



RFP for Special Education Evaluation Services

Issued by:

The Lawson Academy
5052 Scott St.
Houston, TX 77004
713-741-3600 ex 104
mimam@walipp.org

Bid Reference Number: IDEA RFP 1

Issue Date: July 27, 2026

Submission Deadline: August 7, 2026 5:00 PM Central

1. Executive Summary:

The Lawson Academy is seeking proposals from qualified vendors to provide special education evaluation services in addition to professional services including psychological services, speech therapy, occupational therapy, physical therapy, management, coordination, related services and learning support services at LEA and/or other designated setting to individuals eligible, or suspected of being eligible for Special Education services for students in grades Pre-Kindergarten 3 to 8. This includes full individual evaluations, reevaluations, dyslexia evaluations, and evaluations for related services. All functions of a licensed diagnostician are required including ARD meetings, reporting, and IEP development.

2. Detailed Scope of Work:

The vendor must provide special education evaluation services for the 2026-27 school year beginning no later than September 1, 2026.

- Special Education Program Compliance and Monitoring
- Full and Individual Initial Evaluations/Re-Evaluations
- Psychological Evaluations and Consultation
- Interpret Evaluation Data and Provide Data-Driven Instructional Strategies
- Coordinate the Referral Process and ARD/IEP Services
- Professional Development Workshops
- Coordinate Related/and Instructional Services and Evaluations

- school psychological services
 - speech therapy
 - occupational therapy
 - physical therapy
 - related services
 - learning support services
 - Dyslexia Evaluations and Screenings
 - Coordinate Section 504 Services
 - Provide appropriate contract staff to provide related and instructional services as documented in student Individualized Education Plans
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3. Eligibility and Qualification Criteria:

Vendors must not be suspended or debarred on Sam.gov. Experience with special education evaluations required. Vendors must reveal a conflict of interest/family relation with any staff or board member at The Lawson Academy. Upon award of the RFP, the selected vendor will be required to complete a full vendor packet.

4. Submission Guidelines and Required:

- Bid Format and Structure: Bids will be submitted electronically to the unique email address: mimam@walipp.org

Please format the bids to correspond with the scoring rubric:

1. Quality of services
2. Cost competitiveness
3. Delivery of services timeline
4. Vendor reputation and references
5. Compliance safeguards
6. Contract completeness and ease of invoicing

The RFP must show the per unit pricing of each assessment.

- Submission Address and Method: Email to mimam@walipp.org
You may resubmit up to the deadline as many times as necessary. Lawson will use the last date of submission to score. Submissions will not be opened until the deadline.
 - Sealing of bids: Add read receipt to ensure bid is not open prior to Aug 7, 2026.
 - Late Submissions Policy: No late submissions will be accepted unless there is an emergency. Contact the Business Office Manager, Mr. Mosab Imam, listed below in the event of emergency.
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5. Bid Evaluation and Selection Process:

- Evaluation Criteria: Bids will be evaluated based on a 30 point rubric with 5 points per six criteria listed in Section 4.

- Selection Process: A committee will review the bids for accuracy, promptness, and completeness, and apply the point values.
 - Notification of Award: The successful bidder will be notified by email the week of August 10 in order to proceed.
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6. Comprehensive Terms and Conditions:

- Contractual Obligations: The purchase is being made with federal grant funds. Pre-payments or deposits are not allowed. The vendor must take payment after delivery. Lawson can furnish proof of availability of grant funds.
 - Payment Terms and Conditions: Payment will be made within 30 days of receipt of invoice. Invoice must be issued after services are delivered and accepted by The Lawson Academy.
 - Performance Bonds or Guarantees: N/A
 - Confidentiality and Data Protection: The vendor may put a read receipt on their submission to ensure it has not been viewed prior to Aug 7, 2026 5:00 p.m.
 - Legal and Regulatory Compliance: Per fully executed signed contract after award of the RFP
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7. Pre-Bid Conference:

No pre-bid conference will be held.

8. Queries and Clarifications:

Direct all inquiries to Mr. Mosab Imam, Business Manager, at mimam@walipp.org. The deadline for queries is Aug 6, 2026.

9. Attachments and Supporting Documents:

Scoring rubric

10. Amendments and Updates:

Any amendments to this invitation will be posted on our website at <https://thelawsonacademy.org/> and emailed to registered bidders.

11. Closing Statement:

Thank you for considering this opportunity. We look forward to your innovative solutions to help us achieve our student achievement goals.

Sincerely,

The Lawson Academy



Cheryl Lawson, Superintendent

July 2026

Disclaimer:

The Lawson Academy reserves the right to accept or reject any or all bids, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposal. This invitation does not commit Lawson to award a contract, to pay any costs incurred in the preparation of a bid, or to procure or contract for services or supplies.
