



Special Education/Speech-Language Pathologist

Freedom Preparatory Academy – Memphis, TN

School Year 2026–2027

136 Webster Avenue, Memphis, TN, 38126

RFP ISSUED May 13, 2026	PROPOSALS DUE May 28, 2026 By 3 PM (CST)	CONTRACT START August 2026
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Final Determination: By June 1, 2026, by 5 PM

1. INTRODUCTION & OVERVIEW

Freedom Preparatory Academy (FPA) is a high-performing public charter school network serving students in Birmingham, Alabama and Memphis, Tennessee. FPA is committed to providing every student, including students with disabilities, a rigorous, joyful, and equitable educational experience.

FPA Memphis is seeking proposals from qualified contractors to provide Speech-Language Pathology services for the 2026–2027 school year. The selected vendor(s) will supply licensed, credentialed professionals to support students with Individualized Education Programs (IEPs) in accordance with the Individuals with Disabilities Education Act (IDEA), Tennessee Department of Education (TDOE) requirements, and FPA policies.

This RFP is open to all qualified providers. Current vendors are encouraged to respond.

FPA reserves the right to award a contract to a single vendor and to conduct interviews with shortlisted vendors as part of the evaluation process.

2. SCOPE OF SERVICES

The contractor shall provide qualified personnel to deliver the following services, as needed and as specified in student IEPs:

2.1 Speech/Language Pathology (SLP, SLP-A)

- Individual therapy
- Group therapy
- Consultation services
- Assessments, evaluations, reevaluations
- Report writing
- Participation in meetings
- Planning and IEP meeting preparation
- Documentation and IEP goal progress monitoring
- Scheduling and service coordination
- State required file maintenance
- Case management services, if applicable

2.2 Service Delivery Requirements

- Services will be delivered on-site at FPA's four (4) Memphis campuses.
- All services must align with current student IEPs and be documented in accordance with IDEA and TDOE requirements.

- Providers must coordinate with FPA's Special Education leadership team and relevant school personnel.
- Billing will not occur during school closures, holidays, or scheduled breaks.
- Service hours may vary annually based on student enrollment and identified speech-language needs.
- Vendors must maintain timely documentation, attendance records, progress monitoring data, and compliance reporting.
- Vendors will be expected to meet all applicable IEP compliance timelines and documentation turnaround expectations.

3. CONTRACT TERM & FINANCIAL PARAMETERS

The initial contract term will run from August 2026 through May 2027. Contracts may be renewed on a school-year basis upon mutual written agreement.

The total cost under this agreement shall not exceed forty-five thousand dollars (\$45,000) without prior written approval from FPA. Any anticipated overages must be communicated in advance and approved in writing prior to services being rendered.

Rate increases in renewal terms shall not exceed four percent (4%) annually without prior written consent from FPA. Statutory cost increases (Workers' Compensation, FICA, FUTA, SUTA, ACA) may be passed through at cost with no markup.

Pricing proposals must be submitted on an hourly-rate basis and should separately identify labor costs, administrative costs, and overhead where applicable.

4. BILLING & PAYMENT TERMS

- Contractor will submit invoices monthly via FPA's approved accounts payable system using actual hours documented on approved timesheets.
- FPA agrees to pay all outstanding invoices within 30 days of receipt.
- The contractor may suspend services if payment is not current.

Invoices should be submitted to the FPA billing contact identified at contract execution.

5. QUALIFICATIONS & REQUIREMENTS

Responding vendors must demonstrate the following:

5.1 Organizational Qualifications

- Demonstrated experience providing contracted SPED and related services to K-12 schools or charter school networks.
- Active standing to conduct business in the State of Tennessee.
- Proof of general liability, professional liability, and workers' compensation insurance coverage appropriate for K-12 school contexts.
- Compliance with FERPA and all applicable state and federal student privacy laws.
- Non-discrimination in hiring and employment practices.

5.2 Personnel Qualifications

- All personnel must hold current, valid licensure and/or certification in their respective discipline as required by the State of Tennessee.
- All personnel must pass required background checks before working with students.
- Vendor is responsible for all employee benefits, payroll taxes, and insurance costs.

