

RFP for School-Based Behavioral Health Services through UWGLV PCCD VIP Grant

United Way of the Greater Lehigh Valley (UWGLV) is soliciting proposals from qualified agencies to implement school-based behavioral health services at Raub Middle School, located within the Allentown School District, for the 2023-24 and 2024-25 School Years. Funding for these services is being provided by a Pennsylvania Commission on Crime and Delinquency (PCCD) Violence Intervention and Prevention grant secured by UWGLV. Funded agency will be a key service partner in the school-based Cure Violence youth violence prevention pilot at Raub Middle School that this PCCD grant is supporting.

SCOPE OF SERVICES: UWGLV is looking to provide Raub Middle School with two full-time school-based behavioral health counselors. These counselors will be required to:

- Work collaboratively with administrators and building stakeholders to provide identified supports to students and families.
- Attend PA Student Assistance Program training.
- Participate in building Student Assistant Program meetings.
- Communicate regularly with stakeholder regarding scope of work and provide requested data.
- Provide individual and group therapy with students, particularly with uninsured students.
- Provide in-person individual mentoring for students on a daily basis at Raub Middle School.
- Engage and maintain relationships with families in the treatment process.
- Offer resources and strategies to classroom teachers regarding student behavior.
- Present appropriate prevention education in classroom setting.
- Participate in any additional school level or UWGLV PCCD grant related meetings as required.
- Follow all of the District's procedures and protocols as found at <https://go.boarddocs.com/pa/al/en/Board.nsf/Public>.

Request for Proposal (RFP) GENERAL REQUIREMENTS

This RFP is looking for qualified providers/agencies to implement the following range of school-based behavioral health services:

- Crisis Intervention addressing threats of suicide or violence
- Individual Therapy
- Group Therapy
- Mentoring
- Family Education
- Student Prevention Education
- Trauma informed and Culturally Responsive Care

SUBMISSION DEADLINE: Proposals are due to UWGLV by Friday, April 28, 2023. Information on how to submit an application can be found at the end of this RFP document.

Proposal Requirements:

1. Proposals must include all aspects of the above stated Qualification Requirements.

2. Proposals must provide a description of the methods and techniques that will be used during individual and group therapy with students.
3. Proposals must provide methods that will be used during in-person individual mentoring for students on a daily basis.
4. Proposals must include previous experiences and plans to engage and maintain relationships with families in the treatment process.
5. Proposals must include an estimate of how many students can be served by each counselor per month, as well as an estimate of how many students can be served by each counselor per school year.
6. Proposals must include at least one reference of persons familiar with similar work done by the applicant agency.
7. Proposals must include a description of how funded behavioral health counselors would provide effective strategies on mental and behavioral health for classroom educators at Raub.
8. Collaboration and Leadership
 - a. How provider will create and build a professional working relationship with all necessary and appropriate school staff, District office staff and how provider will promote integration and coordination of services.
 - b. How provider will provide leadership and support to school staff in the areas of mental health promotion, prevention and intervention and suicide prevention.
9. Supervision, Professional Development and Evaluation Plan
 - a. Provider should include a complete description of ongoing supervision and professional development planning for provider's school-based personnel.
10. Itemized Budget

Provider should include a detailed itemized budget for two full-time school based behavioral health counselors and delineate the following:

 - a. *Scope of services*
 - i. Projected expenses by line item
 - ii. Narrative providing budget justifications.
 - b. *Personnel*
 - i. For those individuals that have been identified to provide services, include a brief curriculum vita, which indicates the length of employment with the applicant's agency and type of licensure. Job descriptions should be included for all positions that will be associated with the implementation of counseling services.
11. Letter of Reference
 - a. Successful proposals will include one (1) letter of reference from school sites currently being served by Provider. If sites are not currently being served, Provider may submit letters from school sites or other organizations served within the last three years. Letters should address the Provider's ability to provide a full range of school counseling services as per the current request for proposal.

