

Request for Proposal

School Based Behavioral Health Services

Three (3) School Based Licensed Professional Therapists/Counselors

Issue Date: November 2nd 2021

Overview:

The Williamsport Area District is seeking a partnership with a mental health entity to provide the following support to our K-12 student population for the remainder of the 21/22 school year and 22/23 and 23-24 school years:

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. Richard Poole, Director of Student Services

rpoole@wasd.org

Proposals are due by 2:00 p.m. on November 30, 2021 and should be mailed or delivered to

Williamsport Area School District

Mrs. Wanda Erb, Business Administrator

Williamsport Area School District

2780 West Fourth Street

Williamsport, PA 17701

Envelope should be marked: SCHOOL BASED MENTAL HEALTH PROPOSAL

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: November 2nd, 2021

Deadline for Written Proposals: November 30th, 2021 at 2:00 p.m.

Review Period with Selection Team: December 1-3, 2021

Anticipated Notification of Selection: December 3rd, 2021

Anticipated Board Approval Date: December 7th, 2021

Contract Date: Jan 1st 2022- June 30th 2024

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 K-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 three licensed professional therapists for school based mental health and preventative services for K-12 students for the remainder of the 2021-22 school year, and 2022-23 and 2023-24 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, and one licensed therapist will be work at between the six schools at the K-6 level.

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 2022-23 and 2023-24 school years, and 102 days for the remainder of the 2021-22 school year.

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 three positions over the two-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 January 1, 2022 - June 30, 2024
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.).

7. EDGAR Certification and Non-Collusion Affidavit

- a. EDGAR Certification and Non-Collusion Affidavit must be completed and included in proposal submission.

EVALUATION AND SCORING

On December 1-3, 2021, 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

EDGAR CERTIFICATIONS

The following certifications and provisions are required and apply when Williamsport Area School District expends federal funds for any contract resulting from this procurement process. Accordingly, the parties agree that the following terms and conditions apply to the Contract between Williamsport Area School District and awarded Vendor ("Vendor") in all situations where Vendor has been paid or will be paid with federal funds:

(A) Contractor Violation or Breach of Contract Terms

Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when Williamsport Area School District expends federal funds, Williamsport Area School District reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(B). Termination for Cause or Convenience

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when Williamsport Area School District expends federal funds, Williamsport Area School District reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Williamsport Area School District also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Williamsport Area School District believes, in its sole discretion that it is in the best interest of Williamsport Area School District to do so. Vendor will be compensated for satisfactory work performed and accepted and goods accepted by Williamsport Area School District as of the termination date. If Williamsport Area School District has paid the Vendor for services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s). Any award under this procurement process is not exclusive and Williamsport Area School District reserves the right to purchase goods and services from other vendors when it is in Williamsport Area School District's best interest.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(C). Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when Williamsport Area School District expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES _____ Initials of Authorized Representative of Vendor

(D). Davis-Bacon Act

When required by Federal program legislation, contractor agrees that, for all prime construction contracts in excess of \$2,000, contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Current prevailing wage determination issued by the Department of Labor are available at www.wdol.gov. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Contractor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor

EDGAR CERTIFICATIONS

regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Williamsport Area School District must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when Williamsport Area School District expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor
Not Applicable _____ Initials of Authorized Representative of Vendor

(E). Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers, Contractor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when Williamsport Area School District expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Williamsport Area School District resulting from this procurement process.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor
Not Applicable _____ Initials of Authorized Representative of Vendor

(F). Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Williamsport Area School District Vendor certifies that during the term of an award for all contracts by Williamsport Area School District resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (6) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(G) Clean Air Act and Federal Water Pollution Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$250,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Williamsport Area School District, Vendor certifies that during the term of an award for all contracts by Williamsport Area School District resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor
Not Applicable _____ Initials of Authorized Representative of Vendor

EDGAR CERTIFICATIONS

(H) Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Williamsport Area School District, Vendor certifies that during the term of an award for all contracts by Williamsport Area School District resulting from this procurement process, Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(I) Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Williamsport Area School District, Vendor certifies that during the term and after the awarded term of an award for all contracts by Williamsport Area School District resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(J) Procurement of Recovered Materials

When federal funds are expended, Williamsport Area School District and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include: (1) procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; (2) procuring solid waste management services in a manner that maximizes energy and resource recovery; and (3) establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Pursuant to Federal Rule (J) above, when federal funds are expended by the Williamsport Area School District, as required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6962(c)(3)(A)(i)), the vendor certifies, by signing this document, that the percentage of recovered materials content for EPA-designated items to be delivered or used in the performance of the contract will be at least the amount required by the applicable contract specifications or other contractual requirements.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

EDGAR CERTIFICATIONS

(K) Domestic Preferences

The Vendor should, as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, when possible in connection with any services provided to the Williamsport Area School District.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(L) General Compliance and Cooperation with District

The Vendor agrees it shall make a good faith effort to work with the Williamsport Area School District to provide such information and to satisfy such requirements as may apply to the District's purchase of services including, but not limited to, applicable recordkeeping and record retention requirements and contract cost and price analyses required under the Uniform Guidance.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(G) Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The Vendor shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- f) Requiring any subcontractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e) of this section.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT

It is the policy of Williamsport Area School District not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

EDGAR CERTIFICATIONS

VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.

Vendor's Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____

DEBARMENT CERTIFICATION

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

Company Name

Signature of Authorized Company Official

Printed Name

Date

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 p.s.((1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complimentary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. **Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.**

