

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m., Friday, November 13, 2020, on Assessments and Screening Materials for the Special Education Department (2nd Bid Request) in accordance with the following instructions and attached specifications.

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1. Bids shall be submitted on the attached bid form. Bids shall be sealed in a envelope clearly marked on the outside **“BID ON ASSESSMENTS AND SCREENING MATERIALS (2nd Bid Request) – NOVEMBER 13, 2020.”** All bids arriving after this date and hour will be returned unopened to the bidders. No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.

2. The St. Tammany Parish School Board offices located at 321 N. Theard Street are currently closed to the public per Louisiana Governor’s Proclamation Number JBE 2020-30. Sealed bids will be received in the drop box on the south side of the School Board Offices (23rd Avenue side). The drop box will be checked at 2:00 p.m. on Friday, November 13, 2020. Bids must be hand delivered to this drop box or submitted electronically. Please find bid related materials and place electronic bids at www.centralbidding.com.

3. In accordance with the Governor’s Proclamation, the bid opening will be closed to the public. Bid opening participation will be available via a telephone conference. If you would like to listen to the bid opening, please send your email address to janet.stevens@stpsb.org at least 24 hours before the designated bid opening for the telephone numbers, meeting ID and password to join the meeting.

4. **ALL BIDS SHALL BE ACCOMPANIED BY AN ORIGINAL FULLY EXECUTED AND SIGNED BID BOND W/POWER OF ATTORNEY, CERTIFIED CHECK, CASHIER’S CHECK, OR MONEY ORDER IN THE AMOUNT OF FIVE HUNDRED DOLLARS (\$500.00). BIDS WILL NOT BE CONSIDERED UNLESS THE REQUIRED CHECK OR BID BOND IS ATTACHED.**

5. ***If submitting bid electronically, bid security must be in the form of an original, fully executed bid bond only. A copy of the bid bond must be included in your bid documents and the original bid bond must be submitted to the St. Tammany Parish School Board Office within 48 hours of the bid opening. No cashier’s check, certified check or money order will be accepted for an electronic bid. Failure to comply will cause your bid to be non-responsive.***

6. Items shall be delivered to the Harrison Curriculum Center, 706 West 28th Avenue, Covington, LA. 70433.

7. Sales Tax IS NOT to be included in your bid price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

8. Bidders may bid on all items OR any individual item(s). **Each item shall include a unit price and total price. Unit prices shall be binding. Prices on this bid must be good through December 31, 2020. Back orders will not be accepted.**

9. Bidders should include a current catalog in their bid package. **If bidding items other than that specified, bidder shall include catalog cuts, descriptive literature, detailed specifications and state brand and model number of item being bid.**

10. Cash discounts, if offered for a period of thirty (30) days or more with the beginning date to be determined by the date of invoice or date of delivery whichever occurs last, will be taken into consideration in determining the low bidder.

11. In accordance with LA Revised Statute 38:2251, "Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state." As a bidder you must indicate on your bid response that you are claiming a preference.

12. It is the intent of the specifications to invite bids on high quality merchandise. Mentioning a brand, manufacturer, and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

13. The School Board reserves the right to select a higher priced item where, in the judgment of the School Board, such item is of superior quality or design or would be more suitable for the purpose intended. **The School Board further reserves the right to adjust quantities by increasing or decreasing and to reject any and all bids.**

14. For questions concerning bid submittal, email Stacey Toomer, Purchasing Department @ stacey.toomer@stpsb.org.



PETER J. JABBIA
Interim Superintendent

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**BID FORM ON ASSESSMENTS AND SCREENING MATERIALS
FOR SPECIAL EDUCATION (2ND BID REQUEST)**

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
1.	BASC-3 Behavior Assessment System for Children, Third Edition, Teacher Rating Scales (TRS) - Child 6-11, Record Form (25/pack), Item #30803 or equal	21			
2.	BASC-3 Behavior Assessment System for Children, Third Edition, Teacher Rating Scales (TRS) - Adolescent 12-21, Record Form (25/pack), Item #30805 or equal	8			
3.	BASC-3 Behavior Assessment System for Children, Third Edition, Parent Rating Scales (PRS) - Child 6-11, Record Form (25/pack), Item #30810 or equal	4			
4.	BASC-3 Behavior Assessment System for Children, Third Edition, Teacher Rating Scale (TRS) Preschool Ages 2-5, Record Form (25/pack), Item #30801 or equal	4			
5.	Vineland-3 Parent/Caregiver Form-Domain Level Version (25/pk) Item #31327 or equal	3			
6.	Vineland-3 Teacher Form-Domain Level Version (25/pk) Item #31325 or equal	3			
7.	ASRS Autism Spectrum Rating Scales, Parent Response Form , Ages 2-5 Computer Response Forms (25/pk) Item #ML-23A or Item #ASR041DM or equal	3			

