



135 Berkshire Street, Cambridge, Massachusetts 02141

May 16, 2023

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Special Education Staffing Services

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

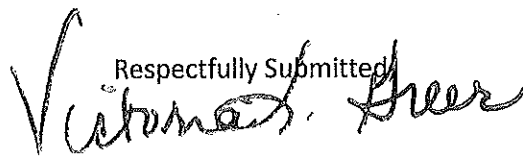
<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
The Stepping Stones Group 2568 Trailridge Drive East Suite 100 Lafayette, CO 80026	1/1/23 – 6/30/23	\$100,000.00

DESCRIPTION: This contract is for the provision of certified professionals to fill school-based vacancies of Office of Student Services on a temporary basis as required in students' individual education plans. The service is utilized on an interim basis when a need is immediate and/or when a qualified candidate is not able to be identified through the job posting/hiring process. See attached supplemental information for additional details.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..." motions calling for the appropriation or expenditure of money require the affirmative vote of four members."

BUDGET REFERENCE:

Fund		Account		Dept.	
15000	General Fund	55107	Instructional Services	852355	Office of Student Services/Related Services

Respectfully Submitted,  
  
 Victoria L. Greer, PhD  
 Superintendent of Schools

## **SUPPLEMENTAL INFORMATION: The Stepping Stones Group**

**Purpose:** Special Education Temporary Staffing Services

**Amount of Contract:** \$100,000.00

### **Description/Scope of Services:**

The Stepping Stones Group LLC provides services for leaves where specialized substitutes cannot be secured in the areas of paraprofessionals, speech/language, OT, PT, and Nursing services for Cambridge students as outlined in their IEPs or 504 Plans. Deliverables--The Stepping Stones Group LLC is expected to promptly begin a search for an ideal fit for services requested and follow up with CPS within 24 hours of request with an update. In the event The Stepping Stones Group LLC, is not successful in locating a contracted staffer to meet the needs of the request at hand, OSS is to be made aware immediately. Upon finding a staffer to meet the needs of the OSS request, The Stepping Stones Group LLC is to provide that staffer's name and licensure information. The Stepping Stones Group LLC is expected to provide a quarterly report of the number of staffers OSS is contracting for said quarter along with their rates. In the event a CPS contracted staffer will be unable to finish their assignment with OSS, The Stepping Stones Group LLC is to notify CPS as soon as they are made aware and it is expected that The Stepping Stones Group LLC presents information regarding a replacement. The district requires 24 hours' notice if a service provider is not available. The district further requires The Stepping Stones Group LLC to find a replacement in the event that a service provider is absent for a day.