6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include all of the following to be considered responsive:

1. Cover letter on organizational letterhead, including the point of contact's name, title, phone, and email.
2. Organizational overview and relevant experience (K-12 SPED contracting preferred).
3. Description of candidate sourcing, vetting, and placement processes.
4. Completed Proposed Rate Schedule (Appendix A of this RFP) for Speech/Language Pathologist
5. Sample or template of vendor's standard service agreement for review.
6. Proof of insurance (COI) — general liability, professional liability, and workers' compensation.
7. References from at least two (2) K-12 schools or districts served within the last three (3) years.
8. Any other information the vendor considers material to evaluate.

Proposals may be submitted electronically in PDF format to:

Tracy Tapp, Operations

Email: Tracy.tapp@freedomprep.org

Subject Line: SPED Services RFP – [Vendor Name]

Proposals submitted after the deadline will not be considered. FPA reserves the right to request clarifications, negotiate terms, reject any or all proposals, and cancel this RFP at its sole discretion.

7. EVALUATION CRITERIA

FPA will evaluate proposals using the following weighted criteria:

Evaluation Criterion	Weight
Competitive and transparent pricing	30%
Breadth and availability of qualified personnel	25%
Experience with K-12 SPED contractor services	20%
Ability to provide bilingual professionals	10%
Quality of references and prior performance	10%
Compliance documentation & insurance	5%

8. KEY TERMS & CONDITIONS

8.1 No Solicitation

The selected contractor agrees that during the term of the agreement and for two (2) years following termination, FPA will not directly or indirectly solicit, hire, or contract with any personnel placed by the contractor without mutual agreement.

8.2 Confidentiality & Student Data Privacy

The contractor shall maintain the confidentiality of all student records, educational information, and FPA data in accordance with FERPA, IDEA, and all applicable federal and Tennessee privacy laws.

Contractors must implement reasonable administrative, technical, and physical safeguards to protect confidential student information and digital systems.

8.3 Indemnification

Each party shall indemnify and hold the other harmless for claims arising from its own negligence, willful misconduct, or breach of the agreement. Neither party shall be liable for incidental, consequential, or punitive damages.

8.4 Termination

FPA reserves the right to terminate any resulting agreement, with or without cause, upon thirty (30) days written notice.

FPA may terminate the agreement immediately for material breach, non-compliance with applicable laws or regulations, failure to maintain licensure or insurance, repeated missed services, or failure to perform contractual obligations.

8.5 Dispute Resolution

The parties agree to make good-faith efforts to resolve disputes informally prior to initiating litigation. If disputes cannot be resolved informally, the parties may pursue mediation prior to legal action.

8.6 Jurisdiction

This agreement shall be governed by and construed in accordance with the laws of the State of Tennessee. Disputes shall be heard in state or federal court in Tennessee.

8.6 Amendments

No provision of the resulting agreement may be amended or waived unless agreed to in writing and signed by authorized representatives of both parties.



APPENDIX A – PROPOSED RATE SCHEDULE

Vendors must complete this rate schedule for SLP. Rates should reflect all-in billing rates (inclusive of wages, benefits, overhead, and margin).

Discipline / Provider Type	Proposed Hourly Rate	Available (Y/N)
Speech-Language Pathologist (SLP)	\$___ per hour	

Total contract costs shall not exceed **\$45,000** without prior written consent from both parties.

APPENDIX B – VENDOR INFORMATION FORM

Organization Name:

Primary Contact Name & Title:

Phone:

Email:

Mailing Address:

State of Incorporation / Registration:

Years in Operation:

Number of K-12 Schools/Districts Currently Served:

Do you have bilingual (English/Spanish) staff available?: Yes / No

Can staff be on-site in Memphis, TN?: Yes / No

References (provide at least 2):

Reference 1:

Organization:

Contact Name & Title:

Phone / Email:

Services Provided & Dates:

Reference 2:

Organization:

Contact Name & Title:

Phone / Email:

Services Provided & Dates:

Thank you for your interest in partnering with Freedom Preparatory Academy.

Questions regarding this RFP should be directed to Tracy.tapp@freedomprep.org