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
8.	KTEA-3 Kaufman Test of Educational Achievement, Third Edition, Comprehensive Written Expression Level 2 Booklet Form B, Grades 1-2 (10/pack). "The Little Duck's Friend", Item #32431 or equal	2			
9.	KTEA-3 Kaufman Test of Educational Achievement, Third Edition, Comprehensive Written Expression Level 3 Booklet Form B, Grades 3-5 (10/pack). "The Amazing Scrapbook", Item #32433 or equal	5			
10.	KTEA-3 Kaufman Test of Educational Achievement, Third Edition, Form B Record Forms and Response booklets (25/pack), Item #32481 or equal	2			
11.	GFTA-3 Goldman-Fristoe Test of Articulation 3, Record Forms (print) (25/pack), Item #158012836 or equal	16			
12.	CELF-5 Clinical Evaluation of Language Fundamentals, Fifth Edition, Record Forms Ages 5-8 (25/pack), Item #0158036328 or equal	1			
13.	CELF-5 Clinical Evaluation of Language Fundamentals, Fifth Edition, Metalinguistics, Complete Kit without case, Kit includes: Examiner's Manual, Stimulus Manual, and Record Forms (25/pack); Item #0158036182 or equal	2			
14.	CELF-Preschool-3 Clinical Evaluation of Language Fundamentals, CELF Preschool-3 /CELF Preschool-3 Screening Test Combo Kit (Print); Includes; CELF Preschool-3 Complete Kit - print (includes print manual, stimulus book, No Juice book, record forms (25), and Pragmatics Profile/Preliteracy Forms (25) and CELF Preschool-3 Screening Kit - print (includes CELF Preschool-3 Screening Print Manual (with administration directions, stimulus book, and technical information) and print record forms (25); Item #A103000185030 or equal	6			

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
15.	CELF-Preschool-3 Clinical Evaluation of Language Fundamentals, Complete Kit (Print), Kit includes: Print Kit includes Manual, Stimulus Book, No Juice book, Record Forms (pkg. of 25), Pragmatics Profile and Preliteracy (Print) PAD-25; Item #A103000185042 or equal	11			
16.	CELF-Preschool-3 Clinical Evaluation of Language Fundamentals, Record Forms (25/pack); Item #A103000185747 or equal	15			
17.	CELF-Preschool-3 Clinical Evaluation of Language Fundamentals, Screening Test (Print), Kit includes: Includes CELF Preschool-3 Screening Print Manual (with administration directions, stimulus book, and technical information) and print record forms (25); Item #A103000185043 or equal	2			
18.	Conners 3 Third Edition, Self-Report Short QuikScore Forms (25/pack), Item #0158014928 or Item #1048380 equal	1			
19.	WIAT-4 Wechsler Individual Achievement Test - Fourth Edition, Record Form (25) and Response Booklets (25); Item # A103000190562 or equal	6			
20.	WIAT-4 Wechsler Individual Achievement Test - Fourth Edition, Q-global Kit with 1-year of Digital Scoring (includes paper & digital kits), Kit includes; Administration Manual, Stimulus Book, Oral Reading Fluency Booklet, USB w/ Digital Resources (Technical Manual w/ Norms, Audio Files, Progress Monitoring Assistant), Record Forms (25) Response Booklets (25), soft case; Item #A103000190548 or equal.	6			
21.	BSRA-3 Bracken School Readiness Assessment - Third Edition, English Record Forms (25/pack), Item #158033876 or equal	2			

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
22.	BSRA-3 Bracken School Readiness Assessment - Third Edition, Complete Kit, Includes; Examiner's Manual, Stimulus Manual, 25 English Record Forms and a pad of 25 English Parent/Teacher Forms, Item #0158033078 or equal	6			
23.	PLS-5 SCREENING TEST Preschool Language Scales-5 Screening Test Record Forms - Age 3 (25/pad), Item #015865515X or equal	6			
24.	PLS-5 SCREENING TEST Preschool Language Scales-5 Screening Test Record Forms - Age 4 (25/pad), Item #0158655168 or equal	4			
25.	PLS-5 SCREENING TEST Preschool Language Scales-5 Screening Test Record Forms - Age 5 (25/pad), Item #0158655176 or equal	3			
26.	WNV Wechsler Nonverbal Scale of Ability, Record Forms (25/pack), Item #0158338537 or equal	1			
27.	WNV Wechsler Nonverbal Scale of Ability, Response Booklets (25/pack), Item #0158338553 or equal	2			
28.	WISC-V Wechsler Intelligence Scale for Children – Fifth Edition, Record Forms (25/pack), Item #0158978498 or equal	10			
29.	WISC-V Wechsler Intelligence Scale for Children – Fifth Edition, Response Booklet 1 – Coding and Symbol Search (25/pack), Item #0158978501 or equal	10			
30.	KBIT-2 Kaufman Brief Intelligence Test, Second Edition, Individual Test Records (25/pack), Item #32302 or equal	100			
31.	KBIT-2 Kaufman Brief Intelligence Test, Second Edition, Stimulus Easel, Item #32303 or equal	6			

