



Request for Proposals 19RFP059 School Mental Health Centers

Date	Event
December 11, 2018	Advertise/Issue Date
Not Applicable	Pre-Proposal Conference
December 19, 2018	Due Date for Questions by 5:00 pm
December 20, 2018	Questions and Answers posted on our website
January 23, 2019	RFP opening / due date at 2:00 pm CST
March 25, 2019	AISD Board Meeting for review/approval

<p>Deliver Sealed Proposals to: Austin ISD Contract & Procurement Services 1111 West 6th Street Building A, Suite 330 Austin, TX 78703</p>	<p>Contact: Anita Muscarella Senior Procurement Specialist Phone: 512-414-9800 anita.muscarella@austinisd.org</p>
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- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: Questions 19RFP095 School Mental Health Centers
- Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
 - Required**
 - One (1) hard copy marked “original” – include signed “required” forms
 - Requested**
 - One (1) digital copy on a flash drive – include signed “required” forms
 - Three (3) additional digital copies on flash drive
 - Three (3) additional hard copies – marked “copy”
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with:
 - **Name and address of the Respondent**
 - **RFP number and Title above**

Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.
(It is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Instructions on our website: [Policy and Instructions](#)
- Attend Pre-Proposal Conference (not required)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments

Forms

Completed | Required

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | CTPA Adoption Clause
- | Interlocal Cooperative Agreement Clause CTPA Adoption Clause
- | HUB Utilization Report (HUR) – HUBATT 1
- | HUB Compliance Checklist – HUBATT 1A
- | Conflict of Interest Questionnaire (CIQ) – electronic
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

Submitting the Proposal

Completed

- Review Proposal Format section of RFP (Section VI)
- Submit required hard copy marked “original”
- Submit requested quantity of digital copy on flash drive
- Submit requested quantity of hard copies marked “copy”
- Package proposal in sealed envelope or carton properly labelled
- Deliver proposal to delivery address by RFP opening / due date and time

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I. INTRODUCTION

The Austin Independent School District is seeking proposals from firms (herein after referred to as “Vendor”) qualified and experienced in providing and delivering school based Medicaid/Private Insurance reimbursable mental health treatment and therapeutic services. The AISD Department of Comprehensive Health Services seeks to fund three campuses at Anderson High School, Crockett High School, and Bowie High School which is compliant with AISD FFAE policy.

The treatment model in Austin ISD School Mental Health Centers (SMHC) are based in the following evidence-based orientations: Cognitive Behavioral Therapy, Trauma Informed Care, and Motivational Interviewing. All services are carried out in the form of individual, group, and family therapy sessions. Students are referred for SMHC for services by the student, staff, campus Child Study Team, or parent/ guardian. Parent/ Guardian consent is required in order for a student to receive services. SMHC services do not interfere with any other services the student may be receiving. SMHCs offer a variety of payment options for both insured and uninsured, which help meet the range of needs of AISD families. SMHCs are overseen by Austin ISD Department of Comprehensive Health.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in District-wide procurement. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

All proposers are required to follow the HUB Compliance Guidelines included in this solicitation and complete either the HUB Utilization Report – HUR (HUBATT 1) or HUB Compliance Plan - HCP (HUBATT 1C) for compliance review. All HUB inquiries should be directed to the HUB Program Department.

III. PROPOSAL FORMAT

A. Preface

The Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor’s proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the Proposer submitting the proposal and a brief summary of the Proposer’s corporate experience and individual experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. It is the vendor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **original response & flash drive only**; they can be excluded from additional requested copies.

