



## REQUEST FOR PROPOSALS

For SCHOOL BASED MENTAL HEALTH SERVICES in PITT COUNTY SCHOOL

SY 2017-18

Issue Date: April 27, 2017

Applications due: May 24, 2017 by 4:00 p.m.

Pitt County Schools  
Attn: Student Services Department  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Services to begin August 27, 2017

Providers submitting an RFP must be in "Good Standing" with NCDHHS and Trillium Health Resources

### Background Information

Pitt County Schools (PCS) is requesting proposals for mental health agencies to provide school-based mental health services within the district. Applicants may select to provide services for all schools in Pitt County or an individual school(s).

Co-located mental health professionals/services within the school setting has gained national recognition as a model for an accessible and cost-effective way to address student mental health needs, in particular students who otherwise do not have meaningful access to such services. Numerous research studies on school-based mental health point to measureable gains in academic achievement, declines in suspension and grade retention, and reductions in typical childhood mental illness such as depression and behaviors associated with conduct disorder and attention deficit/hyperactivity disorder when students have regular access to mental health services as needed. Co-located mental health professionals also serve a role in helping school districts to create a culture within the school of competence, growth and inclusion for all students.

Pitt County Schools is requesting proposals from local mental health providers who are in contract with Trillium Health Resources to provide school-based mental health with the district's schools beginning with the 2017-18 school year and continuing through the 2019-20 school year. (Note: The provider must already have a contract with Trillium. Trillium will not add a new provider to do this).

This RFP is looking for highly qualified providers/agencies to provide the following mental and behavioral health services to PCS students:

- Comprehensive Clinical Assessments
- Individual therapy
- Group therapy
- Family therapy
- Medication Management
- On-site Training and Consultation
- Day Treatment for Pitt Academy Alternative Learning Program

Successful providers/agencies must have the capacity to establish in-school access to clinical outpatient treatment services and be capable of providing mental health services at varying levels of intensity, based on the individualized needs of the students and which are able to adjust as rapidly as the changing needs of the students. PCS will attempt to provide a counseling-friendly space (confidential, non-stigmatizing, etc.) within each selected school.

School based mental health services will be available for all students, regardless of ability to pay. Preference will be given to agencies that are able to access IPRS services. All financial obligations related to the provision of mental and behavioral health services will be the responsibility of the provider.

#### Goals for the School Based Mental Health Services

- To provide mental health programs that address early intervention and prevention services for PCS students and families in need.
- To increase the accessibility of mental health services for PCS students and families in need of these services in a non-stigmatizing environment.

#### Scope of Services

Mental and behavioral health services provided to PCS students in school should be based on the following principles and guidelines:

- Services will be provided and supervised by a local (Pitt County) mental health provider agency.
- Family engagement and active family involvement is critical at the initiation and throughout the treatment process. Services will only be provided to students following the receipt of parental consent.
- Services should be proactive and positive, building on the strengths of the student and families.
- Service providers should show willingness to build strong alliances collaborating with school administrators, student services staff, teachers and a Multi-Tiered System of Support Team.
- Services must follow the mandate to be least intrusive, least restrictive and responsive to the individual needs of the child within the school setting.
- All employees of the agency/provider shall agree to follow all PCS rules, regulations, procedures and Board policies when providing services to PCS students on school property.
- Providers/agencies will be responsible for billing, paperwork, necessary signatures to begin services, and for release of information.
- Providers/agencies will also see all referred students who have no source of payment and preferably have a contract with Trillium to access IPRS (Integrated Payment & Reporting System) funding. Providers should be able to accept Medicaid/NC Healthchoice insurance and also be part of private insurance panels.

- Services should be provided during regular school hours unless the family and agency are able to arrange services in other locations to accommodate parents' schedules.

#### Proposal Review

PCS reserves the right to reject any and all responses to this RFP. If all responses are unacceptable, PCS reserves the right to reject the responses and issue a new RFP. Responses shall be limited to the requested information and should not include any information or a proposal about other services other than school-based mental health outpatient clinical services as requested in this RFP. Pitt County Schools reserves the right to reject a proposal at any time during the process. Providers/agencies submitting a proposal under this RFP should be prepared to participate in an interview process and to provide a presentation to a committee of PCS staff and administrators.

