



Appomattox County, Virginia Purchasing Office

P.O. Box 863, 153-A Morton Lane, Appomattox, VA 24522
www.AppomattoxCountyVA.gov
(434) 352-2637

Request For Proposals

Date: April 27, 2016

Project Name/Description:

Medicaid Therapeutic Day Treatment for Appomattox County Public Schools

Bid Number: RFP 16-004

Section 1 Introduction

Appomattox County, on behalf of Appomattox County Public Schools, is seeking proposals from qualified local mental health agencies to provide onsite Therapeutic Day Treatment for individuals and groups in individual schools.

All Offerors submitting proposals shall abide by all applicable State and Federal laws and be licensed to provide the requested services in the Commonwealth of Virginia.

Appomattox County will not discriminate against any bidder due to race, religion, color, gender, national origin, age, disability, or any other basis prohibited by the laws of the Commonwealth of Virginia relating to discrimination in employment.

Section 2 General Information and Contract Timetable

- A. The method of procurement is competitive negotiation for goods and non-professional services in accordance with the Virginia Public Procurement Act (VPPA).
- B. Appomattox County anticipates the following timetable for contract award.

April 27, 2016	RFP Issued
May 11, 2016	Proposals Due by 2:00 PM EDT
Week of May 16th, 2016	Anticipated Timeframe for Interviews
Week of May 23th, 2016	Anticipated Timeframe for Negotiations
Week of May 30th, 2016	Anticipated Timeframe for Awarding a Contract

- C. Questions concerning either the procurement process or the scope of work should be directed in writing via email to:

John Spencer, Purchasing Agent
Appomattox County, VA
email: john.spencer@appomattoxcountyva.gov

- D. All responses to inquiries will be in writing and will be provided to all Offerors via e-mail.
- E. Offerors are responsible for familiarizing themselves with the conditions and objectives of the proposed scope of work.
- F. It is intended that the Successful Offeror shall perform all work under this contract with the Successful Offeror's own forces and shall not sublet any portion of the work. The contract hereby becomes non-assignable.
- G. Any changes in scope or instructions will be emailed to known prospective Offerors and uploaded to the County's website under the "Solicitations" tab at the top of the homepage. Each Offeror is responsible for determining that all addenda issued by the County have been received and shall acknowledge receipt of all addenda in the Proposal. All addenda so issued shall become part of this RFP and any resulting contract documents.

Section 3 Contract Period

It is the intention of Appomattox County to award a two (2) year contract with the option of three (3) annual renewals available upon mutual agreement of both parties. Maximum contract length is five (5) years.

The initial contract period will begin on August 1, 2016 and end on July 31, 2018.

Section 4 No Contact Policy

Direct contact with staff, representatives and /or agents of either the Appomattox County Public Schools or the Appomattox County Government other than Purchasing Agent on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent.

Section 5 Scope of Services

Appomattox County Public School System is seeking partnerships with local mental health agencies to provide Medicaid funded therapeutic day treatment in individual schools. The goal is to provide onsite individual and group counseling to students struggling to maintain appropriate behavior in the school setting. The following specifications are provided for your review and consideration:

A. Recipients

A child or adolescent will be approved through screening and preliminarily determined to be eligible for Therapeutic Day Treatment (TDT). The family will then be referred to the required Virginia Independent Clinical Assessment Process (VICAP) for recommendation of TDT. It will be the responsibility of the provider to determine Medicaid eligibility prior to performing services.

B. Service

All Appomattox County Public Schools and each principal will have the opportunity to utilize the Therapeutic Day Treatment (TDT) services.

C. Time of Program

Clinicians must be available to be in the schools during regular student hours throughout the regular school year.

D. Service Expectations

(1) The successful offeror shall accomplish the following:

- a. Improve and maintain the student's level of functioning, as associated with targeted behaviors.
- b. Increase age appropriate skills to peer interaction, socialization and identification of feelings, self-expression and anger management.
- c. Provide opportunities for each student to receive clinical support and counseling.
- d. Develops and maintains a plan of safety with regard to child in the program.
- e. Provide quality, comprehensive and culturally competent services, which are age appropriate, to respond to the unique needs of each student.
- f. Empowers and assists the student and family to express needs and accesses needed services and/or support.

