

CITY OF COLONIAL HEIGHTS PUBLIC SCHOOLS



REQUEST FOR PROPOSAL: #2024-3000-01

PROJECT: School-Based Mental Health Services

PROPOSAL OPENING DATE: March 27, 2024 8:00 AM

SCHOOL CONTACT:

**Christy George, Director of Office of Support Services
3445 Conduit Rd. Colonial Heights, VA 23834**

christy_george@colonialhts.net

804.524.3445

City of Colonial Heights Public Schools
Office of Support Services
3445 Conduit Rd.
Colonial Heights VA 23834

March 13, 2024

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Request for proposals, subject to the specifications and conditions contained herein and attached hereto, will be received at the above office until, but no later than **3:00 PM, EDT, March 26, 2024**, for the School-Based Mental Health Services at Colonial Heights Public Schools.

Your proposal, to be considered, must be submitted on a copy of this Request for Proposal in the places provided. Please keep a duplicate copy for your records. Bidders shall sign this form in the spaces provided without detaching from the rest of Proposal and must return Proposal in its entirety to the above noted office/address. Proposals shall be returned in a sealed envelope marked with the above Invitation Number, Proposal Date and Project Name.

Time is of the essence, and any proposal received after the announced time and date for submission, whether by mail or otherwise, will be rejected. It is the sole responsibility of the bidder for ensuring that their proposals are stamped by designated personnel before the deadline outlined above.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The City of Colonial Heights Public Schools (CHPS) encourages all businesses, including minority and women-owned businesses to respond to all invitations to Bid and Request for Proposals.

All items shall be bid as specified or an approved equal unless the item specifically states no substitute. If bidding other than specified, complete specifications on each item quoted upon must be submitted with the Proposal. Failure to comply with this requirement will cause a rejection of the Proposal. CHPS reserves the right to negotiate with the bidder where the proposal price is over the Division's anticipated budget.

No proposal may be withdrawn after the scheduled closing time for receipt of proposals for one hundred and twenty (120) calendar days except as provided in Section 2.2-4430, Procedure 1, Code of Virginia, which states the bidder shall give notice in writing of his claim/right to withdraw his proposal within two (2) business days after the conclusion of the proposal opening procedure and shall submit original work papers with such notice.

Proprietary Information

The Code of Virginia, section 2.2-4342F states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror, or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."

Minority Bidders

CHPS encourages all businesses, including minority and women-owned businesses to respond to all invitations to Bid and Requests for Proposals.

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Availability of Funds

The continuation of the terms, conditions, and provisions of a resulting contract beyond June 30 of any year are subject to appropriation by CHPS of the necessary money to fund said contract for each succeeding year. In the event of non-appropriation of funds, the contract shall be automatically terminated with no recourse to the Contractor. It is understood and agreed between the parties that the CHPS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

Choice of Law and Venue

Any disputes under a resulting contract, that cannot be resolved between CHPS and the contractor, must be resolved in the Circuit Court of the City of Colonial Heights. Any resulting contract shall be governed by the laws of the Commonwealth of Virginia. The contractor shall comply with all applicable federal, state and local laws and regulations.

Termination of Contract

CHPS reserves the right to cancel and terminate any resulting contract, in part or whole, without penalty, upon written thirty (30) day notification to the contractor. Any contract cancellation shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

No School Board Indemnification

By submitting a bid, the contractor acknowledges that the School Board cannot indemnify or hold harmless the contractor or another party; and no contract documents that the successful bidder and the School Board enter into shall provide that the School Board shall indemnify or hold harmless any party. Furthermore, the School Board shall have the right to exclude from any contract document any provision that in the School Board's sole discretion limits the School Board's sovereign immunity.

Contract documents shall not be submitted with the proposal; and such documents shall only be accepted after the contractor's bid has been awarded.

Nondiscrimination Clause

In accordance with Section 2.2-4311 of the *Code of Virginia*, every contract for goods or services over \$10,000 shall include the following provisions:

1. The contractor will not discriminate against any employee or applicant for employment because of disability, race, religion, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

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2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor shall include the provisions of the foregoing paragraphs, 1, 2 and 3 in every subcontract or purchase order over \$10,000 so that the provision will be binding upon each subcontractor or vendor.

Drug Free Workplace

In accordance with Section 2.2-4312 of the Code of Virginia, during the performance of this contract, the contractor agrees to:

1. Provide a drug-free workplace for the contractor's employees
2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
3. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor.

