



Request for Proposal
School Based Behavioral Health Service
RFP #20-21

Issue Date: February 20, 2020

Overview

The Lakeview School District is seeking a partnership with a mental health entity to provide the following support to our k-12 student population for the 20/21 school year:

Services to Provide:

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

Goals

- ❖ Decrease mental health hospitalization
- ❖ Increase student resiliency
- ❖ Decrease repeat SAP referrals
- ❖ 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:

Lakeview School District
Stoneboro, Pennsylvania

Inquiries:

Julie M. Lyon, Assistant to the Superintendent
j_lyon@lakeview.k12.pa.us

Address :

2482 Mercer Street, Stoneboro, PA 16153-3127

Proposals to:

Lakeview School District
Julie M. Lyon, Assistant to the Superintendent
2482 Mercer Street
Stoneboro, PA 16153-3127

Proposals Due: March 13, 2020 3:00PM, EST



School Based Behavioral Health Service

PURPOSE

The Lakeview 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 Lakeview children by establishing a seamless system of services which creates the necessary conditions for learning and living.

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

Schedule for Review and Approval

RFP Release Date: February 20, 2020

Deadline for Written Proposals: March 13, 2020

Review Period: March 16 - 27, 2020

Anticipated Notification of Selection:

March 31, 2020

Anticipated Board Approval Date:

April 20, 2020

Contract Date: July 1, 2020 - June 30, 2021



District Description

Profile of the School District

LAKEVIEW SCHOOL DISTRICT:

The Lakeview School District is located in upper Mercer County and includes 3 schools that serve 962 students in grades K through 12. The district is comprised of Fairview Township, Jackson Center Borough, Jackson Township, Lake Township, Mill Creek Township, New Lebanon Borough, New Vernon Township, Sandy Lake Township, Sandy Lake Borough, Stoneboro Borough and Worth Township. The overall population of the district is 8,610 and covers an area of 146 square miles.

The Lakeview School District is located about halfway between the cities of Pittsburgh and Erie (60 miles to each). The Prime Outlet Mall is located within 20 miles and the Shenango Valley Mall is within 30 miles. Local churches include the following denominations: Catholic; Presbyterian; Methodist; and Baptist. Mercer County contains 4 general service hospitals: Shenango Valley UPMC Medical Center; Greenville UPMC Medical Center; Grove City Medical Center and Sharon Regional Health System.

The Mercer County Career Center/Vocational-Technical School is located outside Mercer and provides vocational and technical education for both high school students and adults.

There are three institutions of higher learning located within Mercer County. The two private institutions are Grove City College in Grove City and Thiel College in Greenville. The State-related Shenango Valley Campus of Pennsylvania State University is located in downtown Sharon. Additionally, located a short distance away is Westminster College in New Wilmington; Slippery Rock State University in Slippery Rock; Allegheny College in Meadville; Edinboro State University in Edinboro; and Youngstown State University in Youngstown, Ohio.

District Spending

The Lakeview School District spends an estimated \$14,000 per pupil in current expenditures. The district spends 63% on instruction, 32% on support services, and 4% on other elementary and secondary expenditures.

District Student-Teacher Ratio

The Lakeview School District has 17 students for every full-time equivalent teacher, with the PA state average being students per full-time equivalent teacher.

District Student Information

The Lakeview School District had a grades 9-12 dropout rate of 2% in 2019.

In the Lakeview School District, 20% of students have an IEP (Individualized Education Program). An IEP is a written plan for students eligible for special needs services.

Additional Educational Opportunities:

The Lakeview School District houses an Intermediate Unit Early Intervention program for students that are 3 years old and houses a Pre K program for 4 year old students as well as a full day kindergarten. The district has a very active Gifted Education Program for qualifying students in grades 5-12. At the high school level, students can participate in dual enrollment opportunities through Grove City College and University of Pittsburgh. The district also sponsors many extra-curricular activities including 11 varsity sports and 8 sports for middle school students. A number of programs exist for elementary students, including wrestling and basketball.



