

# Request for Proposal

## School Based Behavioral Health Services

### Two (2) School Based Licensed Professional Therapists/Counselors

Issue Date: February 28, 2024

#### **Overview:**

The Williamsport Area District is seeking a partnership with a mental health entity to provide the following support to our secondary (grades 7-12) student population for the 2024-2025 school year.

#### **Services to Provide:**

- Individual and Group Counseling
- Crisis Prevention and Intervention
- Consultation Services
- Preventative Mental Health Services

#### **Goals:**

- Increase student resiliency
- Decrease repeat SAP referrals
- Decrease outside placements
- Increase capacity to see students in individual and group counseling.
- Increase continuum of care for our students: Many of our students struggle to obtain outside services due to transportation, finances, or general lack of resources.

#### **Issued By:**

Williamsport Area School District

#### **Inquiries:**

Dr. Brandon Pardoe, Director of Student Services  
[bpardoe@wasd.org](mailto:bpardoe@wasd.org)

**Proposals are due by 2:00 p.m. on March 28, 2024 and should be mailed or delivered to:**

Williamsport Area School District  
Mrs. Wanda Erb  
Business Administrator  
2780 West Fourth Street  
Williamsport, PA 17701

# School Based Behavioral Health Services

## PURPOSE

The Williamsport Area School District is committed to the well-being of our students, by implementing School Based Behavioral Health Services district-wide. Our goal is to increase the health and safety of our students by establishing a seamless system of services which creates the necessary conditions for learning and support in our schools.

We strive to reach the following strategic goals and objectives:

1. Provide and maintain safe school environments
2. Reduce incidents of alcohol/drug use and violence among students
3. Increase student and family access to and use of mental health services
4. Increase child and family access to and use of psychological and emotional development services
5. Establish and maintain strong school and community partnerships
6. Develop coordinated policies that support safe and healthy development of children

## GENERAL INFORMATION

### **Timeline for Review and Approval:**

RFP Release Date: February 28, 2024

Deadline for Written Proposals: March 28, 2024, 2:00 p.m.

Review Period with Selection Team: April 8-10, 2024

Anticipated Notification of Selection: April 11, 2024

Anticipated Board Approval Date: May 14, 2024

Contract Date: July 1, 2024 - June 30, 2025

### **Specifications**

The district is seeking proposals from outside mental health entities to serve as partners in meeting the mental health and preventative needs of our 7-12 students. Mental health entities submitting proposals for the potential service agreement should adhere to the following:

### **RFP Guidelines**

#### **1. Submit Proposed Cost**

The district is utilizing grant funding to secure two licensed professional therapists for school based mental health and preventative services for 7-12 students for the 2024-2025 school years. One licensed therapist will be housed at the Williamsport Area High school. One licensed therapist will be housed at Williamsport Area Middle School.

## **2. Services provided on site at Williamsport Area School District Schools**

Due to transportation related issues for many of our students, a school-based partnership is being sought. All services will be delivered on site following the school calendar, Monday through Friday 8:00-4:00. School is in session 174 student school days for the 2024-2025.

## **3. Service delivery**

The proposal should include a clearly defined description of delivery including delivery model and philosophy, research supporting model/methodology, and any utilized curriculums. Please include a specific focus on preventative services and implementation plan. Staff qualifications of those implementing service should be stated. Services must be delivered by a licensed professional therapist, counselor or social worker.

## **Budget**

The proposal should include a line-item defined budget for consideration, and total billing allotments for the two positions over the one-year proposal with a bottom line.

# **EXPECTED OBJECTIVES AND OUTCOMES**

## **Objectives of School-Based Behavioral Health Services**

1. Increase student/family access and use of behavioral health services
2. Provide services for July 1, 2024 - June 30, 2025
3. Follow the school calendar and times and events
4. Provide weekly reports of the number of students or small groups seen and related needs as well as preventative support given to the schools.

# **PROPOSAL REQUIREMENTS & DELIVERABLES**

All proposals must comply with the requirements set forth by the Williamsport Area School District, as well as with these educational specifications. The district reserves the right to accept or reject any proposal. All proposals must demonstrate an understanding of the scope and importance of the School Based Behavioral Health Services Plan and a commitment to assist the district in meeting the objectives. In order to be considered, proposals must address the following:

## **1. Objectives and Outcomes:**

All proposals must address the objectives and outcomes listed above, and specify the means by which the objectives and outcomes will be obtained.

## **2: School Based Behavioral Health**

- a. Discuss your organization's expertise, including organizational background and primary mission/philosophy.

- b. Discuss 2 examples of current services provided by your organization and how they relate to the scope of work.
- c. Indicate the current level of service with partner school(s) (for example, number of students served, type of service, etc.) and/or experience delivering SBBH in other school districts.
- d. Indicate evidence of any current relationship with Williamsport Area School District.

**3. Outline how the services you provide will help fulfill the scope of work.**

- a. Include specific plans on how your agency will support a school with students who may be in crisis.

**4. Management:**

- a. Provide a description of the local organization's management / oversight capabilities and approach for similar projects.

**5. Staffing:**

- a. Please note that a licensed full-time salaried clinician is preferred for each role in an effort to build continuity and relationships on site at the schools.

**6. Budget Narrative:**

Outline the budget items

- a. All contracts will be awarded at a \$0 dollar cash base.
- b. The Williamsport Area School District will provide in-kind contributions in the form of designated space and associated costs to support the delivery of service. (school staff to assist with referrals, releases, etc.).

**EVALUATION AND SCORING**

On April 8-10, 2024, a committee in the Williamsport Area School District (Director of Student Services, Coordinators of Mental Health, and School Psychologist) and additional central office staff member(s) will review and score submitted proposals meeting required criteria for submission. The awarded organization(s) will work with the Director of Student Services to complete the contract for services to be reviewed, if requested, by the Superintendent, and for final approval by the full Board of Directors thereafter.

Proposals will be evaluated on the following 100 point criteria:

Criteria Points Organizational Expertise 50 points Project Plan 50 points