational settings.

The selected consultant will work collaboratively with BOCES leadership, district leadership, program administrators, instructional staff, related service providers, component district representatives, students, and families.

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3. PURPOSE OF THE REVIEW

The Special Education Program Review for SLL BOCES programs and the programs for the 18 component districts. The review shall:

- Assess program quality and effectiveness.
- Examine service delivery models and educational practices.
- Evaluate staffing levels, organizational structures, and professional development.
- Assess fiscal efficiency and resource allocation.
- Gather stakeholder feedback.
- Identify strengths, challenges, and opportunities for improvement.
- Provide recommendations for short-term and long-term strategic improvements.

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4. SCOPE OF WORK

The selected consultant shall conduct a comprehensive review that includes, at a minimum, the following areas:

A. Program Effectiveness

- Review educational programming across all special education settings in the region.
- Evaluate alignment with evidence-based instructional practices.
- Assess curriculum implementation and access to grade-level standards.

B. Service Delivery Models

- Review continuum of services and placement options.
- Assess inclusion practices and least restrictive environment implementation.
- Evaluate related services delivery models.

- Examine referral, evaluation, and eligibility processes.

C. Staffing and Organizational Structure

- Review staffing levels and caseloads.
- Assess recruitment, retention, and workforce stability.
- Evaluate organizational structures and supervisory systems.
- Review professional development programs and support systems.
- Review how to best deploy regional special education professionals to support students.

D. Fiscal and Operational Review

- Evaluate resource allocation and operational efficiency.
- Review program costs and utilization.
- Identify opportunities for optimization while maintaining program quality.

E. Stakeholder Engagement

The consultant shall collect input from:

- Regional leadership
- Special education administrators
- Teachers
- Related service providers
- School psychologists
- Teaching assistants
- Component district representatives
- Parents and guardians
- Students, as appropriate

Methods may include interviews, focus groups, surveys, and observations.

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5. DELIVERABLES

The selected consultant shall provide:

Interim Updates

- Project kickoff meeting

- Periodic progress reports
- Preliminary findings presentation

Final Report

The final report shall include:

Executive Summary

- Key findings
- Major recommendations

Detailed Findings

- Strengths
- Areas for improvement
- Program effectiveness analysis
- Areas for effectiveness to maximize human resources

Recommendations

- Prioritized recommendations
- Short-term action items
- Long-term strategic recommendations
- Suggested implementation timeline

Presentation

The consultant shall present findings and recommendations to BOCES leadership and, if requested, the Board of Education.

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6. PROJECT TIMELINE

The anticipated timeline is:

Milestone	Date
RFP Issued	10/9/26
Questions Due	10/23/26
Responses Issued	10/30/26
Proposal Submission Deadline	11/6/26
Consultant Interviews (if needed)	11/9/26
Award Notification	11/12/26
Project Start	11/30/26
Draft Findings	4/16/26
Final Report	5/14/27

St. Lawrence-Lewis BOCES reserves the right to modify this schedule.

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7. CONSULTANT QUALIFICATIONS

Proposals should demonstrate:

- Experience conducting special education program reviews for school districts, BOCES, or educational agencies.
- Knowledge of IDEA and New York State special education regulations.
- Experience evaluating instructional programs, service delivery models, and organizational effectiveness.
- Expertise in stakeholder engagement and data analysis.
- Experience providing actionable recommendations and implementation planning.

Preference may be given to firms with prior experience working with BOCES organizations or New York State educational agencies.

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8. PROPOSAL REQUIREMENTS

Proposals shall include:

A. Cover Letter

Include:

- Firm name and address
- Primary contact information
- Authorized signature

B. Organizational Overview

Provide:

- Firm history
- Areas of expertise
- Relevant experience

C. Project Approach

Describe:

- Review methodology
- Data collection methods
- Stakeholder engagement plan
- Analytical framework
- Project management approach

D. Project Team

Provide:

- Team member qualifications
- Relevant experience
- Roles and responsibilities

E. Relevant Experience

Provide at least three references for comparable engagements completed within the last five years.

Include:

- Client name
- Contact information
- Project description

F. Timeline

Provide a detailed project schedule.

G. Cost Proposal

Include:

- Total project cost
- Detailed budget
- Hourly rates (if applicable)
- Travel expenses
- Any additional costs

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9. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Weight
Relevant Experience and Qualifications	30%
Project Approach and Methodology	30%
Understanding of Special Education Programs	20%
References and Past Performance	10%
Cost Proposal	10%

St. Lawrence-Lewis BOCES reserves the right to conduct interviews and request additional information from proposers.

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10. CONDITIONS AND RESERVATIONS

St. Lawrence-Lewis BOCES reserves the right to:

- Reject any or all proposals.
- Request clarification of submitted proposals.
- Negotiate contract terms.
- Award a contract in whole or in part.
- Cancel the RFP at any time.

All costs incurred in preparing proposals are the responsibility of the proposer.

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11. CONFIDENTIALITY

The selected consultant shall maintain the confidentiality of all student, staff, and organizational information and comply with all applicable federal and state privacy requirements, including FERPA.

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12. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format no later than:

November 6, 2026

Submit proposals to:

Jennie Colburn
District Clerk

St. Lawrence-Lewis BOCES
jennie.colburn@sllboces.org

Late submissions may not be considered.

13. QUESTIONS

Questions regarding this RFP must be submitted in writing to:

James Nee
Deputy Superintendent
james.nee@sllboces.org

Responses to questions will be shared with all interested proposers.

14. REQUIRED SUPPORTING DOCUMENTS

General Conditions

Sexual Harassment Certification

Iran Divestment Certification