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
32.	KBIT-2 Kaufman Brief Intelligence Test, Second Edition, Complete Kit, Includes; Includes Stimulus Easel, Manual, Individual Test Record Forms (25), carry bag, Item #32300 or equal	8			
33.	ADDES-5 Attention Deficit Disorder Evaluation Scale – Fifth Edition, Complete Kit, Includes; Intervention Strategies Documentation Form (25), Attention Deficit Disorder Evaluation Scale-Fifth Edition School Version Technical Manual, Attention Deficit Disorder Evaluation Scale-Fifth Edition School Version Rating Form (25), Attention Deficit Disorder Intervention Manual, Attention Deficit Disorder Evaluation Scale-Fifth Edition Home Version Technical Manual, Attention Deficit Disorder Evaluation Scale-Fifth Edition Home Version Rating Form (25), Parent's Guide to Attention Deficit Disorder, and Pre-Referral Attention Deficit Checklist (25), Item #05850 or equal	1			
34.	ADDES-5 Attention Deficit Disorder Evaluation Scale – Fifth Edition, School Version Rating Form (25), Item #05810 or equal	1			
35.	ADDES-5 Attention Deficit Disorder Evaluation Scale – Fifth Edition, Home Version Rating Form (25), Item #05831 or equal	1			
36.	ADDES-5 Attention Deficit Disorder Evaluation Scale – Fifth Edition, Quick Score (Windows®)-CD, Item #05803 or equal	1			
37.	Sensory Profile 2 School Companion Record Form 3:0 – 14:11 (25/pack), Item #0158700066 or equal	6			
38.	BEERY VMI Beery-Buktenica Developmental Test of Visual Motor Integration, Sixth Edition, Forms Motor Coordination (100/pack), Item #46250 or equal	2			

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
39.	BEERY VMI Beery-Buktenica Developmental Test of Visual Motor Integration, Sixth Edition, Forms Visual Perception (100/pack), Item #46247 or equal	2			
40.	BEERY VMI Beery-Buktenica Developmental Test of Visual Motor Integration, Sixth Edition, Forms Full for Ages 2–100 (100/pack), #46241 or equal	3			
41.	BOT- 2 Bruininks-Oseretsky Test of Motor Proficiency, Second Edition, Examinee Booklets for Complete Form Fine Motor Form, (25/pack) Item #58003 or equal	10			
42.	BOT- 2 Bruininks-Oseretsky Test of Motor Proficiency, Second Edition, Fine Motor Record Forms, (25/pack) Item #58036 or equal	10			
43.	BOT- 2 Bruininks-Oseretsky Test of Motor Proficiency, Second Edition, Fine Motor Kit, Includes; Manual, Supplemental Manual, Administration Easel, Record Forms (25), Examinee Booklets (25), Scoring Transparency, Blocks with String, Penny Box, Penny Pad, Plastic Pennies, Peg Board and Pegs, Red Pencil, Scissors, Target, Tennis Ball, Shape Cards, Item #58035 or equal	4			
44.	DIAL-4 Developmental Indicators for the Assessment of Learning, Fourth Edition, Complete Kit, Includes Manuel, Record Forms (English) (50), Record Form (Spanish) (1), Cutting Cards (50), Parent Questionnaires (English) (50), Teacher Questionnaires (English) (25), manipulatives, dials, Operator's Handbooks in English and Spanish for Motor, Concepts, and Language Areas plus the Speed DIAL, Training Packet, and Training DVD, Item #14753 or equal	4			

ITEM #	DESCRIPTION	QUANTITY	BRAND & NO. IF BIDDING OTHER THAN AS SPECIFIED	UNIT PRICE	TOTAL PRICE
45.	DIAL-4 Developmental Indicators for the Assessment of Learning, Fourth Edition, Speed DIAL-4 Online Usages and Paper Forms, English, 50 Q-global Usages, 50 Paper Record Forms, Item #14786 or equal	4			
46.	IED III Brigance Inventory of Early Development, Classroom Kit, includes: IED III (Inventory of Early Development III – Early Childhood Edition), 20 IED III Record Books, IED III Accessories, Durable Canvas Tote Bag, Item #WS14286 or equal	2			
			TOTAL AMOUNT		

NOTE: Page 8 must be completed and submitted with bid. Bids submitted without this page will be considered “non-responsive”.

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Discount (If Applicable)

City, State, Zip

Length of Time Prices Good

Telephone Number

Signature of Representative

Email Address of Representative

Typed/Printed Name of Representative

SHIPPING CHARGE: _____%

IF SHIPPING CHARGES ARE BASED ON TOTAL DOLLAR AMOUNT PER ORDER, PLEASE LIST DETAILS BELOW:

