**Austin**



**Independent School District**

**Contract and Procurement Services**

**Attachment A**

**21RFP062 Request for Proposals**

**Scope of Service and Performance Requirements**

**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.

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| --- | --- | --- |
| **Proposers Capabilities** | **Y/N** | **Detailed Response** |
| 1. Contractor has experience providing evidence-based direct clinical services in a school setting that supports face-to-face and teletherapy? Include in your response the number of districts and campuses served and how you serve students, families and teachers. Provide specifics in proposer’s response. |  |  |
| 2. Contractor has a formal training protocol for newly hired therapists? Include in your response what is included and time from date of hire to placement on campus. |  |  |
| 3. Contractor included in their proposal teletherapy details, addressing the process for communicating to clients the risks and advantages involved, providing an environment free from intrusion of personal information, and not a substitute to face-to-face treatment. Include plans and process to integrate teletherapy with/and face-to-face. |  |  |
| 4. Contractor has ability to provide psychiatry services? Include specifics. |  |  |
| 5. Contractor 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. |  |  |
| 6. Contractor has the ability to provide intensive direct mental health services to students, families and staff? Clearly addresses their ability to also provide short and long term therapeutic services? |  |  |
| 7. Contractor 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. |  |  |
| 8. Contractor has experience collaborating with education and external community partners? Provide examples of this experience in your response. As well as names of community partners having experience collaborating with to provide wrap around care. Also, how will continuity of care be maintained? |  |  |
| 9. Contractor has the ability to utilize AISD School Mental Health Center referral forms and required guardian consent forms? Contractor also has the ability to follow a student’s Individual Education Plan? Outline of current process provided? |  |  |
| 10. Contractor has experience protecting the privacy and confidentiality of students, their families and staff using forms and processes that comply with (FERPA) and (HIPAA)? |  |  |
| 11. Contractor provides a detailed staffing standard following the Districts fee-for-service billing model. Staffing standard includes:   * A cost and therapist headcount per campus. * Total number of needed encounters for uninsured and third party billing plus the child advocacy piece at $65 per hour for a **full time** therapist on campus. * Total number of needed encounters for uninsured and third party billing plus the child advocacy piece at $65 per hour for a **part time** therapist on campus. * Ability to accommodate split funding for each therapist between victim and non-victim is addressed. |  |  |
| 12. Contractor has an accounting system with the functionality to identify the receipt and expenditure of program funds separately for each funding source; victim vs. non-victim. Name of such system is disclosed in proposal? |  |  |
| 13. Contractor’s therapists are able to meet the clinical licensure requirements as defined in the RFP? |  |  |
| 14. Contractor will provide full malpractice coverage on employees assigned to serve Austin ISD students. |  |  |
| 15. Contractor has a plan to address employee leave of absence, turnover, needed changes in delivery methods, etc. to ensure continuity of care (i.e. contingency planning). Include in your response your turnover for therapists only during the preceding 12 months. |  |  |
| 16. Contractor 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. Outside providers are at the expense of the Contractor. |  |  |
| 17. Contractor has experience providing culturally proficient therapy to clients of all cultures, backgrounds, languages, and socio- economic status? Including diverse communities and vulnerable populations? Summary is provided. |  |  |
| 18. Contractor provides training to their staff in the areas of trauma-informed care modalities, cultural proficiency and crisis intervention? Describe the types of training and frequency. |  |  |
| 19. Contractor clinical staff are trained in evidence-based therapeutic interventions.? Include in your response which orientations your staff utilize. |  |  |
| 20. Contractor has willingness to maintain full transparency and disclosure surrounding the operations/staffing of the District’s School Mental Centers including but not limited to:   * location of Centers, * AISD’s name/branding of Centers, * addition or elimination of Centers and/or therapists with prior District approval, * staffing details, * delivery model/method, * invoicing format and procedures, * reporting format and requirements, * timing requirements, and * operational items including all data as it relates to the District’s School Mental Health Centers. |  |  |
| 21. Contractor has a willingness to collaborate with other Contractors if multiple awards occur? |  |  |
| 22. Contractor demonstrates an understanding of the child advocacy piece of RFP and details what they would consider child advocacy? |  |  |
| 23. Contractor 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. |  |  |
| 24. Contractor uses trauma informed screening and clinical assessment instruments and tools. Include in your response, which instruments you use? |  |  |
| 25. Contractor has the ability to meet the reporting requirements as noted in the RFP, as well as AISD SMHC monitoring requirements? |  |  |
| 26. Contractor has the ability to adhere to Austin ISD systems and policies? Explain. |  |  |
| 27. Contractor has a readiness to work with volunteer graduate-level student interns in psychology? |  |  |
| 28. Contractor has willingness to attend and engage in planning and problem-solving meetings as requested by the District? |  |  |
| 29. Contractor will capture referrals made to the Victims Compensation Program and report such referrals on behalf of the District? |  |  |
| 30. Contractor agrees to support the District with outreach related efforts to help widen parental and community district awareness of the School Mental Health Centers? |  |  |
| 1. Has the Contractor had any previous experience with AISD supporting students and families within the District’s communities? Explain. |  |  |