

SCHOOL DISTRICT OF OKALOOSA COUNTY
Purchasing Department



NOTICE OF INTENT TO PURCHASE SOLE SOURCE

FILE REFERENCE #: SS 23-11 QBS, LLC
DATE/TIME OF INITIAL POSTING: 09/09/22, 2:00PM CT
DATE/TIME POSTING REMOVED: 09/20/22, 4:00PM CT

The products and/or services listed on the attached page(s) are believed to be of a unique or proprietary nature and therefore only available from one source. If you believe you have a "like" product or service to offer, please submit your complete cost proposal including descriptive literature and detailed technical specifications by email to the attention of the buyer listed below. If you prefer you may mail your proposal to the buyer at:

Okaloosa County School District
Attn: Purchasing Department
120 Lowery Place SE
Fort Walton Beach, FL 32548
Buyer: Vince Windham
Buyer's Email: windhamv@okaloosaschools.com
Phone: (850) 833-7668

Justification for Sole Source Acquisition:

- Vendor is the exclusive distributor of commodity or sole provider of services.
- Vendor holds the production and copyrights to the commodity.
- Compatibility with existing equipment, inventory, systems, programs or services.
- Purchase of a used item that is immediately available.
- Purchase of a particular product for a pilot program, trial or testing.
- Vendor is the sole provider of the commodity or service for which the Board has established a standard.
- Commodity or service is a continuation of a major project previously purchased.
- Other (include an attached justification letter)

This notice was posted on September 9, 2022. All proposals must be received by the buyer no later than 4PM CT on September 20, 2022. Proposals received after this deadline will not be considered.

Thank you for your interest in Okaloosa County Schools.

Safety-Care®

Redefining Crisis Prevention

BASED ON APPLIED BEHAVIOR ANALYSIS AND
POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

A TRAINING PROPOSAL FOR

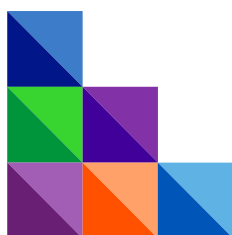
OKALOOSA COUNTY SCHOOL DISTRICT

202A HWY 85N

NICEVILLE, FL 32578

*Give your staff the best tools they need for
incident prevention, de-escalation, and safety*

Prepared on August 18, 2022 by:



QBS

49 Plain Street • Suite 200 | North Attleboro, MA 02760

Phone: (855) QBS-MAIN | Fax: (508) 316-4274

www.QBS.com | www.SafetyCareTraining.com

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About QBS

Since 1997, QBS has provided behavioral consultation, training, and management services to a wide variety of clients and settings throughout the United States and Canada. In recognition of the behavioral challenges that caretakers face today, the mission of QBS is simple...

...to provide quality behavioral solutions to complex behavior challenges through evidence-based training, consulting, and management services.

Using a solid applied behavioral analytic foundation, QBS has a strong commitment to providing its customers with evidence-based services, typically delivered through a competency-based training framework, resulting in positive outcomes exceeding the expectations of its customers.

With the expertise of select behavioral professionals, QBS helps educators and others face these challenges through services designed to improve behavioral repertoires, increase staff safety, and build competence.

Introduction to Safety-Care®

Far more than a "restraint training" or "crisis management" course, Safety-Care provides staff with the skills they need to confidently, safely, humanely, and respectfully enhance the lives of children, adolescents, or adults who sometimes exhibit violent or otherwise challenging behaviors. The result can be a dramatic improvement in safety, fewer injuries, fewer worker's compensation claims, and decreased liability.

Intervene Without Restraint

Staff learn to intervene professionally and therapeutically, using a safe, straightforward, effective approach designed to prevent or reverse escalation and avoid restraint. Safety-Care de-escalation skills work with those who can communicate verbally—and those who can't. Because it is based on an Applied Behavior Analysis (ABA) model, Safety-Care avoids reinforcement of crisis behaviors—because it isn't helpful to get through a crisis today in a way that makes another crisis more likely tomorrow. Because Safety-Care appropriately balances immediate crisis intervention and longer-term safety goals, it is the right choice for restraint prevention and elimination.

Evidence-Based, Effective Procedures Safe for Everyone

The procedures in Safety-Care are supported by decades of applied research on behavior support interventions published in established peer-reviewed journals. No course is more thoroughly grounded in evidence-based practice. Safety-Care is based on relevant scientific studies—primarily in the field of applied behavior analysis (ABA). The course curriculum avoids vague theories in favor of teaching and practicing specific, valuable skills.