Faith-Based Organizations

In accordance with Code of Virginia, Section 2.2-4343.1, CHPS does not discriminate against faith-based organizations.

Certification Regarding Sex Offenses

Prior to awarding a contract for the provision of services that require the Offeror or his employees to be in the presence of students during regular school hours or during school-sponsored activities, CHPS will require the Offeror and, when relevant, any employee who will have direct contact with students, to provide certification:

- A. That he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and
- B. Whether he has been convicted of a crime of moral turpitude (i.e. 1. Gross violation of standards or moral conduct, or vileness, such that an act was intentionally evil, making the act a crime. 2. Is a criminal

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behavior that gravely infringes on the moral sentiments of the community. Examples include murder, larceny, and aggravated assault. 3. Conduct done knowingly contrary to justice, honesty, or good morals.)

Contractor's Insurance

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the City and the school system from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner and the general public from any and all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above. If awarded the contract, the contractor shall furnish an original Certificate of Insurance, naming the City of Colonial Heights Public Schools as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days' written notice to the certificate holder.

The Contractor shall furnish insurance in satisfactory limits and on forms and of companies that are acceptable to the Business Services Department and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract. The contractor will provide a minimum of liability insurance as follows:

- Workmen's Compensation – Statutory Limits
- Contractors liability covering all operations performed by the contractor or any subcontractor with limits of not less than \$2,000,000 combined single limit. Sub-contractors are subject to the same limits and must submit certificates of insurance to this office. All certificates of insurance must name the City of Colonial Heights Public Schools as additionally insured.
- Automobile liability insurance-all owned, non-owned and hired automobiles with same limits as above.

Certification of above insurance requirements will be required before the issuance of an award. Also required to be submitted with the insurance certificate is the complete address, phone number and contact person for the insurance company. The authorized agent signing on behalf of the insurance company must submit certification that they are a licensed agent to do business for the Company within the State of Virginia.

Certificate holder should be listed as – City of Colonial Heights Public Schools, 512 Boulevard, Colonial Heights, VA 23834.

Qualification of Bidders

The owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the owner all such information and data for this purpose as the owner may request. The owner reserves the right to reject any proposal if evidence submitted by or investigation of such bidder fails to satisfy the owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

Scope of work

Colonial Heights Public Schools (CHPS) has 3 elementary schools, 1 middle school, and 1 high school. The current population includes 2,941 students. CHPS has 4 elementary counselors for 3 elementary schools, 2 middle school counselors, and 4 high school counselors. The school system also employs 2 school psychologists and 2 social workers.

CHPS was awarded a grant from the VA Department of Behavioral Health and Developmental Services for fiscal year 2024. The grant allows the school division to contract with public or private community-based partners to provide mental health and or substance abuse disorder services to students and training to school personnel or community stakeholders. A copy of the grant application can be found at <https://dbhds.virginia.gov/wp-content/uploads/2023/11/School-Based-Mental-Health-Application-Division-Dist.pdf>.

Services must fall within the Multi-Tiered Systems of Support framework. The Multi-Tiered Systems of Supports (MTSS) is a systemic, data-driven approach that allows divisions and schools to provide targeted, evidence-based interventions to meet the needs of their students. This is done through a clearly defined process that is implemented to fidelity by all stakeholders within the school and/or division. The framework has three (3) Tiers. Tier 1 is universal, primary prevention which supports everyone- students, educators, and staff across all school settings and works to build positive relationships between staff and students. Tier 2 provides an added layer of targeted support that requires screening and treatment protocol. Tier 3 is the most intensive level providing individualized support for academic and/or nonacademic needs. Tier 3 examples would include crisis intervention and support, direct treatment for a diagnosed mental health or substance use disorder, and complex functional behavioral analysis and intervention planning.

Colonial Heights Public Schools currently offers a variety of Tier 1 services to students. These include dedicated SEL time each day, Character Strong in each classroom, classroom guidance visits, and relationship building within classrooms and schools. Tier 2 services include those provided by school guidance counselors, school psychologists, and school social workers, such as small groups, lunch bunch and social skills groups, behavior improvement plans, and working with parents. Tier 3 supports include individual counseling services provided by school counselors, psychologists, social workers and a community partner.