District Vision Mission and Shared Values Statement

Lakeview Vision Statement

"As our educational foundation, the Lakeview School District will utilize Pennsylvania State Standards as our guiding force in educational programs. We will strive for high levels of achievement by using purposeful, data-based instruction. Educational programs will meet the various needs of students in order to continuously improve student achievement. Educating Lakeview students will be a shared responsibility among all stakeholders: students, parents, teachers, support staff members, administrators, Board of School Directors and members of the community. High quality and relevant professional development will provide administrators, teachers, and support staff members with the tools and knowledge required to sustain and enhance the District's ability to deliver a high quality program that promotes educational excellence."

Lakeview Mission Statement

Mission: The Lakeview School District mission, in partnership with students, families, and community, is to work to ensure that each student acquires the knowledge, skills, and values necessary to achieve personal success and to enrich the global society.

Vision: Learning transfers to life beyond the Lakeview School District. Every member of this learning community believes in their power to learn, excel, influence, and to create their own successful future.

Lakeview Shared Values

Live our mission and vision and use them to drive educational decisions.

Have a culture where personalized learning is at the center of student and teacher work.

See curriculum as something that is co-constructed to meet the needs and is relevant to the learner.

Embrace and emphasize real-world application and presentation to real audiences as assessment for learning.

See transparency and sharing as fundamental to a powerful learning environment.

Use technology first and foremost as an amplifier for learning, creating, making, connecting, communicating, collaborating, and problem solving.

Develop and communicate in powerful ways new stories of learning, teaching, and modern contexts for schooling.

Encourage community wide participation in the equitable, effective education of children.

Embrace and anticipate constant change and evolution.

To review the District Level Plan

** Visit the <https://www.lakeview.k12.pa.us/>

The District serves approximately 35-45 homeless students each year. The Families in Transition program assists these students with enrollment, transportation to and from school, clothing that meets the district's uniform dress code, school supplies, and the basic necessities for daily living such as health care items and hygiene supplies. Lakeview School District has a generous community and many volunteers donate time and resources to help these neediest of students. In addition to about 41% of the population being on Free or Reduced lunches.



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. Cost not to exceed \$110,880**

The district is utilizing Crime and Delinquency federal grant funding to secure school based mental health and preventative services for K-12 students.

- 2. Services provided on site at Lakeview**

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 180 days.

- 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 counselor, social worker or psychologist.

4. Budget

The proposal should include a line item defined budget for consideration.

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, 2020 - June 30, 2021
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. In addition to consultation and support provided to staff to support student needs.
5. Provide training and education to staff.

Outcomes and Evaluation Measures

Measurable Outcomes: Comparison of changes in student behaviors or increases in academic performance: Eighty percent (80%) of students receiving therapeutic services will successfully complete treatment plan goals developed during the first session of services as evidenced by treatment plan or other service usage update data compiled by the mental health provider. This data will be provided to Lakeview School District at the close of services by June 30, 2021.

Descriptive Evaluation: The annual evaluation consists of three parts:

1. Examination of the referral process, treatment provided, and timeliness of service; to include, but not limited to: review of service provision data by Student Assistance Program Facilitator(School Counselor).
2. Analysis of survey and report data including the Lakeview Student Survey, PA Violence and Weapons Possession Report, Lakeview suspension report, and Lakeview promotion/graduation report, or other school site specific student support data specific to outcomes and objectives.

3. Regular surveys will be used to provide two-way feedback between building and provider.

Evidence of Impact: Students will demonstrate more positive behaviors as tracked by analysis of annual reporting including PA Violence and Weapons Possession Report, PA Youth Survey (when administered), and the Lakeview Student Survey, OLWEUS survey, student level data, and/or other agency specific evaluations.

The above outcomes align with the Child and Adolescent Service System Program (CASSP) Principles, Lakeview's Strategic Plan, and School Improvement Plans.

PROPOSAL REQUIREMENTS & DELIVERABLES

All proposals must comply with the requirements set forth by the Lakeview 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. Address the following organizational expertise:

Lakeview School District RFP 2021:

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 Lakeview 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.

