



Clay County Board of Education

285 Church Street

PO BOX 120

Clay, West Virginia 25043

REQUEST FOR PROPOSALS

Mental Health Therapy Services – Project AWARE

TABLE OF CONTENTS

REQUEST FOR PROPOSALS	PAGE
Section I – Introduction	2
Section II – Request for Qualifications	2
Section III – Scope of Services	2
Section IV – Statement of Qualifications	3-4
A. General Organization	
B. Therapy Delivery Experience	
C. Key Personnel Qualifications	
D. Project Approach and Understanding	
E. Project Reference	
Section V – Submittal Requirements	5
Section VI – Tentative Schedule and Fee Negotiations	6
Section VII – General Information	6

SECTION I – INTRODUCTION

The Clay County Board of Education is inviting qualified mental health therapy providers to submit a proposal to offer mental health therapy services in K-12 schools. Qualified organizations must have the capacity to provide full-time staff who will be located in the schools both during the school year and summer months.

SECTION II – REQUEST FOR QUALIFICATIONS

Qualified mental health providers may submit a proposal to provide mental health therapy services for the above referenced project. These services will include offering mental health services using the Expanded School Mental Health Tiered system of support. The Clay County Board of Education (the Owner) will be using a matrix to select up to three qualified providers. Submitting organizations must follow the instructions as provided in Section IV of this document. All organizations submitting proposals will be considered and those organizations considered most qualified will be short-listed and will be interviewed by the selection committee for further qualifications.

SECTION III – SCOPE OF SERVICES

Project AWARE (Advancing Wellness and Resiliency in Education) is funded by the Substance Abuse and Mental Health Services Administration (SAMSHA). The purpose of the Project AWARE program is to develop a sustainable infrastructure for school-based mental health programs and services. AWARE grantees build collaborative partnerships with the State Education Agency (SEA), Local Education Agency (LEA), the State Mental Health Agency (SMHA), community-based providers of behavioral health care services, school personnel, community organizations, families, and school-aged youth.

The project leverages partnerships to implement mental health-related promotion, awareness, prevention, intervention, and resilience activities to ensure that school-aged youth have access and are connected to appropriate and effective behavioral health services. With this program, SAMHSA aims to promote the healthy social and emotional development of school-aged youth and prevent youth violence in school settings.

As a project AWARE Grantee, Clay County seeks to contract with qualified mental health providers that can provide up to 3 full-time certified mental health therapists to be located at the following 3 schools:

1. Clay Elementary School, Clay, WV (1 Full-Time Therapist)
2. Clay County Middle School, Clay, WV (1 Full-Time Therapist)
3. Clay County High School, Clay, WV (1 Full-Time Therapist)

All services will be performed by qualified professionals in collaboration with the Clay County Board of Education's administrative staff and if applicable, the WVDE.

SECTION IV – STATEMENT OF QUALIFICATIONS

The organization will be selected through a qualifications-based selection process. Organizations interested in providing mental health therapy services must submit a proposal that addresses the following issues:

A. Organization and Insurance Billing Information (25 points)

1. Provide a general description of the organization that is proposing to provide services. Explain the legal structure of the proposed organization.
2. Describe capacity of the organization to bill Medicaid and other third-party insurance providers.
3. Describe the capacity of the organization to fully sustain full time therapist(s) in the school after the grant period has expired (grant expires September 30, 2025).
4. Describe any special certifications or tools that your organization utilizes that will be used to benefit students in the school setting and enhance the therapy experience.

B. School Therapy Experience (40 points)

1. Describe your organization's experience providing mental health therapy to students in the school setting. If you have provided services in Clay County, please provide the locations and types of services provided.
2. Describe your organization's experience with the Expanded School Mental Health Tiered System of Support. Describe services that you have provided or supported in each of the three tiers.

C. Experience of Key Personnel to be Assigned to this Project (30 points)

1. Provide a list of all therapists that will be providing or supervising therapy services. Therapists must be masters-level therapists (Master of Social Work or Counseling). Please attach resumes and credentials to the proposal.
2. Therapists assigned to Project AWARE must be dedicated to Project AWARE on a full-time basis and are not permitted to work outside of project AWARE while funds from SAMSHA are still being utilized.

