

***Request for Proposal
(RFP)***

Susquehanna Community School District

Bronson Stone, Superintendent

October 20, 2021

*Seeking an Organization or Qualified Individual to provide Mental Health Counseling
and Consultant Services during the 2022-2023 School Year*

Request for Proposals

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT
3192 Turnpike Street
Susquehanna, PA 18847

Re:SCSD Request for Proposal (RFP) for Mental Health Counseling and Consultant Services

Date: 10/20/2021

Susquehanna Community School District is soliciting responses from firms/individuals qualified to provide school-based Mental Health Counseling and Consultant Services to students and staff in grades K4-12 for the 2022/2023 school year.

Proposers should submit one electronic copy (PDF) to Bronson Stone, Superintendent of Schools at bstone@scschools.org

Each Proposer must answer all questions and provide all requested information, where applicable. If the answer to any questions is “none” or if the question is not applicable, please state in writing. The procurement of the services contract will be based on the RFP and the Proposer’s response. All RFPS will be reviewed and evaluated accordingly. Select firms/individuals may be interviewed. Susquehanna Community School District reserves the right to reject any proposals for any reason.

RFP responses must be received by 3:30 PM on February 11, 2022.

Thank you for your interest.

Sincerely,

Bronson Stone,
Superintendent of Schools

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT (SCSD)

Specifications

The SCSD is seeking proposals from outside individual or mental health entities to serve as partners in meeting the mental health and preventive needs of our K-12 students (approximately 830) and faculty/staff (approximately 80) by providing a school-based Mental Health Counseling and Consultant Services through the placement of a mental health professional (school social worker, school counselor, therapist, etc.) on the school district campus for 185 days. This is a one-year commitment covering the 2022/2023 school year (August 2022 through June 2023).

Guidelines

Needed: Mental Health Counseling and Consultant Services for a K-12 school setting.

Funding Source

SCSD will use ARP ESSER Set Aside Funding to secure school-based Mental Health Counseling and Consultant Services to assist students and faculty/staff during the 2022/2023 school year.

Job Description/Scope of Work

The service provider will provide Mental Health Counseling and Consultant Services through the placement of a mental health professional in the district for 185 school days from 8 AM to 4 PM daily and provide the following:

- training to school district staff related to mental health and other agreed upon topics;

- support to the school district staff in mental health crisis situations;
- provide consultation on mental health issues to district staff;
- provide counseling services to students identified by the school district;
- and the following additional services:

Services to Students

- assist in crisis intervention
- individual and group counseling
- teach social skills
- provide support and training for conflict resolution, anti-bullying and resiliency
- serve as a student advocate
- meet with students and families to assist in problem solving

Services to Staff

- collaborate to improve school climate and to facilitate academic achievement
- provide consultation services
- conduct in-service programs and workshop presentations
- support faculty/staff mental health
- arrange guest speakers for professional development

Services to Families and the Community

- Provide information to families about referral services in the community
- Coordinate service needs and recommendations between community mental health providers and school personnel
- Parent training

Objectives and Outcomes of the Service

The objectives of the additional mental health services are as follows:

- Increase student/faculty & staff/family access to and use of mental health services
- Provide weekly reports of the number of students/families and faculty/staff seen
- Provide training and education to staff
- Connect families to county, local and school resources to assist students
- Increase attendance of students who have truancy issues

The evaluation measures will include:

- Examination of the referral process, treatment provided and timeliness of service
- Analysis of student and staff survey and report data (PAYS, district crafted surveys, etc.)

Proposal Requirements and Deliverables

All proposals must demonstrate an understanding of the scope and importance of the mental health professional to assist with supporting the mental health of all students and faculty/staff and improving the school climate of both schools.

All proposals must include:

1. Description of how the service provider will meet the objectives described above and how the service provider will acquire documentation to meet the evaluation measures listed.
2. Description of:
 - a. the service provider's expertise, including organizational background and primary mission/philosophy.
 - b. two examples of current services provided by you or your organization and how they related to the scope of work.
3. Outline of how the services you provide will help fulfill the scope of work (include specific plans on how you or your agency will support a school with students who may be in crisis and the family).
4. Description of the local organization's management/oversight capabilities (inclusive of an organizational chart, showing all levels and departments of your organization - if applicable).
5. Summary of the assigned mental health professional's educational background and years of experience working with students and adults.
6. Budget Narrative not to exceed \$80,000.
7. Assurance that your organization understands and has the capability to provide all required services and deliverables as specified in the plan.

Proposal

Budget: The proposal should include a line item defined budget for consideration for the 2022-23 school year. The proposed budget shall not exceed \$80,000.

RFP Response Due Date: Feb. 11, 2022 at 3:30 PM

Please email RFP Proposal to: bstone@scschools.org

District opening/review of proposals: February 14, 2022 @ 1 PM

Possible Interview of Top Two Proposals: February 28, 2022

Board of Education Action on Proposal: March 16, 2022

Evaluation and Scoring

On February 28, 2022, a committee in the SCSD (Superintendent of Schools, School Psychologist and K-12 Crisis Counselor) will review and evaluate submitted proposals. The top two proposals will result in interviews between the SCSD Committee and the organizations/firms submitting the top two proposals. The proposals will be evaluated on the following 100 point criteria:

- Organizational Expertise 50
- Project Plan 50

General Instructions

Bidding Preparation

Proposals will be received by the Susquehanna Comm. School District, 3192 Turnpike Street, Susquehanna, PA 18847 or bstone@scschools.org until the day and time set forth in the invitation to bid. All bids must be typed or printed in ink, signed by a duly authorized representative of the Contractor/Individual and submitted in a sealed envelope marked with the following title: REP Mental Health Services and mailed or emailed to the SCSD.

Conflicts or Discrepancies

Should a bidder find conflicts or discrepancies in the bid documents, or should there be uncertainty as to the meaning or intent of any part thereof, or should there be conflicts between the bid documents or specifications and any applicable laws or regulations, the bidder must request clarification in writing from the School District prior to bid submission.

Revision

If it becomes necessary to revise any part of this invitation to bid, the bid documents, or specifications, addenda will be provided on the School District's website. The bidder is responsible to routinely check the District's website for addenda.

Clerical Errors

Bidders will be responsible for the accuracy of their proposals. Amounts listed will be accepted as a firm quote, and no subsequent corrections on the part of the bidder will be accepted.

Bid Acceptance/Rejection

The SCSD Board of Education reserves the right to accept or reject any or all bids or any portion thereof and to waive any informality permitted by law. The SCSD may also waive any technicalities as it may deem best to protect the interests of SCSD. The SCSD may reject a proposal for any reason. Failure to secure grant funding will result in the rejection of all proposals.

Costs

The SCSD is not liable for any costs or expenses incurred by bidders.

Award of Contract

The SCSD may award the contract to multiple contractors.

References

Contractor is required to submit two (2) references with locations and points of contacts for which a scope of work, similar in nature, was performed. Contractor must also submit with its bid any third party participants/sub-contractors that will be performing on their behalf.

Governing Law

The contract will be governed by and construed in accordance with the laws of Pennsylvania.

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

Assurances and Disclosure

I, _____ hereby state:

1. I am the duly authorized agent of _____, the Proposer submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between Proposers and Region officials, as well as facts pertaining to the giving or offering of things of value to region personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
3. Neither the Proposer nor anyone subject to the Proposer's direction or control has been a party:
 - a. To any collusion among Proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. To any collusion with any Region official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or
 - c. In any discussions between Proposers and any Region official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.
4. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the Region.

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

Certification and Violations Disclosure

1. Is the Company or any employees who will be working on this contract presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency?
_____YES _____NO

2. Has the company or any of its employees within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property?
_____YES _____NO

3. Is the company or any of its employees presently inflicted for or otherwise criminally charged with commission of any of the offenses enumerated in item 2 of this disclosure?
_____YES _____NO

4. Has the company or any of its employees, within a five-year period preceding the date of this certification had a judgment entered against contractor or any of its principals arising out of the performance of a public or private contract?
_____YES _____NO

5. Does the company or any of its employees have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract? _____YES _____NO

6. Has the company or any of its employees within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance?
_____YES _____NO

(If the answer is yes to any of the above questions, provide details in a separate attachment to this form.)

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

Conflict of Interest Disclosure

1. Does any school board member or employee of Susquehanna Community School District have a financial interest in your business or hold a position as officer, director, trustee, Partner, or other top level management? _____ YES _____ NO
2. Does any school board member or employee of the Region have a family relationship with anyone employed by your business? _____ YES _____ NO

(If the answer is yes to either of the above questions, provide details in a separate attachment to this form.)

Did you or your company assist the SCSD or any agent of the SCSD with the development of the bid specifications? _____ YES _____ NO

If yes:

- a. Were you or your company compensated? _____ YES _____ NO
- b. Is your company's name or identity included anywhere within the specifications? _____ YES _____ NO
- c. Were you offered any preferential treatment in the bid evaluation process? _____ YES _____ NO

Signature

Date

Name

Title

Company