**Austin**



**Independent School District**

**Contract and Procurement Services**

**Attachment A**

**19RFP129 Request for Proposals (RFP)**

**Scope of Service and Financial Proposal Offer Form**

**School Mental Health Centers at Elementary, Middle**

**and High Schools**

The following describes the scope of service and performance requirements that a selected vendor will be expected to perform and/or provide. Please complete all responses.

Please indicate (Y/N) for each requirement, if your organization meets or is willing to meet the requirement. Please describe in detail how your organization satisfies each of the following requirements, **being sure to include examples and reports**, whenever possible, to demonstrate your ability to meet the requirements.

| **Proposers Capabilities** | **Y/N** | **Detailed Response** |
| --- | --- | --- |
| 1. Vendor has experience providing services in a school setting that supports an Ecological approach to care? Include in your response the number of districts and campuses served and how you serve students, families and teachers. |  |  |
| 2. Vendor has a formal training protocol for  newly hired therapists? Include in your response what that includes and time from date of hire to placement on campus. |  |  |
| 3. Vendor has ability to provide psychiatry services? |  |  |
| 4. Vendor has the ability to provide services to students with minimal interruption to the school day? Include in your response how you plan to accomplish this. |  |  |
| 5. Vendor has the ability to provide intensive direct mental health services to students, families and staff. How will you address therapeutically serving teachers and students on the same campus? |  |  |
| 6. Vendor has experience providing mental health services to victims of crime with trauma informed practices? Victims may include individuals identified in the following categories: |  |  |

|  |  |  |
| --- | --- | --- |
| Child abuse Family violence Sexual assault Human trafficking  Other types of violent crime |  |  |
| 7. Vendor has experience collaborating with education and external community partners? Provide examples of this experience in your response. |  |  |
| 8. Vendor has the ability to utilize AISD School Mental Health Center referral forms and required guardian consent forms? |  |  |
| 9. Vendor has experience protecting the privacy of students, their families and staff using forms and processes that comply with (FERPA) and (HIPAA)? |  |  |
| 10. Vendor is able to staff at two clinically licensed FTE per campus, year round, with split funding for each therapist between VOCA, AISD and Insurance reimbursements? You may propose an  alternative staffing model if it meets the goals of the program. |  |  |
| 11. Vendor is able to meet the clinical licensure requirements as defined in the RFP. |  |  |
| 12. Vendor will provide full malpractice coverage on employees assigned to serve Austin ISD students. |  |  |
| 13. Vendor has a plan to address employee  LOA, turnover…to ensure continuity of  care? Include in your response your turnover  for therapists only during the preceding 12 months. |  |  |
| 14. Vendor has the capacity to provide services  in multi-languages either in person delivery or  delivery through use of technology ( i.e. language line etc.) . Define how your agency meets these needs in your response. |  |  |
| 15. Vendor has experience providing culturally relevant therapy to clients of all cultures, backgrounds, languages, and socio- economic status. |  |  |
| 16. Vendors provides training to their staff in the areas of trauma informed care modalities, cultural competency and crisis intervention. Describe the types of training and frequency. |  |  |
| 17. Vendors clinical staff are trained in evidence based therapeutic interventions. Include in |  |  |

|  |  |  |
| --- | --- | --- |
| your response which orientations your staff utilize. |  |  |
| 18. Vendor has experience providing professional development to staff. Describe types of training provided. |  |  |
| 19. Vendor has experience evaluating programmatic outcomes and analyzing multiple data sets across academic and clinical indicators in collaboration with partnering schools. Include in your response, your ability to compare those receiving services to those not receiving services and whether any of your data has been published and/or presented. |  |  |
| 20. Vendor uses trauma informed screening and clinical assessment instruments and tools. Include in your response, which instruments you use. |  |  |
| 21. Vendor has the ability to meet the VOCA reporting requirements as noted in the RFP, as well as AISD SMHC monitoring requirements. |  |  |
| 22. Vendor has the ability to adhere to Austin  ISD systems and policies: |  |  |

**FINANCIAL PROPOSAL**

Provide a detailed solution on how you will serve 31 plus campuses using the following funds:

**Part 1** $495,000 **(AISD funds over a 15-month period (July 1, 2019-September 30,**

**2020) for the uninsured and VOCA ineligible, co-pay/deductible assistance for the insured, campus support activities and overhead costs)**

**Part 2 $5,557,500 (VOCA funds over a 15-month period (July 1, 2019-September 30,**

**2020) for those who are uninsured and who meet the VOCA criteria.**

**Part 3: Vendor collection of Medicaid, CHIP and private insurance based on current rates.**

**See RFP section V1 C for additional information on rates.**

The detailed budget should at a minimum include:

* Number of FTE
* Salary and fringe costs
* IT/Office Administration costs
* Data Reporting costs
* Indirect Costs
* Anticipated Revenue from third party billing
* Anticipated AISD revenue

|  |  |  |
| --- | --- | --- |
| **Additional Financial Criteria** | **Y/N** | **Detailed Response** |
| 1. Vendor is set up on all major insurance panels including Medicaid? |  |  |
| 2. Vendor has systems in place to determine insurance eligibility. Include in your response, how you verify and determine insurance eligibility? |  |  |
| 3. Contractor’s accounting system has the  ability to identify the receipt and expenditures of program funds separately for each fund source? |  |  |
| 4. Where employees are paid from multiple contracts/grants/funds, explain the method(s) used to accurately reflect allocation among the various fund sources? |  |  |
| 5. Vendor will collaborate with the district to develop a model that can be sustained? |  |  |
|  |  |  |