

## RFP 2026-06 Responses: Q & A

Questions	Answers
1. If a supplier has completed an initial IEP Facilitation Training along with two Advanced IEP Facilitator Trainings in addition to having either years of current or former experience as both an IEP Facilitator and an IDEA Mediator in other states, can each year of experience be granted consideration as possessing advanced knowledge or education equivalent to the requirement of a master's degree?	No.
2. <i>Eligibility to Apply, page 3</i> <i>Be willing to participate in an ALSDE-sponsored IEP meeting facilitator training—when the training is available</i>  What is the anticipated time commitment for training? Will training be provided in person, virtually, or will there be a hybrid option?	This training is for individuals who have never received training as an IEP meeting facilitator. The basics of IEP meeting facilitation is typically a two- to three-day training course but could last longer. The type of training is subject to availability.
3. <i>Page 3 Eligibility to Apply also states:</i> <ul style="list-style-type: none"> <li>❖ <i>Not be a person who has a personal or professional interest that would conflict with his or her objectivity.</i></li> <li>❖ <i>Not be a person who is an employee of the ALSDE, or an employee or board member of a local education agency (LEA) in the state of Alabama.</i></li> </ul> How many years of separation from ALSDE or any other state Department of Education a special education teacher or special education administrator is required to have before he/she can qualify to apply and be given preference in selection as an IEP Facilitator?	The requirement is to not currently be employed by the ALSDE and not be an employee or board member of a local education agency (LEA) in the state of Alabama.
4. IDEA requires that mediations be scheduled in a location that is convenient to the parties in dispute. In addition, during and after the COVID 19 pandemic, the U.S. DOE has indicated that virtual meetings and conference calls be available as options to parents and school districts upon request.  Since IEP Facilitation is <u>not</u> a dispute resolution option afforded by or outlined in IDEA, is there also a requirement that IEP Facilitations be scheduled in a location that is convenient to the parties in dispute?	The IDEA's provisions regarding parent participation require schools to schedule IEP meetings at a mutually agreed on time and place. [34 C.F.R. §300.322(a)(1) and (2)]  Yes, the ALSDE allows the parties to decide if the mediation or IEP meeting will be in person or virtual. This decision is left solely to the parties to decide; scheduling is not at the convenience of the mediator or facilitator.

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If so, does the ALSDE offer virtual IEP meetings and mediation options where virtual platforms and/or conference calls are available to parents and school districts upon request?	No, the requirement to have a primary or secondary residence in the state of Alabama will not be waived.
If so, will the requirement for a primary or secondary residence in the state of Alabama that can serve as a base for travel purposes be waived when either mediation or IEP Facilitation will be conducted virtually or by teleconference since travel will not be necessary?	
5. How many mediations and IEP Facilitations were conducted virtually in FY25?	<u>July 2024 -June 2025</u> Virtual Mediations 35 Virtual IEP Facilitations 10
6. How many mediations and IEP Facilitations were conducted in person in FY25?	<u>July 2024 -June 2025</u> In Person Mediations 16 In Person IEP Facilitations 50
7. Is there a procedure and standards document or handbook that can be included as an attachment for prospective candidates to review prior to submitting proposals?	No. Submissions must be responsive to the requirements in the RFP.
8. Can you describe the process ALSDE uses to assign IEP Facilitators and Mediators on an impartial basis?	Consistent with the IDEA, mediators are selected on a random, rotational, or other impartial basis. A similar process is used for IEP meeting facilitators.
9. Will this annual review of the independent IEP Facilitator work and responsibilities be provided verbally or in writing?	Information about the annual review process will be shared with contractors after the award and prior to the annual review.
10. What is the timeframe from mediation referral to assignment?	Typically, within one to two business days.
11. What notice is provided to confirm scheduled mediations and IEP Facilitations to avoid no shows or last-minute cancellations?	The mediators and IEP facilitators communicate directly with the parties to schedule and confirm meetings.
12. Will mediators and IEP Facilitators be compensated when a parent does not appear for and/or cancels a meeting without sufficient notice? If so, what is the rate of compensation for no shows and cancellations?	Cancellation notifications are provided directly to mediators and IEP meeting facilitators by the parties. The compensation for mediations and IEP meetings is outlined in the RFP in Section 1.1, Professional Fees.
What specific information or documentation is required once the meeting has been concluded other than an invoice and supporting documentation related to expenses for services rendered?	Following the conclusion of a mediation or IEP meeting facilitation, the mediator or facilitator is expected to submit a log and any other information necessary to document

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	conclusion of the meeting and compliance with applicable requirements.
13. Who provides the space and/or covers the cost for space if the student's parent or guardian requests to hold the meeting at a neutral site off school property?	Each session in the mediation process must be scheduled in a timely manner and must be held in a location that is convenient to the parties to the dispute. Per the IDEA, the ALSDE covers the cost of the mediation process, including the cost of meetings. Each IEP Team meeting is scheduled at a mutually agreed on time and place. The ALSDE provides an IEP meeting facilitator at no cost to the parties, and cost of the meeting is the school district's responsibility.
14. I would like to ask a clarifying question with regard to Section 4.5. I do not use any AI systems for making recommendations. Is that all that needs to be stated with regard to this section?	Yes.
15. Additionally, Does the state allow for virtual mediation and IEP Facilitation?	Yes.