

Park County School District #1

MEMORANDUM

TO: JAY CURTIS, SUPERINTENDENT
FROM: ADRIENNE CRONEBAUGH, COMMUNITY MENTAL HEALTH COORDINATOR
SUBJECT: SCHOOL BASED MENTAL HEALTH SERVICES
DATE: 12/2/2024

Superintendent Curtis,

The bid opening for this program was held on Tuesday, November 19, 2024 in the Administration Board Room at 2:00 PM. The bid opening was conducted by Molly Cummings, Accountant, myself and you. There was one bid received that was both on-time and complete. The bidder was:

Oxbow Center
627 Wyoming Avenue
Powell, WY 82435

Their supplied bid proposal met the specifications in the bid documents. This project is funded by the SAMHSA Wyoming Project AWARE grant and the proposed budget also meets grant service requirements.

I recommend the Board approve the bid from Oxbow Center, in the amount of \$150,000, and proceed with the completion of the contract to provide mental health evaluation, counseling and support services to students with a behavioral health concern and assist the student and their family with accessing ongoing community services to meet the student's identified needs.

Respectfully,

Adrienne Cronebaugh
Park County School District #1
Community Mental Health Coordinator
ascronebaugh@pcsd1.org
(307) 764-6186

7C. Budget:

Expense Category	Amount
1.0 FTE Therapist - Salary	\$75,000.00
Therapist – Fringe Benefits	\$11,000.00
1.0 FTE Mental Health Aide - Salary	\$35,000.00
Mental Health Aide – Fringe Benefits	\$9,000.00
Service Fees for Uninsured and Underinsured Students – billed at Wyoming Medicaid Rates	\$20,000.00
TOTAL	\$150,000

Name and Title of company representative who will be responsible for working with the schools:

Dey Lynn Stebner, MS LPC NCC

Chief Program Officer

Oxbow Center

Deylynns@oxbowcenterwy.org

(307) 548-6543

Request for Proposals – Advertisement

School-Based Mental Health Services

Park County School District #1 is accepting proposals for School-Based Mental Health Services for the 2024/2025 Fiscal Year.

Vendors are asked to submit Proposals for School-Based Mental Health Services which include mental health evaluation, counseling and support services to students with a behavioral health concern and assists the student and their family with accessing ongoing community services to meet the student’s identified needs. School-Based Mental Health Services are short-term, school-based services that are offered throughout the calendar year to students enrolled in the school district.

Specifications may be obtained by contacting Adrienne Cronebaugh, Community Mental Health Coordinator, at (307) 764-6186, ascronebaugh@pcsd1.org, 160 N Evarts St, Powell, WY 82435 during regular office hours, Monday through Thursday 8:30 AM - 4:00 PM.

Sealed proposals will be received until 1:00 PM MST on November 19, 2024, at which time they will be opened. All proposals must be clearly marked on the outside of the envelope “RFP -School Based Mental Health Services” Attention: Adrienne Cronebaugh. Late Proposals will not be accepted, and will be returned unopened. No proposals will be accepted electronically, but the successful vendor will be required to submit the package in its entirety electronically.

The District reserves the right to reject any and all Proposals and to waive irregularities and informalities in the RFP.

PUBLISHED:

POWELL TRIBUNE – Legal Ad – Tuesday October 22 and Thursday October 24, 2024

CODY ENTERPRISE - Legal Ad - Tuesday October 22 and Thursday October 24, 2024

PCSD#1 Website - Post - Tuesday October 22- November 19, 2024

SCHEDULE

Oct 22-24, 2024	Public Announcement of Request for Proposals
Nov 12, 2024	Questions due, in writing (email acceptable), not later than 3:00 PM MST
Nov 13, 2024	Responses to vendors provided by email not later than 3:00 PM MST
Nov 19, 2024	Proposals due, not later than 1:00 PM MST
Nov 19, 2024	*Evaluation of Proposals Begin
Dec 10, 2024	*Board Recommendation
Dec 12, 2024	*Execute Contract

*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information purposes only.

Park County School District #1

Administration Office
160 N Evarts St
Powell, WY 82435

Request for Proposals

RFP TITLE: School-Based Mental Health Services

RFP DEADLINE: November 19, 2024
1:00 PM MST

**PROPOSALS MUST
BE SUBMITTED:** Sealed RFP's must be received at
Park County School District #1
Attn: Adrienne Cronebaugh
160 N Evarts Street
Powell, WY 82435

DIRECT INQUIRIES TO: Adrienne Cronebaugh
Community Mental Health Coordinator
ascronebaugh@pcsd1.org
(307) 764-6186

Late or incomplete proposals will not be accepted.

Park County School District #1 (PCSD#1) will accept proposals for School-Based Mental Health Services for the 2024/2025 school year until 1:00 PM MST on November 19, 2024. PCSD#1 reserves the right to accept or reject any or all proposals or to accept irregularities in the process. Listed below are the specifications for the Request for Proposals (RFP). If you have any questions, please contact Adrienne Cronebaugh, Community Mental Health Coordinator, at (307) 764-6186 during regular office hours, Monday through Thursday 8:30 AM - 4:00 PM.

Request for Proposal Conditions

1. SUBMITTAL INSTRUCTIONS:

Submit one (1) sealed copy to Park County School District #1, Attn: Adrienne Cronebaugh, 160 N Everts St., Powell, WY 82435. Proposals shall be received by the time designated in this invitation and none will be considered thereafter. Subject should be marked "RFP School Based Mental Health Services." The time and date recorded by the District shall be the official time of receipt. Late RFPs will not be considered. PCSD#1 is not responsible for nondelivery or non-receipt of RFPs.

The successful vendor, by submitting a valid signed RFP, agrees to waive, release and discharge Park County School District #1 from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur including traveling to and from this activity. The successful vendor will indemnify and hold harmless Park County School District #1 from any and all liabilities or claims made as a result of providing this service, whether caused by the negligence of release or otherwise.

All Proposals shall be opened, and tabulated. No immediate decision will be rendered concerning the proposals submitted at this RFP opening. There will be a committee that will evaluate each Proposal. The committee shall award the contract to the applicant whose proposal is determined to be the most advantageous based upon the evaluation criteria.

The contract will remain for one (1) one-year period (fiscal year 2024/2025).

An officer or agent of the firm who is authorized to legally bind the firm must sign RFP forms.

The successful vendor must have the capacity to dedicate certified staff with caseload availability to serve up to 40 students at any time throughout the calendar year. No additional cost to this contract can be made without the approval of Park County School District #1 Superintendent and/or designee.

2. PROJECT OVERVIEW

School-Based Mental Health Services provides in-person mental health evaluation, counseling and support services to students with a behavioral health concern, and assists the student and their family to access ongoing community services to meet the student's identified needs. School-Based Mental Health Services are a short-term, school-based service that are offered throughout the calendar year to students enrolled in the school district. The successful vendor must have the capacity to dedicate certified staff with caseload availability to serve up to 40 students at any time throughout the calendar year. Services should be aligned with the unique treatment needs of the student, and provided consistently to ensure continuity of care.

School Based Mental Health Services will be provided to students from 6 locations:

- a. Parkside Elementary School Principal –125 S. Douglas Street, Powell, WY 82435
- b. Southside Elementary School Principal –278 E. Monroe Street, Powell, WY 82435
- c. Westside Elementary School Principal –555 Grand Street, Powell, WY 82435
- d. Powell Middle School Principal –369 E. Third Street, Powell, WY 82435

- e. Powell High School Principal –1151 E. Seventh Street, Powell, WY 82435
- f. Support Services Cottage – 328 E. Third Street, Powell, WY 82435

In compliance with this RFP invitation and subject to all conditions thereof, the undersigned agrees, if this Proposal were accepted within the time stipulated herein, to furnish any of all items and services upon which prices or percentages are quoted in accordance with the specifications applying to this RFP invitation.

3. TERMINATION OF CONTRACT

The School District reserves the right to terminate the Contract immediately in the event that the successful vendor discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law.

Failure of the successful vendor to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the School District.

Notwithstanding anything to the contrary contained in the Contract between the School District and the successful vendor, the School District and/or successful vendor may terminate the Contract for convenience and without cause, by giving 60 days written notice to the successful vendor.

4. APPLICANT ELIGIBILITY

The Organization must:

- Currently provide Behavioral Health Services in Park County, Wyoming.
- Be a community health center that employs licensed personnel to provide both mental health evaluation and counseling services.
- Have the capacity and ability to provide youth mental health services in coordination with the school district.
- Have the capacity and ability to provide youth mental health services in-person for the agreed upon schools.

5. SCOPE OF SERVICES

The School-Based Mental Health Services program shall minimally include:

- a. The Organization shall work with identified elementary, middle, high and alternative high schools and their staff, including school counselors, psychologists, social workers and other resources available at the school.
- b. The Organization shall ensure mental health services include mental health evaluation and counseling.
- c. The Organization shall employ appropriate staff to include, but not limited to, the following:
 - i. School Based Mental Health Provider(s) will be professionally licensed (LPC, LCSW, LMHC, LPCC, LCMHC, Licensed Psychologist) to provide in-person mental and behavioral health services in the state of Wyoming. The successful vendor must have the capacity to dedicate certified staff with caseload availability to serve up to 40 students at any time throughout the calendar year. Services should be aligned with the unique treatment needs of the student, and provided consistently to ensure continuity of care.