D. Project References (5 points)

Provide three reference contacts from previous projects. Describe the project and services provided for these references.

The Review Committee will provide overall evaluations of the organization and its perceived ability to provide the services required. The Review Committee will review the individual evaluation scores and establish a consensus score for each organization. The organizations with the highest consensus scores will be considered for contract negotiation.

SECTION V – SUBMITTAL REQUIREMENTS

A. Organizations Interested in the Above Project Shall Submit:

1. A Cover Letter expressing interest in performing Services described within.
2. A proposal following the outline describing the content of Section IV, which is a maximum of twenty (20) pages of at least twelve (12) point font to address the RFP Criteria (excluding cover letter and resumes).
3. Resumes for each key team member (limited to a maximum length of two pages each) and **attached as an Appendix** to the proposal.
4. Previous Project Reference Contacts **attached as an Appendix** to the proposal.
5. Please indicate in the proposal to which of the three schools your organization is interested in providing services (Clay Elementary, Clay Co. Middle, Clay Co. High). You may choose 1, 2 or all three schools.

Must provide: **one (1) original and two (2) copies of the proposal, total of three (3) copies; on or before the time and date listed below in the schedule under SECTION VI of this RFP.**

On the submittal package Display:

Organization Name

Project Title: **“Mental Health Therapy Services for Project AWARE”**

Interested organizations may submit their qualification in a stapled or clipped format.

Submit proposals to:

***Philip Dobbins, Clay Co. Superintendent
Clay County Schools
285 Church Street
PO BOX 120
Clay, WV 25043***

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal after the specified cut-off date, time, and place.
- Failure to provide the minimum number of originals and/or copies of the submittal specified.
- Submission of electronic copies only of the submittals.
- Failure to submit the proposal in the format requested in Section V of the document.

Adherence to the maximum page criterion is critical; each page side (maximum of 8½”X11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages, twenty (20). The Clay County Board of Education reserves the right to accept or reject proposals that exceed the maximum 20-page limit.

SECTION VI – TENTATIVE SCHEDULE AND FEE NEGOTIATIONS

A Selection Committee will evaluate each proposal according to the above criteria. The following tentative schedule has been prepared for this evaluation and selection process:

ANTICIPATED SCHEDULE

Advertisement	Clay Free Press: September 26 and October 3, 2024 Charleston Gazette Mail: September 21 and 28, 2024
Last Day to Address Questions	October 10, 2024
Proposals Due	October 17, 2024 @ 3:00pm
Interviews	TBD
Board Approval	TBD
Execution of Contract	TBD

The Owner will enter into negotiations with the most qualified organizations and execute contracts upon completion of negotiation of fees and contract terms. If the Owner is unsuccessful in negotiating a contract with the committee-selected most-qualified organizations, the Owner will then negotiate with the next most qualified organizations in sequence with the evaluation matrix scoring until an agreement is reached or a determination is made to reject all organizations on the final list. Once negotiations reach an impasse with an organization, the owner will terminate the fee negotiations with that organization and will not return to that organization for any renegotiations.

SECTION VII – GENERAL INFORMATION

Instructions: The Owner shall not be held responsible for any oral instructions. Any changes to this RFP will be in the form of an addendum, which will be posted to the Clay County Board of Education website.

Contract: The Owner shall provide a contract to the organization(s) finally selected, which shall constitute the entire agreement between the two (2) parties. This contract will be for one year with the option to renew it for two additional years.

Contact with Evaluation Team and/or Owner: All organizations interested in this project, (including the organization’s employees, representatives, agents, lobbyists, attorneys, and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, the Clay County Board of Education, and other county staff. This policy is intended to create a level playing field for all potential organizations, assure that contract decisions are made in public, and to protect the integrity of the selection process. **All contact during this selection process must be addressed to the authorized representative identified below:**

Stephanie Wayne, Project Aware Coordinator - Clay County Schools
Phone: 304-587-2445 | Email: stephanie.wayne@k12.wv.us

This concludes the RFP for Mental Health Therapy Services