- g. Retains a professional staff who can effectively address the unique needs of ACPS students.
- h. The offeror shall meet all requirements to practice therapeutic treatment therapy as set forth by the federal government, and Virginia Department of Education.
- i. When absences are unavoidable, the offeror shall make every reasonable attempt to maintain service delivery with covering personnel. Offeror will follow the ACPS calendar unless otherwise indicated. (see attachment B – School Calendar)
- j. The offeror shall use all ACPS approved forms that are available and appropriate and where no form is specified will use forms designed at this/her discretion. All information regarding the status of students and program actions shall remain confidential. ACPS shall assume all professional and administrative responsibility for the services rendered.
- k. The delivery of efficient professional student care will be enhanced by close communication between all involved parties. The offeror shall maintain regular contact with the program administrators. ACPS shall inform the offeror of policies that are to be adhered to.
- l. Mileage for travel to and from the worksite will not be reimbursed by Appomattox County Public Schools. The Successful Offeror will be expected to invoice for services and receive payment through Medicaid or other 3rd party billing. ACPS will not be held responsible for payment or billing issues related to the Successful Offeror's services, billing, payments or billing/payment disputes. Appomattox County Public Schools will incur no cost for TDTS provided by the Successful Offeror.

(2) Contractor shall provide therapeutic day treatment services to eligible student. According to ACPS procedures, the contractor shall:

- a. Provide a face to face assessment of the student by a Licensed Mental Health Professional to identify the student's clinical needs, diagnosis and service requirements.
- b. Define individualized treatment goals collaboratively between the referred family and student, the educational program and the Qualified Mental Health Professional before the student is able to enter the Therapeutic day Treatment Program.
- c. Students will receive concurrent mental health treatment, using techniques such as play therapy and behavioral interventions.
- d. Coordinate with ACPS, parents and the case management agency to transition the student into the Therapeutic Day Treatment Program.

- e. Continually reassess to determine if the student is appropriate for the Therapeutic Day Treatment program.
- f. ACPS will expect the Successful Offeror to collaborate with ACPS personnel on site to minimize the loss of instructional time and disruption of the educational environment in the implementation of the ISP.
- g. Fully integrate with the ACPS staff , with the identified schools(s) being considered their physical place of employment.
- h. Provide services in the student classroom, and/or defined space for contractor staff to provide therapeutic services within the school, with the student being grouped together in their respective classes.
- i. Therapy services will be conducted as defined by each student's individual education plan (IEP), where applicable.
- j. Contractor will provide one-on-one assistance and concurrent mental health treatment, in the classrooms for each defined group of students.
- k. Assist ACPS staff with IEP development, as requested by school based administration, coordination of additional required services, classroom preparation and classroom behavioral modification programs.
- l. Meet with designated treatment team, no less that once per week to insure proper service delivery.
- m. All therapists must maintain the confidentiality of any assignment-related information.

(3) The successful offeror will provide qualified and licensed personnel to provide psychotherapeutic interventions combined with education, mental health treatment and other services as follows:

- a. Development of Individual Service Plan (treatment Plan) by a Qualified Mental Health Professional
- b. Individual counseling/therapy* (during academic day)
- c. Group Therapeutic Activities* (during the academic day)
- d. Training groups (Psycho educational and Social skills)
- e. Crisis intervention
- f. Behavior modification/Behavior Management*