EVALUATION AND AWARD SELECTION CRITERIA

- a. The following criteria **will** be used, without limitation, in evaluating proposals and determining the most responsible nonprofit provider:
 - Relevant background, experience, education, and qualifications of key personnel. (20%)

- The provider's technical understanding of the scope of services and proposed professional services as evidenced by the proposal submitted. (20%)
 - Cost (40%)
 - Ability to demonstrate trauma informed and culturally responsive services (20%)
- b. UWGLV will evaluate all responsive and responsible proposals based on the criteria referenced above.

GENERAL REQUIREMENTS AND CONDITIONS

- a. UWGLV will initially review all proposals to determine responsiveness. Any proposal that does not address all requested requirements or is incomplete will not be considered.
- b. **Insurance** - The selected provider shall be required to furnish proof of insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company licensed to conduct business in the Commonwealth of Pennsylvania. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions or renewals thereof. Each insurance certificate shall contain a thirty (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.
- i. Commercial General Liability, including Contractual Liability Insurance, with limits not less than \$1,000,000 per occurrence, \$3,000,000 annual aggregate. All, if any, deductibles are the sole responsibility of the selected Provider to pay and/or indemnify.
 - ii. Workers' Compensation in accordance with Pennsylvania Statutes.
 - iii. The Allentown School District is named as Additional Insured and shall be in a form and with companies satisfactory to Allentown School District. under the Commercial General Liability and Employer's Liability insurance policies.
 - iv. The certificates of insurance shall provide that coverage afforded under the applicable policies will not be cancelled, modified, or allowed to expire until at least thirty (30) days' prior written notice has been given to the Allentown School District.
 - v. It is further agreed that the amount of insurance required herein does not, in any way, limit the liability of the school based mental health provider by virtue of its promise to hold the Allentown School District harmless so that in the event that any claim results in a settlement of judgment in any amount above the limits.
- c. **Indemnification** - In addition to its obligation to provide insurance as specified above, the provider, their consultants, agents and assigns shall indemnify and hold harmless the Allentown School District, including, but not limited to, its elected officials, its officers, employees, and agents from any and all claims made against the District, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such is alleged to result from the wrongful, willful, or negligent performance of services by the provider during the provider's performance of its Agreement. The District agrees to give the provider prompt notice of any such claim.
- d. **Conditions** - Applicants to this RFP will be expected to adhere to the following

conditions and must make a positive statement to that effect in the proposal submitted:

- i. The selected provider must have an office or facility in Pennsylvania. The specific location of the office or facility must be identified in the proposal submitted.
- ii. The selected provider must have a personnel/resources reserve sufficient to assure service continuity and agree to maintain an adequate level of qualified personnel for the term of the Agreement.
- iii. The selected provider must agree to maintain and preserve confidentiality in all matters relating to the resultant contract and services provided under it.
- iv. The selected provider must agree to accept and follow management direction from the District and specifically, the District's designated personnel that oversees behavioral health services, as well as the assigned UWGLV personnel.
- v. The selected provider must agree to conform to all applicable laws and ordinances and statutes of the Federal Government, Commonwealth of Pennsylvania, and the City of Allentown.
- vi. The selected provider must agree that the contract between the District, UWGLV and the provider shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania and the ordinances of the City of Allentown.

HOW TO APPLY

Applications must be submitted into UWGLV's reporting system called e-CImpact. The application portal will close by end of day on **April 28, 2023**. Below are instructions on how to submit your application:

1. Click on the following web address: <https://agency.e-cimpact.com/login.aspx?org=40036F>
2. If you are new to e-CImpact, click on the green button labeled: "Click here to create a new e-CImpact account"
 - a. Enter the requested information to create a profile
3. Once you have created a profile and logged into your account you will see a blue box labeled Apply/Report and underneath that you will see the names for one of two PCCD grant application forms, **PCCD Violence Prevention** or **PCCD School-Based Behavioral Health Services**.
 - a. Click on the RFP application link and select which RFP you are applying for (PCCD Violence Prevention or PCCD School-Based Behavioral Health Services)
 - b. Once you select the RFP you are applying for, then you will be able to answer the questions and submit your form.