The Safety-Care Core Curriculum

Incident Prevention

Provides a broad set of methods for reducing the likelihood of behavioral crises and improving staff safety. That includes creating a safe and positive living environment, dressing for safety, and safe interaction with potentially aggressive individuals. Staff will also learn, practice, and demonstrate competency in differential reinforcement and basic preventative safety procedures.

Incident Minimization

Provides methods for identifying crises and stopping or reducing their intensity. That includes detecting antecedents (triggers and signals), predicting behavior, and getting assistance. Trainees will also learn and practice a comprehensive approach to intervention with agitated individuals, de-escalation, and reinforcement of non-crisis behaviors.

Incident Management

Trains staff to safely cope with a severe behavioral incident. That includes basic physical safety skills, releases, management of weapons, leadership during behavioral crises, procedures for safe holding, alternatives to holding, emergency release, planned rapid release, and emergency release. Organizations can choose not to use or train specific physical interventions if they believe they are inappropriate to their setting and mission.

Customization Options

Many organizations need a behavioral safety course tailored to their specific mission, setting, and persons served. On-site Safety-Care trainings can be customized to meet your needs.

First, the basic training materials can be modified for your needs. If specific procedures are unneeded, for example, all references to them can be removed from the Trainee Manual. If you need two versions of the Trainee Manual—one with limited procedures for ancillary staff and one with the full version of the course for direct care staff—we can provide that.

The Safety Care Trainer Training curriculum is presented in 3 days. Most trainings typically progress at the following pace:

DAY 1	DAY 2	DAY 3
<ul style="list-style-type: none">○ Introduction○ Incident Prevention○ Incident Minimization○ Physical Safety	<ul style="list-style-type: none">○ Physical Management○ Post-Incident Procedures○ Review and Role-Plays	<ul style="list-style-type: none">○ Teaching Safety-Care®

Advance Module Training

Beyond the Safety-Care core curriculum, advanced skills modules allow the course to be expanded to meet the specific needs of particular organizations. Advanced modules are available in the form of direct training by QBS Master Trainers or through certification of Trainers to teach the additional material to staff. Each module ranges between a ½ day to a full day for trainer training or ranges between 2–2 ½ hours to 5–6 hours for specialist training.

AVAILABLE ADVANCED MODULES:

➤ **Advanced Skills Module (ASM)**

ASM provides an expanded toolbox of additional skills and strategies for those already certified in the Safety-Care Core Curriculum. It is designed for organizations that support individuals with the potential for extremely dangerous behaviors. It includes physical safety skills, team intervention, strategies for prevention and management of peer aggression, vehicle incidents, object management, transitions, and floor holds. ***As an optional addition, we can also train on blocking pad procedures.***

➤ **School Age Children (SAC)**

While the procedures in the core Safety-Care curriculum are applicable to working with individuals of any age, this module provides supplemental training specific to a younger population. It includes training in classroom and group management, additional procedures for intervening physically with smaller individuals who are behaving dangerously, and a small person carry procedure.

➤ **Safety-Care for Families™ (SCF)**

*NOW AVAILABLE VIA ONLINE WEBINAR. Safety-Care for Families provides trainers with a customized version of the Safety-Care curriculum that they can provide to family members and others who might provide in-home support. It includes Safety-Care prevention and minimization strategies and the development of a Family Safety Plan and a subset of Safety-Care physical skills.

QBS Master Trainers

- ✓ Master's Prepared in Behavioral Psychology/BCBA's
- ✓ Minimum 3-5 years of experience in multiple areas
- ✓ Required ongoing behavior consultation activity
- ✓ Quarterly fidelity, quality control evaluation