In order to respond to this RFP, the service provider must meet the following minimum qualifications:

1. Be committed as an organization to the concepts of recovery and resiliency.
2. Have an existing collaborative relationship with Trillium Health Resources.
3. Ability to accept a variety of private insurances and have credentialed staff to meet those requirements.
4. Ability to provide mental health services to language minorities, including Spanish-speaking students and families.
5. Have procedures for on-call, after-hour services or 24-hour access to support for students and families during the school year and during student holidays/vacations and summer breaks.
6. Provide staff with all required and appropriate licensure and training to provide mental and behavioral health services to students.

#### Directions:

1. Be sure your agency meets all the minimum qualifications prior to completing your response.
2. Respond to all listed criteria as completely as possible.
3. Respond to the listed criteria in the sequence that they appear in the RFP.
4. There is no page limit to responses.

Additional supporting or requested documentation should be attached as Appendices.

**Interested providers should submit the complete application by Wednesday, May 24, 2017 before 4:00 p.m. Proposals will not be accepted after 4:00 p.m. on this date.**

#### RFP Application

1. Identifying Information: Please include the following:
  - Agency name
  - Official mailing address
  - Agency telephone number
  - Agency email address
  - Agency webpage
  - Name of contact
  - Age level you are currently serving

2. Personnel:

List all clinical staff and supervisors (by name, if known, and position) that will be involved in the delivery of services. For those individuals that have been identified to provide counseling/therapy, please include a brief curriculum vita, which indicates the length of employment with the applicant's agency and type of licensure (LPC, LCSW). Job descriptions should be included for all positions that will be associated with the implementation of therapeutic services. All staff that may have direct contact with PCS campuses must undergo background check/clearance and checks under the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry as required under N.C.G.S. 115C-332.1 at the provider's expense, prior to providing services on PCS campuses. Provide a detailed description on how clinical supervision of School-Based Mental Health clinicians will be provided.

3. Range of Services (Continuum of Services):

**Introduction of Service:** providers should describe proposed range of services (e.g. assessment, individual/group therapy, family outreach, in-home services, crisis/emergency care during and after school hours, follow up, aftercare/discharge, provision for care during student holidays/vacations and summer break, etc.). Also describe the types of therapies that will be provided, including specific interventions and modalities. Providers should also include evidence-based treatment modalities that are currently being used by the agency and data that supports positive outcomes.

- a. Clearly indicate how the proposed programs will accommodate language minorities.
- b. Describe your program capacity regarding number of consumers that could be served.
- c. Describe referral connections/process your agency has established for children who need a higher level of care.
- d. Describe how your agency expects to conduct the intake and assessment process.
- e. Describe what assessment instruments will be utilized during this process and how long for a completed assessment.
- f. Explain how the agency will ensure ongoing internal monitoring and quality assurance within the outpatient clinic programs and services.
- g. List the insurance companies you are able to bill and describe how you plan to handle clients who do not have insurance.
- h.

Note: Providers/agencies submitting a proposal under this RFP should be prepared to participate in an interview process and to provide a presentation to a committee of PCS staff and administrators.

Should you have any questions regarding school-based mental health services or the RFP application, please contact Karen Harrington, Coordinator of Student Services for Pitt County Schools, at [harrink3@pitt.k12.nc.us](mailto:harrink3@pitt.k12.nc.us) or at (252) 695-7925.

Use as COVER SHEET when submitting your RFP

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed  
or printed name)

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OFFICE USE ONLY

PROPOSAL RECEIVED ON THIS DATE: \_\_\_\_\_

(PITT COUNTY SCHOOLS)

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PITT COUNTY SCHOOLS Board of Education reserves the right to reject any or all proposals for any or no reason, and to waive informalities.

It is the School District's policy not to discriminate on the basis of race, color, ethnic origin, sex, disability or age in its educational programs, activities or employment policies.