- b. Describe how your agency will support under or non-insured students to receive services .
4. Management: Provide a description of the local organization's management / oversight capabilities and approach for similar projects.
 - a. Include an organizational chart, showing all levels and departments of your organization
5. Staffing: Include proposed number of staff per K-12 site and how your counselor can meet the described needs. Please note that a licensed full-time salaried clinician is preferred in an effort to build continuity and relationships on site at the schools.
 - b. Please specify educational background and years of experience in working with students similar to the target audience proposed.
 - c. If identified, resumes for proposed staff should be included as attachments.
7. Budget Narrative: Outline the budget items
 - a. All contracts will be awarded at a \$0 dollar cash base.
 - b. The Lakeview School District will provide in-kind contributions in the form of designated space and associated costs to support the delivery of service at no charge to the partner agency (school staff to assist with referrals, releases, etc.).
 - c. At times, grant funding does become available and will be offered to the assigned agency through an amended contract.
8. In-kind contribution: Indicate the estimated dollar value for in-kind contributions provided by the agency or its affiliates for purposes of this project (not including Lakeview School District contribution).
 - a. In-kind contributions can be based on Medical Assistance (MA) rates and estimated based on past services provided locally.
 - b. Other in-kind contribution can include private funds raised, state or federal dollars received, etc.
9. Provide sufficient evidence that your organization understands and has the capability to provide all required services and deliverables as specified in this Plan.
10. Provide specific examples of how your services tie into the District Goals & Strategic Priorities

EVALUATION AND SCORING

On March 16-27, 2020, a committee in Lakeview School District (Assistant to the Superintendent, Business Manager, School Psychologist, Administrator and SAP Member), 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 Assistant to the Superintendent to complete the contract for services to be reviewed, if requested, by the Board of Directors, and for final approval by the full Board of Directors thereafter. A sample of the District's Master Agreement for Services is below. Proposals must include any agency exceptions to the proposed contract.

Proposals will be evaluated on the following 100 point criteria :

Criteria Points Organizational Expertise 40 Project Plan/In Kind 60

GENERAL INSTRUCTIONS AND CONDITIONS FOR BIDDING

Bidding Preparation

Proposals will be received by Lakeview School District, Assistant to the Superintendent 2482 Mercer Road Stoneboro, Pennsylvania 16153-3127, until the day and hour set forth in the invitation to bid.

Each Contractor shall familiarize itself with the enclosed instructions, specifications, and related contract documents and will be held responsible for full compliance with all requirements, if awarded the contract.

All bids must be typed or printed in ink, signed by a duly authorized representation of the Contractor and submitted in a sealed envelope plainly marked with the RFP title. One electronic copy must also be submitted, either on a CD or USB jump drive.

All data provided by the District to the successful bidder electronically or by other means are and remain the property of the Lakeview School District. All data products generated by the successful bidder in executing the proposal as accepted by the Board of Directors shall become the property of the Lakeview School District. Because some of the student data to be provided to the successful bidder will include personally identifiable information protected by FERPA and other laws, the winning individual or a duly authorized representative of the winning organization will be required to execute a non-disclosure agreement with the

District that protects the data from unauthorized viewing and disclosure.

The School District reserves the right to request an oral presentation prior to the awarding of the contract.

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, no later than the date set forth as the deadline for written inquiries. Failure to request clarification shall constitute a waiver of any claim by the bidder for expense or damages incurred as a result of a later interpretation of the bid documents or specifications by the School District.

Other questions, inquiries or explanations desired by a prospective bidder shall be requested in writing by the date set forth as the deadline for written inquiries. Oral explanations and instructions will not be binding upon the School District; only written addenda are binding.

Revision

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

Extension of Time to Open Bids

If the School District determines that a response to inquiries or addenda is required, the time of bid opening may be extended by the School District.