Safety-Care® Compliance Standards

- ✓ It is critical that attendees arrive on time and stay for the entire duration of the class each day.
- ✓ In order to adhere to necessary standards, the Safety-Care Master Trainer will require attendees to demonstrate competence in a series of physical skills and written tests. In order to be fully certified, attendees must be able to demonstrate these physical procedures. If unable to demonstrate all procedures to competency, an attendee may receive a Certificate of Completion with Limitations. Failure to pass will mean that the attendee will not be certified as a Safety-Care Trainer.
- ✓ Once certified, Safety-Care Trainers may train staff employed by the same organization they currently work for (the Organization of Record). They may not train anyone else.
- ✓ Trainers may train staff to use Safety-Care skills, but they may not train anyone to be a trainer.
- ✓ There is a \$4 certification fee for each staff trained by your Organization's Certified Safety-Care Trainers who pass their Initial or Recertification training.
- ✓ In order to maintain certification, your Organization's Safety-Care Trainers must participate in an annual recertification class with a QBS Safety-Care Master Trainer.
- ✓ The Organization's trainees will also need to be recertified annually by their Safety-Care Trainer to maintain certification.
- ✓ Submission of a Trainee Register is required immediately following each Safety-Care training session.
- ✓ Compliance standards will be reviewed with attendees in greater detail at the training.
- ✓ **VIEW FULL COPY OF THE COMPLIANCE STANDARDS BY VISITING:**
<https://www.qbs.com/resources/sccs>

Critical Clauses

Timeliness & Preparation

The Safety-Care curriculum is a robust training, and participants must be fully engaged to receive certification. Trainees should plan to arrive 10 minutes early each day so that class can start promptly at the scheduled time. The trainer will have little or no capacity to accommodate tardiness, requests to leave early, taking longer than scheduled breaks, or attempting to do any other work (such as answering phone calls or email) during class. If a trainee is tardy or otherwise unable to be present and participating during the full scheduled time, then he or she will not complete the class and will not be certified. If so, there will be no refund.

Hosting a Training

Organization may host an "Open Session" of the curriculum standardization of Safety-Care and its advanced modules for the convenience of their staff not traveling to another training location, granted that the Organization understands that an open session permits outside attendance from other organizations to participate in said training(s). If Organization wants to have a "Closed Session", the Organization accepts the responsibility of a full class of 10 for Initial Training and 6 for Annual Recertification Training, regardless of staff attendance. Any applicable additional fees will be provided by advance written notice to Organization prior to incurrence.

Cancellation Policy

If for any reason a registrant or organization needs to cancel their participation in a training, it must be in writing either by email or text to info@qbs.com. Attempts to cancel by any other means will not be honored.

Cancellations received in an email by QBS 15 or more calendar days prior to the scheduled training date are fully refundable.

Cancellations received in an email by QBS 14 days or fewer prior to the scheduled training date, or registrant(s) who fail to attend the event without advanced notice are not refundable. The full amount will be billed to the Organization for the training in which the registrant was scheduled. Please note all past due accounts will be assessed a 1.5% interest fee per month on the unpaid balance.

Failure to notify QBS LLC in writing by the start time of a scheduled class ("no show") is considered non-refundable. Rescheduling will be charged at the full amount.

Rescheduling/Substitution Policy (Excludes Organizational & Closed Sessions)

If for any reason a registrant or Organization needs to reschedule their participation in a training, it must be in writing either by email or text to info@qbs.com. Attempts to reschedule by any other means will not be honored.

If the registrant or Organization wishes to transfer to another scheduled training session and the request is received by QBS 14 days or fewer prior to the scheduled training date, then (1) the Organization will be assessed a 15% rescheduling fee; (2) the training transferred must occur within one year of the commencement date of the originally registered training date; and (3) is only permitted once - i.e., repeated rescheduling is not permitted. Registrant(s) who fail to attend the event without advanced notice are not refundable. If payment has not already been received for the originally scheduled training date, full payment for the training is expected by the due date on the invoice representing the originally scheduled training date. Organization may send a substitute participant in place of the cancelling registrant.

Cancellation of Organizational Training and Closed Sessions

If Organization wishes to schedule a closed session or requests all ten slots of a Training session (i.e., no participants from other organizations), cancellations received in an email by QBS 31 or more days prior to the scheduled training date are fully refundable. Cancellations received 30 or fewer days before the scheduled training date will be charged the full amount. If a registrant wishes to reschedule, they will be charged the full amount upon scheduling.

Cancellations of a training event by QBS will be fully refunded or at the request of the registrant, the payment will be applied to a future training event, with no additional fees or interest. All refunds will be processed within 30 days after receiving the written cancellation.

