



June 1, 2026

REQUEST FOR PROPOSAL

Circle of Life Academy located in White Earth, MN is seeking proposals for professional school-based services in the following areas to begin August 24, 2026 for the 26-27 school year.

- Special Education Director/Consultant (up to 20 hours/week)
- Speech/Language Pathologist (up to 20 hours/week/.5FTE)
- School Psychologist (up to 20 hours/week/.5FTE)
- Occupational Therapist (up to 20 hours/week/.5FTE)

Proposals should clearly outline the agency's capacity to provide one or more of the services requested and must include:

- Documentation of appropriate certification/licensure of personnel providing services
- Job Descriptions of personnel providing services
- Specification of in-kind and other service costs to be provided by service providers versus those expected to be provided by or billed to Circle of Life Academy
- Specification of hourly, weekly or FTE rates by individual service and/or provider type
- Delineation of any differential rate for direct service, indirect service and/or travel time
- Length of service proposed (minimum of 08-24-2026 – 06-30-2027)
- Verification of liability insurance for service providers working directly with students

Service providers will engage in primarily on-site services at Circle of Life Academy as determined by a multidisciplinary special education team, based on individually identified student needs and documented in the Individual Education Program Plan. Office hours and/or off-site work may be considered for report writing/paperwork and will be negotiated with the providers to whom contracts are awarded.

Current service plans demonstrate estimated need for service aligned with the hours/weeks and FTEs noted above. Actual service times may vary from these estimates and any changes will be negotiated with the providers to whom contracts are awarded.

Bids may be delivered in person, emailed or mailed to: Circle of Life Academy, Attn: Carol Zortman, P.O. Box 447, White Earth, MN 56591. Carol's email is: carol.zortman@col.pvt.k12.mn.us or please call 218-983-4803 if you have any questions.

Interested parties, agencies or persons who have additional questions regarding this request for proposals or specific job duties should contact Kari Cossette at kari.cossette@col.pvt.k12.mn.us or you can call 218-983-4180.

Proposals will be received up until 3:00 pm on Monday, June 15, 2026.