Proposer shall execute the following required forms (located on our website link: <https://www.austinisd.org/cp/forms> and return the **signed original** with the proposal:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at www.irs.gov)
- HUB Utilization Report (HUR) – HUBATT 1
- EDGAR Vendor Certification
- Strategic Partner Profile
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at <https://www.austinisd.org/cp/ciq-online>

IV. INITIAL REVIEW OF PROPOSALS

Any proposer determined non-responsible or any proposal determined non-responsive will not be evaluated further. The proposer will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

- ALL required forms listed above shall be included with proposal;
- Proposal shall be received prior to the RFP Opening Date at the address listed on the cover page;
- Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible

In order for a proposal to be responsible, the proposer shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered.
- B. The District anticipates that the evaluation process may include multiple levels of evaluation, as for example, but not limited to:
Phase 1: Initial review of the proposal by the District’s Evaluation Team.
Phase 2: Interviews and/or presentations of top proposals from Phase 1, followed by administrative review of finalist(s) and award recommendation.

PHASE 1

Points	Item	Detailed Description
25 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Services and Performance Requirements.
30 Points	Proposer’s Capabilities	The demonstrated ability to provide services, including references.
30 Points	Management Information Reporting and Data Processing Capabilities	The ability of the Contractor to process information management requirements of the District and partners.
15 Points	Financial Proposal	All fees associated with providing the services required.

PHASE 2 (optional)

Points	Item	Detailed Description
25 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Services and Performance Requirements.
30 Points	Proposer's Capabilities	The demonstrated ability to provide services, including references.
30 Points	Management Information Reporting and Data Processing Capabilities	The ability of the Contractor to process information management requirements of the District and partners.
15 Points	Financial Proposal	All fees associated with providing the services required.

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.

- D. If the District determines that additional evaluation steps are required to determine the best value between Proposers, the District reserves the right to consider any or all of the following additional criteria; the proposed price, Proposer's experience, references and record for responsibility, or any other relevant factor that the District deems necessary to determine best value.

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the service and performance requirements that the selected vendor will be required to perform. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points.

- 1) Provide immediate therapy to students identified and referred to the School Mental Health Center who are seeking mental health therapy.
 - a. Ability to provide on-site intake within a 24-72 hour period.
 - b. Available in times of crises.
- 2) Develop systems solutions
 - a. Medicaid/Private Insurance reimbursement
 - b. Ability to file and be accepted onto various private insurance panels
 - c. Portals into more advanced treatment resources for students who emerge with complex needs
 - d. Best practices for working in a campus setting
- 3) Provide Trauma Informed Care (TIC) training for all staff with opportunity for classroom based consultation.
- 4) Collaborate with AISD Department of Comprehensive Health to support the Ecological Model of Care in the delivery of school based mental health services. This model includes providing therapeutic services to students, staff, and families, collaborating with other school based providers of services the student may be receiving, engaging teachers through TIC professional development, and creating a culture of mental health supports on the campus.
- 5) Provide full mal-practice coverage on employees assigned to serve AISD students.
- 6) Collaborate with AISD to provide FERPA/HIPPA compliant evaluation on progress of students served.
- 7) Adhere to AISD systems and policies:
 - facility use agreements, including security procedures required as on all AISD campuses
 - alignment of student services with the AISD Learning Support Services Child Study Team system
 - coordinate services with the AISD Assistant Director of Comprehensive Health Services and/or designee
 - comply with FFAE Legal (<http://www.tasb.org/policy/pol/private/227901/pol.cfm>)
 - comply with research and data sharing policies and practices
- 8) Develop a protocol for serving identified students with minimum interruption of the academic day to include scheduling meetings with students that do not interfere with core academic subjects unless court mandated, included in the Individual Education Plan, or approved by the Principal. Use before and after school time whenever possible.

- 9) Provide linkage and referral as appropriate to intensive level services at other, medically appropriate, sites.
- 10) Provide a budget that stays within the budget identified as \$164,000 per campus for a total of \$494,500 annually.

Term:

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

VII. APPENDICES AND ATTACHMENTS

- Appendices
 - Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL
- Attachments
 - HUB Utilization Report (HUR) – HUBATT 1

**Contacting Board
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor
Participation and
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

- Complaints* Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations* The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
 2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
 3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions* Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
 2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
 3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Proposal and Bid Invitation* Each request for proposal and bid invitation shall include a copy of this policy.