Weather Cancellation Policy

QBS recognizes that scheduled trainings may need to be cancelled due to weather conditions. However, due to complexity and time constraints in scheduling trainings, weather cancellations will be avoided if at all possible. If it is apparent (e.g., announced school closings, road closings, etc.) the day before a training session is scheduled that inclement weather will likely prohibit the registrants and/or the trainers from attending, QBS will reschedule at no cost or penalty to the Organization. Upon cancellation, QBS will make reasonable efforts to phone/email all participants to inform of the cancellation and rescheduled dates. Please assist QBS by sending us your cell contact number so that we can reach you if necessary. QBS understands and agrees that any contact information provided to QBS by the Organization constitutes confidential information. If registrants are unable to attend on the rescheduled dates, they will receive credit toward another scheduled training session in the future. Refunds will not be issued.

Once the training is underway (the first day has begun), including but not limited to, the training site is still available (i.e., open) and trainer is on site, the remainder of the training will be conducted as scheduled. It is expected that the participants will make whatever arrangements necessary to attend. If a participant decides not to attend the remainder of the course, s/he will receive credit toward another future scheduled training in which space is available, at no extra charge. Rescheduling is allowed on a one-time basis only, with no further rescheduling permitted. No refunds will be made. Despite this travel policy, the decision to travel to and from training under any conditions, including inclement weather, is the sole responsibility of the participant. QBS accepts no liability or responsibility for the travel decisions of participants.

QBS reserves the right to cancel or reschedule trainings at any time with advance written notice to Organization. If QBS cancels or reschedules the training due to weather or unforeseen circumstances beyond the reasonable control of QBS, you are entitled to a full refund, but QBS is not responsible for travel arrangements, travel

fees, or any expenses incurred by you as a result of such cancellation. If QBS cancels a training in which you are enrolled, you will be contacted at the email address and/or phone number you provided when registering, so please be sure each participant provides a valid email address and phone number.

Legal Representation

QBS shall, upon reasonable request of Organization, and only if doing so shall not be impracticable, testify in behalf of Organization in any legal proceeding or regulatory hearing in which Organization shall become involved, provided 1) such testimony shall be limited to a general description of the nature of Safety-Care® and the conduct of the training contemplated hereunder; 2) Organization shall give QBS at least Fifteen (15) business days' notice of the need therefor to the extent legally permissible; 3) Organization shall pay reasonable out-of-pocket expenses incurred by QBS in connection with such testimony, to the extent pre-approved in writing by Organization, including the cost of travel, and shall pay QBS, as a consulting fee, its then-applicable daily consulting rate for each day (or any part thereof) of in-person testimony; and 4) QBS shall have no obligation hereunder to provide testimony in behalf of Organization if QBS is also a party to such legal proceeding or its activities are, independently hereof, the subject of such regulatory hearing. Any such testimony or consultative fees and/or services shall be subject to the terms and conditions of this Agreement.

Intellectual Property

Organization acknowledges that all intellectual rights of the registered trademark Safety-Care® is owned unconditionally by QBS, the sole source and provider of Safety-Care, and in no manner, shall Organization assume privileges and/or possession of said rights.

Non-Solicitation

During the term of any Agreement and for a period of one (1) year thereafter, neither Party will directly or indirectly, solicit, hire or offer to hire any employee of the other Party with whom the first Party has had contact or who became known to the first Party in connection with said Agreement. Further, except for Services provided hereunder, during the term of said Agreement, Organization will not, except as specified hereunder, directly or indirectly solicit, accept services from any entity with which Organization has had contact or which became known to Organization solely in connection with the provision of Services by QBS LLC contemplated by said Agreement.

Mutual Indemnification

Each party agrees to indemnify and hold the other harmless from and against all claims, demands, suits, costs, expenses, damages, penalties, liabilities and losses, including reasonable attorney's fees, whether in law or in equity, of any kind or nature whatsoever, imposed upon, incurred by, or asserted against the other party in any way directly or indirectly relating to or arising out of any breach of any Agreement or any malfeasance, negligence, professional misconduct or other wrongful act or omission of the indemnifying party, its employees, agents or contractors, except where such act or omission was directed by the other party. The provisions of this paragraph shall survive the termination of any Agreement.

