**Contracting Opportunity**

Special Education Dispute Resolution Contractor

## Purpose

The Idaho Department of Education seeks letters of interest from individuals to serve as special education dispute resolution contractors. This position may include serving as a facilitator, mediator, complaint investigator, and/or hearing officer, as detailed below.

The contact for this contracting opportunity is:

Kimberli Shaner, Special Education Dispute Resolution Coordinator

208-332-6914

kshaner@sde.idaho.gov

## Background

## Under the Individuals with Disabilities Education Act (IDEA) CFR 34 § 303.430, the Idaho Department of Education is required to make special education dispute resolution options available, and to keep a list of qualified individuals who support those processes. In Idaho, those options include facilitation, mediation, state administrative complaint investigations, and special education due process hearings.

## timeline

Letter of Interest and Resume or CV are due by: April 21, 2025, by 5:00 p.m. MT

## specifications or scope of work

Dispute Resolution Contractors support the Idaho Department of Education in resolving special education disputes through a variety of roles:

**Facilitators** assist IEP teams by guiding discussions and supporting collaborative decision-making in meetings.

**Mediators** help resolve disagreements between families and schools through structured, voluntary negotiations that result in legally binding agreements when successful.

**Complaint Investigators** review formal written complaints, gather and analyze evidence, and identify findings regarding IDEA compliance.

**Hearing Officers** conduct formal due process hearings, evaluate evidence and testimony, and issue binding legal decisions in accordance with federal and state law.

Each contractor may serve in one or more of these roles based on qualifications, assignment needs, and availability.

Duties include:

**Neutral Case Oversight**: Conduct impartial resolution processes while maintaining confidentiality and professionalism.

**Conflict Disclosure**: Disclose any current or prior relationships with parties involved in a case to prevent conflicts of interest.

**Timely Documentation**:

* Provide case updates within 7 days of meetings or developments.
* Submit draft reports 10 days before due dates.
* Submit signed agreements, final reports, and closeout materials within 7 days of case closure.

**Hearing-Specific Duties**:

* Conduct impartial due process hearings in compliance with federal and state regulations (34 C.F.R. §§ 300.506–.515, IDAPA 08.02.03.109.05).
* Submit timely written findings and decisions.
* Arrange hearing logistics, notify parties, and instruct school districts on transcript responsibilities.
* Notify the department of any extensions and provide updated deadlines.

**Training & Professional Standards**:

* Participate in department-required continuing education and training events.
* Complete a self-evaluation/meeting summary after each case.
* Comply with secure handling of student data and adhere to all applicable data security provisions.

Travel may be required.

## award basis and term

The contract hourly rate of pay range has been approved from [$35 to $85] commensurate with the special education dispute resolution assignment and the number of years of service with the dispute resolution department; and $150 for due process hearing officer assignments. This contract is fully burdened, and no benefits package is included. The contractor will be required to supply evidence of Commercial General Liability, Professional Liability, and Cyber insurance and may be required to supply additional insurance depending upon the Scope of Work.

## required submittal items

1. Letter of Interest
2. Resume or Curriculum Vitae

**MINIMUM QUALIFICATIONS**

Candidates must meet **one** of the following:

* Master’s degree in special education or a related field with a minimum of five (5) years of experience in a leadership or administrative role in special education OR equivalent experience;  
  **OR**
* Juris Doctorate (JD) with demonstrated expertise in the Individuals with Disabilities Education Act (IDEA).

**In addition, candidates must demonstrate:**

* Strong written and verbal communication skills
* Excellent interpersonal skills to work collaboratively with all parties
* The ability to remain **objective**, **impartial**, and **neutral** in all proceedings

## response

Submit all your letter of interest and resume to [kshaner@sde.idaho.gov](mailto:kshaner@sde.idaho.gov) prior to the deadline established above.