



DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

**Request for Legal Assistance
DCSD Office of Legal Affairs
ATTORNEY – CLIENT COMMUNICATION**

**PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS.**

*** This request is a confidential communication and should be treated as such ***

DESCRIPTION OF REQUEST

Title of Item/Topic:

Board Agenda Item: RFP 21-522R1-Behavior Intervention Services

(e.g., contract review, policy matter, etc.)

Date of request: _____

Due Date: _____ *(Allow 3 to 5 business days)*

Background information/Detail

It is requested that the Board of Education approve the contract extensions of RFP 21-522R1 with the following seven vendors: Cobb Pediatrics (DBA Stepping Stones), Comprehensive Behavior Change, Kadiant, and Southern Behavior Group, as the most responsive and responsible bidders to provide behavior intervention services for an amount not to exceed the \$1,000,000.00

In the DCSD, we must support students with disabilities who exhibit significant behavioral challenges that often require interventions that exceed the training and capacity of school-based staff. Outside behavior vendors typically employ Board Certified Behavior Analysts (BCBAs), Registered Behavior Technicians (RBTs), and other specialists trained in evidence-based practices, such as Applied Behavior Analysis (ABA), trauma-informed care, and functional behavior assessments (FBAs). Students with disabilities (SWDs), require a specifically designed program that incorporates current research-based practices and instructional modifications that are implemented through the Individualized Education Program (IEP) and which also may require oversight and direction from a Board-Certified Behavior Analyst (BCBA).

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been

adhered to: The contract amount from the general budget will be \$500,000.00 (Charge code: 100.2100.530000.00011.7340.2021.8010.094.0000) and federal dollars (Charge code: 404.2100.530000.05021.7340.2824.8010.094.2026).

The financial impact is contingent upon the number of students that require specialized support as well as the number of BCBAs provided through each contracted vendor. The current rate for these services is on average \$150.00.

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any _____

REQUIRED AUTHORIZATION

Requested by: _____

Email: _____ **Telephone:** _____

Department: _____

Cabinet Member authorizing the request: _____

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? Yes No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? Yes No

*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.

Approving Attorney (and law firm if Outside Counsel) _____

Comments: _____