Maintaining Compliance

All Certified Safety-Care Trainers are required to read, understand, and adhere to the Safety-Care Compliance Standards. Organization understands that QBS may revoke or refuse the certification of a specialist or trainer if he or she (or his or her employer) has failed to comply with the standards set out in this document or if QBS reasonably believes that such person (or such person's employer) has acted in a manner that may significantly undermine the professional reputation of QBS or its employees, or the credibility of Safety-Care. QBS reserves the right to refuse Safety-Care training or certification to any person whose certification has been revoked. **VIEW FULL COPY OF THE COMPLIANCE STANDARDS BY VISITING:** <https://www.qbs.com/resources/sccs>

Pricing List Effective January 1, 2022

Safety-Care® Behavioral Training

Training Course (Up to 10 per Session)	Class Duration	New England	US & Canada
Initial Trainer Certification	3 days	\$1,475	\$1,595
Annual Trainer Recertification	1 day	\$495	\$525
Supplemental Trainer E-Learning Module	2 hours E-Learning	\$50	

Safety-Care® Advanced Modules

Training Course (Up to 10 per Session)	Class Duration	Price
Advanced Skills Module – Initial Trainer Certification	1 day	\$850
Advanced Skills Module – Annual Trainer Recertification	1 day	\$675
School Age Children – Initial Trainer Certification	½ day	\$425
School Age Children – Annual Trainer Recertification	½ day	\$400
Safety-Care for Families® – Initial Trainer Certification	½ day	\$425
Safety-Care for Families® – Biennial Trainer Recertification	½ day	\$295

Safety-Care® Specialist Certification

Annual Specialist Certification via Trainer Connect®	\$4
Specialist E-Learning Module (Optional) – <i>coming in 2022</i>	\$20

Quality Behavioral Competencies® Training

Training Course (Up to 15 per session)	Class Duration	New England	US & Canada
Positive Behavioral Intervention & Supports Series	2 days	\$600	\$725
Advanced Series	1 day	\$350	\$400
QBC Learner Packets: 1-10 @ \$25 each 11-25 @ \$22.50 each 26+ @ \$20 each (Plus Shipping & Handling)			

All rates per person and in U.S. dollars. Minimum Class Size Applicable for Initial Courses.

Proposed Training Schedule & Costs

Training Organization: Okaloosa County School District
Proposal Contact: Lisa Roberts
Phone Number: 850-833-5893
Email Address: RobertsLi@Okaloosaschools.com

QBS Contact: Andrew Felber
Phone Number: 774-273-4111
Email Address: Afelber@qbs.com

PLEASE NOTE THAT THE TRAINING DATE(S) MUST BE COLLABORATIVELY SCHEDULED AND AGREED UPON WITH RESPECT TO THE AVAILABILITY OF THE QBS MASTER TRAINER'S TRAVEL PRIOR TO ANY SCHEDULING.

EACH TRAINER RECEIVES A TRAINER MANUAL, USB FLASH DRIVE WITH DUPLICATION RIGHTS OF TRAINING MATERIALS AND A POWERPOINT SLIDE PRESENTATION OF THE CORE CURRICULUM, A SAFETY-CARE TRAINER CERTIFICATE, AS WELL AS VIDEO, EMAIL AND TELEPHONE SUPPORT.

SAFETY-CARE INITIAL TRAINING PROGRAM	TRAINING DATE(S)	# of SESSIONS	# OF PEOPLE	COST PER PERSON	TOTAL AMOUNT
Safety-Care Trainer Training (3-day initial)	1 st or 2 nd week of December 2022	1	8	\$1595	\$12,760
School Age Children Module Initial (1/2 day)	Same week	1	9	\$425	\$3,825
TOTAL TRAINING COSTS ¹					\$16,585

SAFETY-CARE ANNUAL RECERTIFICATION TRAINING PROGRAM	TRAINING DATE(S)	# of SESSIONS	# OF PEOPLE	COST PER PERSON	TOTAL AMOUNT
Safety-Care Recertificatin Training (1-day)	Same week as above	1	5	\$525	\$2,625
School Age Children Module Recert(1/2 day)	Same day as initial SAC	1	4	\$400	\$1,600
TOTAL TRAINING COSTS ²					\$4,225

NOTES (If Applicable)

¹ Includes Travel Costs

² Includes Travel Costs

*** THE TOTAL PROPOSED COSTS IS VALID FOR 30 DAYS FROM DATE OF PROPOSAL AND DOES NOT INCLUDE THE \$4 PER CERTIFICATION CHARGE FOR STAFF TRAINED BY YOUR SC TRAINER(S) AND IS BILLED SEPARATELY ON A MONTHLY BASIS.**