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 Board of School Directors reserves the right to accept or reject any or all bids or any portion thereof and to waive any informality permitted by law. The School District may also waive any technicalities as it may deem best to protect the interests of the School District. In addition to the other reasons herein set forth, the School District may reject a proposal for any reason, including but not limited to omissions, alterations of form, additions or deductions not called for, conditional or uninvited alternate bids, or irregularities of any kind.

Bid Withdrawal

Bids must remain firm for a period of ninety (90) days from the date of bid opening after which they may be withdrawn at the option of the Contractor.

Costs

The School District is not liable for any costs or expenses incurred by the bidders.

Award Of Contract

Contract may be awarded to multiple contractors, to serve the best interest of the District.

Contract to be signed below and presented to the Board of Directors on April 20, 2020.

AGREEMENT

This Agreement is made this ____ day of _____, by and between _____ (name and address) and LAKEVIEW SCHOOL DISTRICT, 2482 Mercer Street, Stoneboro, PA 16153 (hereinafter referred to as "School District").

WHEREAS, Organization Name desires to provide services to a student of the School District at home as set forth in Exhibit A to this Agreement; and

WHEREAS, the School District desires Organization Name to provide services to students of the School District as set forth in Exhibit A to this Agreement.

NOW THEREFORE, in consideration of the mutual promises set forth in this Agreement and with the intent to be legally bound hereby, Organization Name and the School District agree as follows:

I. TERM

The term of this Agreement will be from July 1, 2020 through and including June 30, 2021. This Agreement will automatically terminate on June 30, 2021.

II. FEE

- A. The School District agrees to pay Nam of organization and amount for services rendered by Organization Name to the School District pursuant to this Agreement.
- B. Organization Name shall submit monthly invoices to the School District with verification of the services provided to the student of the School District during the previous month. The School District will make monthly payments to Organization Name for services rendered by Organization Name to students of the School District during the previous month.

III. REPRESENTATIONS OF Organization Name

Organization Name will provide the services listed in the document attached to this Agreement as Exhibit A. The services to be provided by Organization Name will be the number of sessions listed in the document attached to this Agreement as Exhibit A.

IV. REPRESENTATIONS OF SCHOOL DISTRICT

The School District will select the student in the grade listed in the document attached to this Agreement as Exhibit A to receive services from Organization Name.

V. INDEMNIFICATION

Organization Name agrees to hold harmless and indemnify the School District, its Board members, its officers, its agents and its employees from every claim or demand, which may be made by reason of:

(1) Any injury to Organization Name, persons employed by Organization Name, or to Organization Name, which was caused by either Organization Name or a person employed, either directly or indirectly, by Organization Name upon or in connection with Organization Name's performance under this Agreement however caused; and

(2) Any injury to persons or property sustained by any person, partnership, corporation, association, proprietorship or other entity caused by any act, neglect, default or omission by Organization Name or of any person, either directly or indirectly, employed by Organization Name, upon or in connection with Organization Name's performance under this Agreement.

VI. INSURANCE

A. Organization Name must provide and maintain throughout the entire term of this Agreement, at its own cost, general liability insurance and errors and omissions insurance, which insurance shall name the School District as an additional insured as its interests may appear, with limits of liability to be at least: commercial general liability - \$1,000,000 and errors and omissions - \$1,000,000.

B. Organization Name must provide and maintain throughout the entire term of this Agreement, at its own cost, workers' compensation insurance coverage on all employees of Organization Name

C. Evidence of Organization Name's insurance coverage must be provided by Organization Name to the School District's Business Manager on or before July 1, 2020. Furthermore, Organization Name shall notify the School District's Business Manager of any change in its insurance portfolio, including, but not limited to a change of insurance carriers, within ten (10) days after said change is made.

D. The insurance carriers, who provide insurance coverage under this Agreement, must be authorized to write insurance in the Commonwealth of Pennsylvania.

