

**Request for Proposal
For
School Counseling Services**

**Grades K-9
2002 Community Circle, Campbell, OH 44405**

**Grades 7-12
280 Sixth Street
Campbell, OH 44405**

**Campbell City School District
280 Sixth Street
Campbell, OH 44405**

July 13, 2020

**Proposal Release Date: July 13, 2020
Questions submitted by: July 22, 2020
Proposal Due Date: August 3, 2020
Contract Award Date: August, 2020
Contract Period: September 8, 2020 - June 30, 2021**

Request for Proposal for Whole District School Counseling Services

Background/Rationale

Campbell City School District (District) is a very proud and culturally diverse community that takes a sincere interest in the education of its children and families. The District is dedicated to providing opportunities for all members of the community to become involved in the life of the school. The School District is dedicated to living its mission and continuing to create pride in self, family, and community.

The District is committed to partnering with the community to provide additional supports to students who have barriers to learning. By providing learning supports, all students can ultimately benefit from quality academic instruction and experience success in school. The District is seeking to establish interagency agreements with a mental health provider(s) to offer on-site mental health services throughout the District. Through this highly collaborative partnership, students with social, emotional and behavioral needs will experience greater academic success.

Scope of Work

The District Building Administrators or their designee will carry out the following:

1. Follow the District therapy services referral process to identify students who would be appropriate for services. The process must use a team, which at a minimum includes administration, school counselor and other individuals who are working closely with the students (i.e. – At-risk personnel, school nurses, classroom teacher, etc.) may also be included.
2. Have a communication system in place in the building to coordinate services as well as share information with all staff about the services available and the referral process.
3. Publish in student handbooks, parent newsletters and other publications a notice District Building Administrators or their designee will carry out the following:
 - a. Follow the District therapy services referral process to identify students who would be appropriate for services. The process must use a team, which at a minimum includes administration, school counselor and other individuals who are working closely with the students (i.e. – At-risk personnel, school nurses, classroom teacher, etc.) may also be included.
 - b. Have a communication system in place in the building to coordinate services as well as share information with all staff about the services available and the referral process.
 - c. Publish in student handbooks, parent newsletters and other publications a notice that the District has a partnership with Partner Agency to provide services on-site.

- d. Develop a written intervention plan for referred students which includes building supports as well as service provided by Partner Agency.
 - e. Contact parents personally to share concerns regarding their child and to offer the resources available through Partner Agency.
 - f. Secure from the parent a signed release of information to be able to share information between Partner Agency and the school.
 - g. Provide private, confidential space for the counselor to meet with the student and /or parent on-site.
 - h. Work with Partner Agency staff to schedule on-site appointments during times which do not conflict with academics. that the District has a partnership with Partner Agency to provide services on-site.
 - i. Monitor student's progress and modify intervention plan as needed using attendance, behavior or academic data.
4. Partner Agency will carry out the following:
- a. Provide school based mental health services, including individual and group therapy and behavioral health intervention services to the District
 - b. Provide a list of staff to the building administrator who will be working with students and families on-site, including their credentials.
 - c. Follow the District therapy services referral process to identify students who would be appropriate for services.
 - d. Assist in identifying a source of funding for each student referred through Medicaid, private insurance, or other available funding.
 - e. Establish procedures for communicating services to families who have language and/or cultural barriers
 - f. Conduct an initial assessment with referred student and their parents either on-site at the school.
 - g. Based on the findings of the assessment develop a treatment plan which may include: individual, on-site therapy and /or skill-building activities to students, consultation with school personnel, group interventions for students, group interventions for parents

COMPENSATION, ALLOWABLE COST AND PAYMENT

The mental health organization will be responsible for accessing medical insurance for services provided. The District may provide reimbursement for mental health services provided to students that are uninsured or underinsured should there be an educational need with prior written permission by Superintendent or designee. Additional information regarding requirements for billing and reimbursement will be provided to the selected provider as part of the contract and interagency agreement.

Proposal Contents

The proposal may be for grade bands K-9 and/or grade bands 7-12.

Period of Performance

It is anticipated that the contracted dates will be board approval date through June 30, 2021.

Due Date and Place for Submission of Proposals

The deadline for receipt of electronic proposals is August 3, 2020 at 4:00 p.m. EST (Eastern Standard Time).

Submit proposals electronically in Adobe Acrobat PDF format to: Cheryl McArthur, Business Manager, cmcarthur@campbell.k12.oh.us and Matthew Bowen, Superintendent, mbowen@campbell.k12.oh.us.

Include the specified bidder's name and name of the RFP in the email subject line.

Any proposal received after the date and time listed above will not be considered.