- g. Case Management*
- h. One-on one assistance within the classroom setting
- i. Complete cooperation with school staff concerning school policies and individual classroom management
- j. Face to face diagnostic assessment and authorization by a licensed mental health professional
- k. Assessment review and update on an annual basis
- l. Evaluation, medication education and coordination of medication management services
- m. Opportunities to learn and use daily living skills and to enhance social and interpersonal skills (e.g. problem-solving, anger management, community responsibility, increased impulse control and appropriate peer relations).
- n. Therapeutic recreation and socialization activities
- o. Family support services
- p. All services will be provided in accordance with the Individual Service Plan
- q. Services will be provided by Qualified Mental Health Professionals under the supervision of a licensed clinician
- r. Should the successful offeror consider it to be in the best interest of a student enrolled in Appomattox County Public Schools to be referred for additional counseling services, the successful offeror should (i) provide the parent with a list of service providers from which the parent can choose, (ii) indicate to the parent that the parent is under no obligation to obtain additional services, and (iii) if the parent chooses to do so, the additional counseling will not be paid for by Appomattox County Public Schools.

* The frequency intensity and duration of these services will be individually determined and defined in the student's individualized service plan and will be implemented as defined according to each client's specified treatment needs, goals and objectives.

E. Additional Contract Requirements

- (1) TDT is responsible for properly handling and safeguarding any student data provided to them by ACPS including adherence to PERPA, HIPPPA and all other applicable laws.
- (2) Contractor shall conform to normal school operating hours.
- (3) Contractor shall provide monthly progress reports to school officials, including treatment plan updates and other related information.
- (4) Contractor shall establish regular operating procedures with the school principal, including communication practices with teachers, protocol for management of students, periodic meetings and routine clarification of roles.
- (5) Contractor shall adhere to school dress code.

Section 6 Contract Administrator

The following employee of ACPS is identified to use all powers under the contract to enforce its faithful performance. All orders from ACPS shall be transmitted and communicated through the Contract Administrator or school personnel. As the Contract Administrator, the following individual shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.

Dr. Dorinda G. Grasty, Ed.D., Division Superintendent - (434) 352-8251

Section 7 Responsibility of Appomattox County Public Schools

- A. ACPS agrees to provide necessary space and fixed furnishings needed for delivery of therapeutic day services.
- B. ACPS agrees to communicate in a timely manner all necessary information regarding individual student programs or school policies and procedures pertinent to the professional intervention of the therapist.

Section 8 Proposal Preparation

The Offeror shall submit a Proposal which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to perform the services described herein. Proposals should include concise written responses, in narrative form, to the following directives:

- A. **Qualification of staff:** Applicants are to provide information adequately describing their specific areas of expertise and other background information, which may be useful in the evaluation process. This section should include resumes of essential individuals who would, in all probability, be involved in providing the requested services. Resumes should adequately describe an individual experience and area(s) of expertise. Information pertinent to professional license or certifications held by individual who will be providing services should also be included in the response to this Request for Proposal.

- B. **Managerial Capabilities:** Demonstrate ability to work cooperatively with a variety of individuals and organizations, demonstrate knowledge of special education and related services, demonstrate ability to solve problems and work as a member of a team and ability to meet desired schedules, coordinate with school staff and mutually establish operating procedures by the provider and the school.

- C. **Past Performance Record and Relevant Experience:** Number of years in business, references (provide names, addresses, telephone numbers and fax numbers of individuals or firms who have knowledge of your expertise in area of Therapeutic Day Treatment. References should be related to the local provider's office proposed to provide services under this contract. A minimum of three (3) references are to be submitted. It is preferred that references be other school divisions), quality of work, services and ability to meet desired schedule, the character, integrity, reliability, reputation, judgments, experience and efficiency of the firm, insurance information, number of current Qualified Mental health Professional (QMHP) registered with your firm (Please list these in separate categories, using the following titles: Physical, Psychiatrist, Psychologist, social Worker, Registered Nurse, Mental Health Worker or Other (to include positions not listed that will play a role in the treatment program), average years of experience for each title listed, provide a copy of any contract or service agreement that would be required by your firm and number and scope of conditions attached to this proposal.