Counselors for Tier 1, Tier 2 and Tier 3 Services: There are additional students who have currently been identified as needing services, but cannot be accommodated at this time because of the current full caseload. Thus, CHPS needs to add 1-2 counselors who would be responsible for providing Tier 1, Tier 2, and Tier 3 services for students. The 40 per week per counselor would be split according to the needs of students at Lakeview Elementary School and Colonial Heights Middle School, with the possibility of other CHPS schools needing services. Services would begin on or after April 8, 2024. Counseling may continue after the end of the school year until June 30, 2024, as needed. School-based mental health staff working in Colonial Heights Public Schools must possess a master's degree in behavioral health discipline. All such staff should be licensed in the Commonwealth of Virginia to provide outpatient therapy services, or license-eligible and under the supervision of a licensed mental health professional. Experience providing school-based mental health services preferred.

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Evaluation Procedure

The Board may engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed projects as well as alternative concepts. The Request for Proposal shall not, however, request that offerors furnish estimates of man-hours or cost for services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the discussion stage, the Board may discuss nonbonding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbonding estimates of price for services.

At the conclusion of discussion, outlined in the paragraph above, on the basis of evaluation factors published in the Request for Proposal, and all information developed in the selection process to this point, the Board shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the Board determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the offeror.

Information and/or factors gathered during interviews, negotiations and reference checks, in addition to the evaluation criteria stated in this Request for Proposal, and any other information or factors deemed relevant by the Board, shall be utilized in the final award.

Evaluation Criteria

1. Specialized Experience in Public School Counseling Services – Entities will be judged upon their demonstrated experience in providing public school Tier 1, Tier 2 and Tier 3 services for students.
2. Qualification and Depth of Key Personnel–Entities will be evaluated upon the strength of experience and knowledge of their personnel who will be assigned to this project. Please provide professional qualifications of persons who will be involved with this project.
3. Method of Services–The entity will be evaluated upon their overall experience, methods and their acceptability to the committee. Acceptability will be judged on the intended methods as seen in the eyes of the Board.
4. Quality of Prior Work–Entities will be evaluated upon their record of satisfactory work for similar services from other clients. Quality of work evaluation will include the ability to complete the services in an effective manner and support the Office of Support Services while completing these services. Please provide comments from previous clients.
5. Responsiveness to RFP and Compliance with Associated Instructions–Entities will be evaluated on the

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accuracy of their proposal submission, as well as its composition, thoroughness and compliance with these instructions.

Proposal

Furnish all material, labor, and insurance necessary for the proper execution and completion of the School-Based Mental Health Services, as per plans, specifications, and conditions as outlined in this Request for Proposal.

Returning your Bid

All Bids must be delivered in a sealed envelope. Please put the following on the outside of the envelope:

Proposal Number: 2024-3000-01
Colonial Heights Public Schools
Bid Closing: March 22, 2024 3:30 PM

Deliver to:
City of Colonial Heights Public Schools
Office of Support Services
3445 Conduit Rd.
Colonial Heights VA 23834

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If the signature is other than the President, please furnish this office a letter of explanation for authority to sign for the President.

Name of Bidder _____

Taxpayer's Identification _____ Email Address _____

Complete Address _____

Name (Type or Print) _____ Signature _____

Date _____ Telephone number (____) _____ Fax Number (____) _____

Cell number (____) _____

In compliance with Request for Proposal #2024-3000-01 and subject to all conditions thereof and attached thereto, the undersigned offers and agrees, if this Proposal be accepted within 90 calendar days from the date of opening, to furnish any and all of the items upon which the prices are quoted.

My signature certifies that the accompanying proposal is not the result of or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law and can result in fines, prison sentences and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the City of Colonial Heights School Board, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationship with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Colonial Heights School Board, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Colonial Heights Public Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Secretary of the Corporation Signature

Name _____

By _____

Signature of Bidder/Title

Subscribed and sworn to before me this _____ day of _____, 2024

_____ name /Title, My Commission Expires _____

Notary Signature

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

City/County of _____

Being first duly sworn, deposes and says that:

(1) He is _____
(owner, partner, officer, representative or agent)

of _____, the bidder has submitted the attached Proposal:

(2) He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.

(3) Such Proposal is genuine and is not a collusive or sham proposal;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or Sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the Proposal price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Colonial Heights Public Schools or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Name)

(Title)

Subscribed and sworn to before me this _____ day of _____, 20_____

by _____

(Signature of Notary Public)

My commission expires _____