



**Wellness Support Services for School Year 2020-21**

**Request for Proposals**

**from**

**Prospective School-Based Mental Health Providers**

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT

2500 EDGEWOOD RD NW

CEDAR RAPIDS, IA 52405

RFP RELEASED: FRIDAY MAY 8th , 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 Mental Health (SBMH) Program. The purpose of this RFP is to:

- 1) Select agencies to provide direct services specifically designed to support student wellness at the Tier 2 and 3 levels with the intent to increase student capacity to engage in academic learning; AND
- 2) Offer additional support (including possible funding) to selected agencies for non-billable services specific to serving students identified at high risk for mental injury (i.e. trauma), substance use disorder, or mental illness who are being served or have the potential to be served in a therapeutic capacity (i.e. skill development, assessment and referral).

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 SBMH 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](mailto:partnerships@crschools.us)

## Submission and Receipt of Information Packets

All RFP packets should be submitted to [partnerships@crschools.us](mailto: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.

<b>Anticipated Schedule of Events</b>	
<b>Activity</b>	<b>Date</b>
Request for Proposals is released	05/08/2020
<b>Deadline for submission of RFP packet</b>	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. Diagnostic/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](mailto:partnerships@crschools.us) by 11:59 p.m. on 05/30/2020 in order to be considered. The email subject line for information packet submissions should be “SBMH 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 needs to enhance student academic achievement and your agency's purpose. Include the number of full-time equivalent professionals the agency could provide immediately (by August 2020) for the SBMH program, as well as potential for growth, plans for addressing fluctuating caseloads, and possible transition to virtual services throughout the school year.
- D. Describe your current ability to bill Medicaid/Private Insurance and agency commitment to serving uninsured and underinsured clientele. *Services that can be billed to Medicaid and Private Insurance will not be reimbursed by CRCSD.*
- E. Discuss the specific training and ongoing support the agency will provide its school-based professionals. 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.

### ***II. Scope of Services***

- A. Provide a detailed description of the services that the agency would deliver within the school setting, and services available for the families of school-based clients based on the stated purpose of the RFP. Include costs associated with any non-billable services that the agency will provide at school sites. Describe how the agency will address client needs when it appears that outpatient therapy is insufficient or inappropriate.
- B. Describe how school-based therapists will be supervised and supported by agency management. In addition, describe productivity requirements for school-based therapists, and your current pay structure for therapists. Detail the unique challenges you anticipate under the school-based model and how you will address them.
- C. Discuss the methods and strategies the agency and therapists will use to engage with the school staff members and the parents of students to promote positive, collaborative working relationships.
- D. CRCSD employees will submit referrals using an established referral and approval process. Describe your agency procedures for ensuring consistent processing of school-based mental health/substance abuse referrals including:

- timely communication with parents once an approved referral has been received by the agency (including ensuring a release of information is signed for CRCSD)
- 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 therapist vacancies
- strategies to ensure consistent treatment for students when therapist has a large caseload

### ***III. Outcomes and Funding***

- A. Describe the social-emotional-behavioral outcomes that can be expected from the provision of mental health therapy and how they will be measured by the agency.
- B. If funding is being requested, summarize the amount and purpose of funding requested from CRCSD for non-billable services; include a description of other resources used to support the ongoing provision of services (i.e. grants).