



Equity Support Services for School Year 2020-21

Request for Proposals

from

Prospective School-Based Equity Services Program Providers

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

2500 EDGEWOOD RD NW

CEDAR RAPIDS, IA 52405

RFP RELEASED: FRIDAY MAY 1ST , 2020

PROPOSALS DUE: SUNDAY MAY 31ST , 2020

Purpose

The Cedar Rapids Community School District partners with select community-based behavioral health partners for our School-Based Equity Services (SBES) Program. The purpose of this RFP is for CRCSD to:

- 1) Select partner agencies to collaborate with CRCSD to close achievement gaps across student demographic groups (ELL, IEP, race, F/R) by providing targeted support programs for cohorts of at-risk students; AND
- 2) Offer additional support (including possible funding) to selected agencies for direct student services in the aforementioned sub-populations.

Potential partners must meet preliminary program standards to be considered as a provider and if selected, must demonstrate high quality service in order to continue serving as a provider.

District Contact Information and Inquiries

All communication regarding the District's SBES program and your mental health agency, including questions about the Request for Proposals (RFP) should be directed to the Community Partnerships team (Adam Zimmermann and Stephanie Neff) at partnerships@crschools.us

Submission and Receipt of Information Packets

All RFP packets should be submitted to partnerships@crschools.us by 11:59 p.m. on 05/31/2020. The email subject line for information packet submissions should be "SBMH RFP Submission." The document must be a single file in PDF format. An email receipt will be sent when a packet is received.

Any submissions received after the specified date will be excluded from consideration.

Anticipated Schedule of Events	Date
Activity	
Request for Proposals is released	05/08/2020
Deadline for submission of RFP packet	05/31/2020
Review Committee reviews submissions and selects finalists	06/01 - 06/26/2020
Finalist panel interviews	Week of 06/29/2020
Selected finalist notification and agreements drafted for Board of Education approval	Week of 07/06/2020

***Due to current uncertainties related to COVID 19, funding availability and selection process timeline is subject to change.*

General Instructions for Packet Submission:

- o The packet shall be limited to a maximum of 10 typed pages (8 ½” by 11”) with 12-point font and 1.5 spacing. Assessment tools, quality assurance surveys, and curriculum may be included as Appendices.
- o The document should be submitted in the form of a single PDF to preserve the integrity of the contents.
- o All packets must be submitted via email to partnerships@crschools.us by 11:59 p.m. on 05/30/2020 in order to be considered. The e-mail subject line for information packet submissions should be “SBES RFP Submission.”
- o The packet should include the following (In this order):
 - o Title page (includes organization contact information and funding request)
 - o Agency Capacity
 - o Scope of Services
 - o Outcomes and Funding
- o Page numbering of the packet should be consecutive, beginning with page one and continuing through the complete document.
- o The section headers and organizational structure for the Information Packet should be retained. Meaning that Agency Capacity should be the first section and Outcomes/Funding should be the last section.
- o A written response is expected for each category that is listed in the Information Packet Requirements. Failure to address any of the requirements will affect a prospective provider’s score.
- o Scoring for each sub-section will be based on a scale of 0-3, with 0 being “did not address”, 1 being “partially addressed”, and 2 being “fully addressed”. Each section is weighted equally for an overall agency score.

Information Packet Requirements

I. Agency Capacity

- A. Provide a brief description and history of the agency, including services provided, experience working within public school settings, and past outcomes demonstrating success working with school-age populations.
- B. Describe the agency's culture and philosophy, including proposed management structure, hiring practices, and supervision for the school-based program.
- C. Provide a detailed analysis of alignment between the District's need to enhance student academic achievement and your agency's purpose. Include the number of full-time equivalent professionals the agency would provide to operate the school-based program, as well as potential for growth, plans for addressing student transition in and out of programming, and plans for virtual programming if needed.
- D. Discuss the specific training and support agency staff will receive prior to and during program implementation to ensure students receive quality services. Include information about the agency's ability to serve students and families from diverse linguistic backgrounds and expectations for district/building involvement in integrating agency staff into existing school efforts.

II. Scope of Services

- A. Provide a detailed description of the program(s) the organization would deliver within the school setting, the specific population of at-risk students that would be served by the program, and any services available for the families of students served based on the stated purpose of the RFP. Describe how the agency will address student needs when it appears that existing programming is insufficient or inappropriate.
- B. Describe how program staff will be supervised and supported by agency management. In addition, describe productivity requirements for program staff, and your current pay structure for staffing. Detail the unique staffing challenges you anticipate under the school-based model and how you will address them.
- C. Discuss the methods and strategies the agency and program staff will use to engage with the school staff members and the parents of students to promote positive, collaborative working relationships.
- D. CRCSD staff will assist in making referrals for programming using an established referral process. Describe your agency procedures for ensuring consistent processing of school-based program referrals including:
 - timely communication with parents once a approved referral has been received by the agency
 - strategies for engaging difficult to reach parents

- systems for communication with school staff about referral status and student progress
- strategies to minimize any lapse of service due to program staff vacancies
- strategies to ensure consistent programming for students

III. Outcomes and Funding

- A. Describe the social-emotional-behavioral and academic outcomes that can be expected from the provision of programming for the targeted population(s) and how they will be measured by the organization.

- B. Summarize the amount and purpose of funding requested from CRCSD.