- ii. Mental Health Aide will support the Provider(s) in coordinating care for the applicable student population. Common duties may include patient support, scheduling, registration, application assistance, referrals, transportation coordination, and other administrative duties in support of the school and student population.
 - iii. Medical Biller and Coder will support the maximization of grant resources. This position will utilize the student's primary insurance to submit for reimbursement. This position will also ensure the care being received by the patient is coded applicably and that industry standards are being met. Reimbursement for uninsured students will mirror the fee schedule of Wyoming Medicaid. This position will coordinate with the school based mental health provider(s) to support process improvements in billing and coding.
- d. The Organization shall develop strategies to meet the following goals:
- i. Provide mental and behavioral health counseling and support services to youth of varying age ranging from Kindergarten through 12th Grade;
 - ii. Collaborate with school personnel to develop and maintain a process for referrals and ongoing services;
 - iii. Collaborate and consult with school personnel to improve understanding of the signs that may indicate a need for behavioral health intervention; and
 - iv. Work with the schools to coordinate student service appointments when transportation is needed.
 - v. The Organization will coordinate with the schools to provide services during a time that is minimally disrupting the educational participation of the student.
- e. The Organization shall work within the confidentiality rules of FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).
- f. The Organization shall participate in regular meetings with School District staff to review this program and address challenges.
- g. The Organization shall notify the School District of changes to the program or to staff within three (3) business days of the adjustment for unexpected changes.
- h. The Organization shall track, document and gather appropriate data of the services and consultation provided.
- i. The Organization shall have the capacity to electronically submit invoices, backup documentation, data and reports.

6. CONTRACT LENGTH

December 31, 2024 through December 30, 2025.

7. PROPOSAL REQUIREMENTS

To ensure that all information provided is properly evaluated, please organize and label proposals in the structure provided below (7A, 7B, 7C, etc.). Proposals shall include, at a minimum, the following:

- a. Experience: Please provide a narrative summary of:
 - i. Your Organization's experience working with youth with mental and behavioral health concerns, and working with schools and/or school districts.

- b. Personnel: Describe the staff and resources you would utilize to meet the requirements of this Contract. What is your organization’s plan to avoid service disruptions in the event of staff turnover or other unforeseen events?
- c. Budget: Please complete and include the proposed budget forms.
- d. Legal Action: Disclose any current or recent (within past five years) legal action in progress or taken against the Organization or employees.
- e. Federally Qualified Health Centers (FQHC) may receive five points toward the evaluation score.

8. EVALUATION CRITERIA

		Points
A.	Experience	30
B.	Personnel	25
C.	Budget	35
D.	Legal Action	Y or N 5
E.	Completed RFP Form	5
	TOTAL	100
	FQHC	+0-5

9. PROPOSAL EVALUATION

- a. The School District will evaluate proposals using the criteria set forth in Section 7 of this RFP. The School District reserves the right, in its sole discretion, to reject all proposals, waive informalities and irregularities in responses, or not award.
- b. The School District may choose to interview one or more of the proposers or issue Best and Final Offers to the highest rated proposer.
- c. The School District reserves the right to award a contract to the single highest rated proposer without proceeding to interviews.

10. RFP QUESTIONS/CONTACT

- a. Questions must be in written form, by email. Questions shall be submitted to Adrienne Cronebaugh, Community Mental Health Coordinator by email: ascronebaugh@pcsd1.org no later than 3:00 on November 12, 2024. Responses to vendor questions will be provided by email not later than 3:00 PM MST November 13, 2024.

Park County School District #1
SCHOOL BASED MENTAL HEALTH SERVICES
REQUEST FOR PROPOSALS FORM

Vendor Information:

Company Name: _____

Company website: _____

Proposal:

7a. Experience: _____

7b. Personnel: _____

7c. Budget: _____

7d. Legal Action: _____

7e. FQHC Status (Yes or No): _____

If any work will be subcontracted, please list any subcontractors and what will be handled by them.

Name and title of company representative who will be responsible for working with the schools: _____

Phone#: _____

Please provide two school references:

School #1: _____

Contact Person: _____

Phone #: _____

School #2: _____

Contact Person: _____

Phone#: _____

Submitted By:

Firm Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax Number: _____

Email: _____

Representative's Name: _____

Representative's Title: _____

Authorized Signature: _____

Date: _____ Email: _____