VII. BACKGROUND CHECKS

All employees, representatives, and agents of Organization Name must have the following background check forms, which must be current at all times during the term of this Agreement:

(1) Pennsylvania State Police Criminal History Report;

- (2) Pennsylvania Department of Human Services Child Abuse Report;
- (3) Federal Criminal History Report;
- (4) PDE 6004 – Arrest/Conviction Report and Certification Form; and
- (5) Sexual Misconduct/Abuse Disclosure Release Form pursuant to Pennsylvania Act 168 of 2014 (Section 111.1 of the Public School Code of 1949, as amended).

These background checks must be provided by Organization Name to the School District on or before the first session with the student.

VIII. TERMINATION

Either part has the right to terminate this Agreement upon thirty (30) days written notice to the other party.

IX. INDEPENDENT CONTRACTOR

Organization Name agrees that it is an independent contractor of the School District. Furthermore, Wise Physical Therapy and Sports Medicine agrees that its employees are not officers, agents, or employees of the School District.

X. COMPLIANCE WITH ALL LAWS, REGULATIONS AND POLICIES

Organization Name agrees to comply with all statutes and regulations of both the Commonwealth of Pennsylvania and the United States and further agrees to comply with all the policies of the School District.

XI. ASSIGNMENT OF AGREEMENT

Organization Name agrees to not assign this Agreement to a third party.

XII. AMENDMENT OF AGREEMENT

The parties agree that this Agreement may be amended at any time by mutual agreement of the parties in a writing to be attached to the Agreement.

XIII. NOTICES

Any notice from one party to the other party shall be in writing and shall be deemed to have been given if delivered personally to the individuals set forth below or mailed by certified mail addressed to the individuals set forth below:

Organization Name and Address

Cheryl McCauley, Business Manager
Lakeview School District
2482 Mercer Street
Stoneboro, PA 16153

XIV. AGREEMENT SUPERSEDES PREVIOUS AGREEMENTS

The parties agree that this Agreement supersedes any and all other Agreements, either oral or in writing, between the parties and that no other Agreement, statement, or promise related to the subject matter of this Agreement that is not contained in it shall be valid and binding.

Executed at Stoneboro, Pennsylvania, on the day and year first written above, with the intent to be legally bound.

Organization Name

By: _____ Owner

LAKEVIEW SCHOOL DISTRICT

By: Cheryl McCauley, Business Manager

References

Contractor is required to submit a minimum of three (3) references with locations and point of contacts for which a scope of work, similar in nature, was performed. Contractor is also required to submit with its bid, any third party participants/Sub-contractors that will be performing on their behalf. Please note that insurance provisions will also be applicable to any third party participants/Sub-contractors.

Applicable Law

Each party agrees that it will perform its obligations under the contract in accordance with all applicable laws, rules and regulations now or hereafter in effect. If any term or provision of this agreement shall be found to be illegal or unenforceable then, notwithstanding, this agreement shall remain in force and effect and such term or condition will be deemed stricken.

Governing Law

The contract will be governed by and construed in accordance with the laws of Pennsylvania. It is further represented that this contract has been made in Lancaster County, Pennsylvania.

Waiver

No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to or waiver of a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

Concurrence

The undersigned Contractor hereby certifies to having read all instructions and conditions as set forth herein and the entire bid document agrees to comply with the same, without exception.

Nondiscrimination Provision

The successful bidder agrees to comply with the provisions of the Pennsylvania Human Relations Act and all federal anti-discrimination law in providing equal employment opportunities to those the Contractor, and/or any sub-contractor, hires or employs in connection with all work on behalf of the School District. The Contractor will not discriminate, nor permit discrimination by its employees or agents, against any employee or applicant for employment on the basis of race, color, gender, religion, age, nation of origin or any other unlawful basis. The Contractor will supply all compliance reports required by the Pennsylvania Human Relations Commission (“PHRC”) or other applicable law. Failure to comply with all requirements of the Governor’s Code of Fair Practice (June 6, 1983) and the regulations of the PHRC shall constitute a substantial breach of the Contract and reason for termination upon written notice to the Contractor.

Sub-Contractors

The Contractor must list and identify any third party participants and explain their participation in performing the Work under the Contract. NOTE: Third party participants are responsible for the same insurance requirements as the Contractor.