Questions

Submit questions pertaining to this Request for Proposal (RFP) in writing via email by July 22, 2020 at 4:00 p.m. EST to the email address below:

Cheryl McArthur, cmcarthur@campbell.k12.oh.us

Include the specified bidder's name and name of the RFP in the email subject line.

All questions and answers will be available to each respondent upon request.

Rights Reserved by the School District:

The School District reserves the right to waive any irregularities in proposals, to reject any or all proposals, and to cancel this solicitation at any time prior to contract award. The School District reserves the right to award all or any portion of the work specified in the Request for Proposal to any respondent(s). The School District also reserves the right to amend the timeline. Prior to selecting decision, the School District reserves the right to interview any or all individuals or businesses submitting a proposal, and to check references as part of the final evaluation process.

Standard Terms and Conditions:

1. The request for proposal, terms and conditions, the specifications, and the received proposal form the contract and they shall be fully part of the contract, as if thereto attached, or therein repeated. These documents represent the entire agreement between the successful vendor(s) and the School District and supersede any prior discussions or negotiations, representations or agreements, either written or oral.

2. Respondents are cautioned to read this invitation carefully, to complete all entries, and submit all documents or information requested. Failing to do so may render the proposal materially non-responsive and result in non-consideration of the proposal.

3. Respondents are welcome to submit a proposal for grade bands K-9, which will be provided at 2002 Community Circle, Campbell, OH 44405 and/or grade bands 7 – 12 which will be provided at 280 Sixty Street, Campbell, OH 44405.

4. The contract, once accepted, shall be firm for one (1) year, beginning with the board approval date and expiring June 30, 2020. The contract may be renewed two (2) additional one (1) year terms if agreed to by both parties. Terms for each additional year of contract shall be determined by mutual consent, except that contractor agrees that price increases, if any, after the initial one-year term will not exceed 5%.

5. Renewing the contract would imply doing so under the same terms and conditions.

6. The vendor shall indemnify and hold harmless the Board, the School District and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the vendor's performance of the contract.

7. Vendor is an independent contractor, and the employees of the vendor are not and shall not be considered to be employees of the School District. The vendor will be responsible for addressing all labor, employment and working condition issues with its employees without the involvement of School District staff unless agreed to otherwise. The vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including Social Security taxes, unemployment compensation, Medicare and other similar deductions.

8. Proposals meeting the requirements of the Request for Proposal shall be considered. Respondents taking exception to the specifications, or offering substitutions shall state these exceptions plainly on the Exceptions Page of this document.

9. Respondents shall submit via email all questions concerning this proposal to cmcarthur@campbell.k12.oh.us or phone Cheryl McArthur (330)799-6844. All questions and answers will be provided to all proposers.

Any interpretations, corrections, or changes to this RFP and the Specifications will be made by addendum to the RFP. The sole issuing authority of addenda shall be vested in the School District's Purchasing Agent(s). Addenda will be emailed to all who are known to have received a copy of this RFP.

10. Worker's Compensation Insurance shall be carried by the vendor in the full amount required by Ohio law.

11. No right or interest in this contract shall be assigned or delegation of any obligation made by the vendor to another vendor. Any attempted assignment or delegation by the vendor shall be wholly void and totally ineffective for all purposes.

12. Each respondent, by making his proposal, represents that the respondent has read and understands the RFP.

13. All District property and facilities are a drug free zone. No one may use, consume, carry, transport, or exchange tobacco, cigarettes, or illegal drugs while in a school district building or while on school district property. The respondent's company and its employees shall adhere to this policy.

14. The School District shall have the right to affect the immediate removal of the vendor's employees from the school facilities for being outside a designated work area, for fraternizing with or engaging in any improper behavior directed toward or in the vicinity of students, employees or guests of the School District, or for other good cause shown.

15. If, at any time, the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right upon written notice to the vendor to the following remedies (though not just limited to these): purchase the service elsewhere and/or cancel the contract. The Contract may also be terminated by School District for its convenience and without cause with a fourteen (14) day written notice to vendor.

16. All parties agree that venue for any litigation rising from this contract shall lie in Mahoning County, Ohio.

17. The vendor understands and agrees that for the purchase of the vendor's services and/or products that are made directly by students and/or the students' families, compensation for such services and/or products shall be paid only by those students and/or those students' families, and the vendor further agrees that the School District shall not be responsible for compensating vendor for such services and/or products.

Submissions:

1. Your proposal, in order to be considered, must include the properly executed Request for Proposal Response Form and those other items and/or attachments as specified in this proposal.

