



Guidelines for the 2025-2026 Proposal Process:

All proposals must include a price quote from an approved SDP vendor/supplier, reflecting applicable shipping and handling charges. Only approved vendors/suppliers listed in SDP's Oracle/ERP system can be used. If the vendor/supplier is not in the Oracle/ERP system, they are not approved and the items cannot be considered for ACCESS funds. Proposals that do not include the vendor/supplier quote for the items listed on the proposal form cannot be reviewed. The school will forfeit their allocation if they do not comply with this requirement.

Proposals should request only the items that are immediately necessary for students to meet their IEP and/or therapy goals. First priority will be given to proposals written by therapists for adaptive materials, communication devices, and therapy equipment. Please be sure that your school committee is aware of this when they meet to review the proposal before submission to the ACCESS Office.

The signed Proposal Submission form must reflect all service provider signatures, even if the provider is only servicing one student in your building or is a contractor. Proposals failing to have a completed form with all signatures in place with their submission will forfeit their opportunity to have their proposal reviewed.

Psychologists and Therapists, including Speech, Hearing, Vision, OT and PT, should contact their program coordinator in the Office of Diversified Learners (formerly OSS) for their testing and technology needs. We will not be able to cover these items through the school proposal process this year. Requests will be considered through a consolidated order partnership with The Office of Diversified Learners to assure coordination of the materials requested and current policy. School staff should work with the Principal and Director of Special Ed for their testing needs. ACCESS will not be covering testing kits, protocols, digital or online scoring for the schools during the proposal process.

The proposal form is available on the ACCESS website. Please click the Proposal Information and Forms section of the ACCESS website: <https://www.philasd.org/finance/#sbap>. Only typed unaltered submissions of the current school year Excel version proposal forms will be considered by the review committee. Do not add lines or alter the format in any way. Handwritten forms and those using prior year coding will not be reviewed.

Only items requested from approved SDP Oracle/ERP vendors/suppliers may be considered. The Oracle/ERP system vendor/supplier number should be included in the appropriate space on the proposal form and the quote from the vendor/supplier attached to the proposal. Verification of the vendor/supplier and number should be coordinated with the principal and/or the individuals who place orders for your school.

All completed proposal packets are due in the ACCESS Office, 440 N. Broad Street, Suite 323, before 4 pm on Friday, October 31, 2025. We are unable to accept late submissions, incomplete packets or faxed versions.