Section 9 Proprietary Information

Firms are advised that Chapter 43, Section 2.2-4342 of the Code of Virginia (i.e., the Virginia Public Procurement Act) shall govern public inspection of all records submitted by the firm. Such information which the ACPS reserves the right to submit to the School Board attorney for concurrence of the Firm's claim that it is in fact proprietary. Trade secrets or proprietary information submitted by a firm in connection with this RFP is not subject to

public disclosure under the Virginia Freedom of Information Act. **However, firm must invoke the protection of this section prior to or upon submission of the data or other materials.** Firm must provide a statement that identifies the data or other materials to be protected and states the reasons why protection is necessary. Furthermore, Firm shall submit trade secrets or proprietary information under separate cover in a sealed envelope clearly marked **PROPRIETARY**.

Section 10 Proposal Submission Information

A. The Following Information Shall Be Returned With Your Proposal Response:

- (1) The offeror's complete proposal, with a written narrative detailing the offeror's ability to meet the requirements as listed in *Proposal Preparation* section of this RFP.
- (2) Completed Certification of Proposal form as provided (Attachment A-*Certification of Proposal*).
- (3) A list of at least three (3) references from jobs equal to or greater than this one including name, address, telephone number, fax number and email address. (Attachment C)

B. Five (5) copies of the complete proposal, including Certification of Proposal form and references, must be submitted.

C. Mark outside of envelope with RFP number (**RFP 16-004**) and RFP name (**Medicaid Therapeutic Day Treatment for Appomattox County Public Schools**). Proposals are to be returned no later than **2:00 p.m., local prevailing time, Wednesday, May 11, 2016, to:**

Appomattox County
ATTN: John Spencer, Purchasing Agent
153-A Morton Lane
P.O. Box 863
Appomattox, VA 24522

Proposals arriving later than 2:00 p.m. will be considered as non-responsive and will not be reviewed. The Offeror has the sole responsibility to have the proposal received by the Appomattox County Purchasing Office at the above address and by the above stated time and date. Appomattox County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or any other means of delivery that may be employed.

D. Time is of the essence and any proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected and returned unopened. Proposals sent electronically or by facsimile will not be accepted.

- E. Responses should be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness of services offered and clarity of content. Questions regarding this request for proposals should be directed to Mr. John Spencer, Purchasing Agent.

**Section 11
Evaluation and Award Criteria**

Proposals shall be evaluated by ACPS committee using the following criteria as related to the ACPS' Requirements outlined in Scope of Services and Proposal Preparation, as well as all other terms and conditions and submission requirements identified herein:

<u>Evaluation Criteria</u>	<u>Assigned Weight</u>
Agency goals and plan for maintaining students in school setting	20
Plan for collaboration with ACPS instructional staff and administration	20
Therapeutic model used with students	20
Staffing Patterns, qualifications and supervision	20
Plan for working with student's families	<u>20</u>
	100

**Section 12
Award of Contract**

Selection shall be made of one or more Offerors deemed to be fully qualified and best suited among those submitting proposals for each project on the basis of the evaluation factors identified above. ACPS shall select the Offeror(s) which in its opinion, has made the best proposal, and shall award individual contracts to the Offeror(s).

ACPS may cancel this RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, Code of Virginia) Should ACPS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and the Contractor's proposal as negotiated. Multiple awards may be made, if determined by ACPS to be in its best interests.

Section 13
Cancellation of Contract

Either party reserves the right to cancel and terminate a resulting contract, in part or in whole, without penalty, upon 60 days written notice to the other party.

Section 14
Care of Data

The selected firm shall take all steps necessary to safeguard any data, files, reports, or other information from loss, destruction or erasure. Any costs or expenses of replacing, or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence.

Section 15
**Data on Convictions for
Certain Crimes and Child Abuse and Neglect**

Prior to awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students, the school board shall require the contractor and, when relevant, any employee who will have direct contact with students, to provide certification that (i) 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 (ii) whether he has been convicted of a crime of moral turpitude (§22.1-296.1 (C)).

Section 16
General Terms and Conditions

The County's General Terms and Conditions are attached to and made part of this Request for Proposals.