2. In the event the successful respondents request a separate contract be signed, a copy of this contract must be submitted with the proposal. The contract will be reviewed by the School District's attorney for approval prior to the School District's Board of Education officially

awarding the contract. The School District reserves the right to reject the vendor contract form in the School District's sole discretion.

3. The successful vendor shall assign a representative who will be responsible for the administration of this contract (not involving change of scope, terms or conditions) and a point of contact for the School District.

4. Each respondent must affirmatively demonstrate responsibility through a satisfactory record of performance. Each respondent is required to submit with their proposal a minimum of three (3) references from school districts for which services have been provided by your company within the last two years. The list shall include the company/entity name, address, contact name, email address, telephone number and services provided.

SCORING

The proposal will be evaluated based upon the following four areas. Therefore, it is important that your proposal be responsive to the data requested. Evaluation of responses is based upon a 25-point rating system with 0 being the lowest score and 25 being the highest score.

1. Qualifications of the Organization 0-5 points
 - a. Include brief background on services provided to children, for the grade level bands for which you are applying. (grades K - 9, grades 7-12 or both)
 - b. Document experience in providing assessments, developing treatment plans, providing therapy and behavioral health intervention services
 - c. Outline your referral & intake process
2. Administrative Support 0-5 points
 - a. Detail who will be providing clinical supervision.
 - b. Indicate who will be the contact for contract negotiations and funding issues.
 - c. Outline the process for resolving school staff or client expressed concerns with agency staff
3. Qualifications of Key Staff 0-5 points
 - a. Highlight staff qualifications & preferred therapy modalities
 - b. Describe proposed plan for staffing
 - c. Discuss how the agency will support clients who don't speak English or have limited access to traditional communication methods.
4. Partnership 0-10 points
 - a. Describe your organization's experience participating in multi-disciplinary teams.
 - b. Explain how staff will partner and communicate with parents.
 - c. Document how staff will build relationships and collaborate with District building staff.
 - d. Describe how staff will communicate and report back student progress to building administration and case management staff.

- e. Please articulate how school based services may differ from traditional community based services & the plan your agency has for navigating those differences.
- f. Highlight any current or past partnerships with the District.

Please provide the following documentation:

1. Documentation of non-profit status.
2. Documentation of credentials for staff and supervisors. (Including current BCI/FBI clearances.)
3. Documentation of registration as a provider within Ohio and private insurances.
4. Documentation regarding organization licensure and accreditation.
5. Provide three references, may be from building administrators or other school districts.

Evaluation and Award:

1. The School District will award the proposal that offers the overall best value to the District.
2. The District is expected to take action on this proposal no later than August 31, 2020. If awarded, the successful vendor will receive a written notification of acceptance by award letter mailed or otherwise furnished, which when received by the vendor results in a binding contract without further action by either party.

Anticipated Timeline:

Proposal Release Date: July 13, 2020

Questions submitted by: July 22, 2020

Proposal Due Date: August 3, 2020

Contract Award Date: August 2020

Contract Period: September 8, 2020 – June 30, 2021

PROPOSAL RESPONSE FORM

**To: Campbell City School District
Cheryl McArthur, Business Manager**

**From:
Company Name:
Address:
City/State/Zip:
Area Code & Telephone Number:
Fax Number:
Company E-mail:
Company Website:
Federal Tax Identification Number:
Respondent's Name:
Respondent's Name Printed:
Position With Company:**

ADDRESS FOR SUBMITTING PURCHASE ORDERS:

**Company Name:
Address:
City/State/Zip:
Area Code & Telephone Number:
Fax Number:
Company E-mail:**

REMITTANCE ADDRESS FOR PAYMENTS (if different):

**Company Name:
Remit to Address:
City/State/Zip:
Area Code & Telephone Number:**

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions and Specifications contained herein, and that if accepted by the Campbell City School District all of the provisions are part of a binding contract between the Campbell City School District and our company. I also certify that this proposal is made without previous understanding, agreement, contents of this proposal, or connection with any person, firm, or corporation making a proposal for the same contract, and is in all ways fair without collusion or fraud.

**Owner or Legally Authorized Representative:
Title/Official Position:
Signature Date:**

VENDOR REFERENCE LIST

VENDOR NAME: _____

Reference 1

Client Company Name:

Type of Business:

Client Contact Name:

Location (City, State):

Contact Phone: _____

Products/Services Provided:

Reference 2

Client Company Name:

Type of Business:

Client Contact Name:

Location (City, State):

Contact Phone: _____

Products/Services Provided:

Reference 3

Client Company Name:

Type of Business:

Client Contact Name:

Location (City, State):

Contact Phone: _____

Products/Services Provided:
