



NOTICE OF REQUEST FOR PROPOSAL
STUDENT SERVICES DIVISION
LA CAÑADA UNIFIED SCHOOL DISTRICT

This is a
REQUEST FOR PROPOSAL
RFP #R76-18-19

Notice is hereby given that the Governing Board of the LA CAÑADA Unified School District (hereinafter referred to as **District**) is requesting proposals for School-Based Mental Health Services from Community Based Organizations/Providers of Mental Health Services (hereinafter referred to as **Provider[s]**) to assist with addressing the provision of school-based counseling for students in the LA CAÑADA Unified School District, grades 7-12.

Respondents should not construe from this legal notice that the District intends to enter into a fixed price contract with the Respondent unless, in the opinion of the District, it is in the best interest of the District to do so. The District reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal documents can be obtained from James Carnal, Executive Director, Student Services in writing via US Mail, (LCUSD, 4490 Cornishon Ave, LA CAÑADA , CA 91011), email (jcartnal@lcsud.net), on the LCUSD district website at lcsud.net, fax (818-952-8331) or in-person by appointment. Request for Proposal documents will be provided via email, fax or US mail.

The District will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period of November 30, 2018 - December 10, 2018. Questions should be emailed to James Carnal at jcartnal@lcsud.net.

Respondents must submit written proposals in a sealed package labeled:

“Proposal – School Based Mental Health Programs #R76-18-19-LCUSD

Addressed to:

LCUSD, 4490 Cornishon Ave, LA CAÑADA, CA 91011

Attn: James Carnal

The District will accept all proposals received on or before February 1, 2019 at 5:00 p.m. sharp. The District will not accept proposals that are received after the deadline.

The District reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The District will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the District. Following the review and analysis of all responsive proposals, the District will make a recommendation to their Board of Education (BOE) at its regularly scheduled meeting(s).



LA CAÑADA UNIFIED SCHOOL DISTRICT
STUDENT SERVICES DIVISION
RFP #R76-18-19-LCUSD

**REQUEST FOR PROPOSAL
SCHOOL- BASED MENTAL HEALTH PROGRAMS**

CONTACT INFORMATION

by

LA CAÑADA Unified School District
Student Services Division

ADDRESS ALL PROPOSALS TO:

James Cartnal
Executive Director, Student Services
LA CAÑADA Unified School District

4490 Cornishon Ave
LA CAÑADA, CA 91011

818-952-8391
Fax 818-952-8331
jcartnal@lcsd.net



Request for Proposal

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SUMMARY OF SOLICITATION

School-Based Mental Health Programs
Request for Proposal - December 2018
LA CAÑADA Unified School District
Secondary Schools (Gr. 7-12)

Community-Based Organizations/Providers of Mental Health Services (herein known as Provider[s]) are invited to submit a Request for Proposal (RFP) addressing the provision of school-based counseling for students in the LA CAÑADA Unified School District, grades 7-12. The District is interested in receiving RFPs from agencies or individuals who can provide collaborative support to school site teams and promote student well-being at all levels.

Upon selection, the Provider must have the capacity to supply counseling services, during the 2019-2020 school year, for up to two secondary buildings on the same site (1 high school and 1 middle school). Licensed therapists will receive referrals for counseling services for students from school personnel, work as members of collaborative teams, provide individual and group therapy, case management, and education and outreach to families. It is expected that Providers will be fully integrated as part of the school team, participating in student meetings, crisis teams, etc. The counseling model proposal must include a Licensed Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW) or Licensed Professional Clinical Counselor (LPCC) as a primary point of contact for the school. This licensed clinician will assume responsibility for both provision of direct services and management of all intakes, assessment, caseloads and discharge or termination of services.

The model may include Registered Associate licensees (formerly known as Intern), however, fully-licensed service providers are preferred to provide individual, group, and family counseling. Please include specific information about how clinical supervision will be provided.

PROPOSALS MUST INCLUDE:

1. Introduction/Purpose
2. Description of Services
3. Background of Provider
4. Expected Services & Outcomes
5. Itemized Budget (including costs, hours, trainings)
6. Program Evaluation-Expected Data Collection
7. Training Component
8. Two Letters of Reference

TIMELINE FOR RFP AND PROVIDER SELECTION PROCESS

Release of RFP	Friday, 11/30/18
First Public Notice:	Friday, 11/30/18
Second Public Notice:	Friday, 12/7/17
Respondent Question Submission Deadline:	Monday, 12/10/18
LCUSD Answers Questions:	Friday, 12/14/18
Deadline for Receipt of RFP:	Friday, 2/1/19
Proposals Reviewed and Evaluated:	Wednesday, 2/28/19
BOE Meeting:	Tuesday, March, 2019, Date TBD
BOE Meeting:	Tuesday, April, 2019, Date TBD
Anticipated Contract Date:	Tuesday, 5/24/19

1. INTRODUCTION/PURPOSE

Providers are invited to submit a proposal addressing the provision of school-based counseling at LA CAÑADA Unified School District (LCUSD), a unique educational community that serves approximately 2150 students in grades 7-12. LCUSD is rich in tradition and academic excellence and students reflect diverse backgrounds. Students present with unique challenges, typical of adolescents living in a fast-paced, high-performance, technologically driven society. Specifically, there is concern for some LCUSD students demonstrating increased levels and earlier onset of academic stress, anxiety, depression, self-harm, and substance abuse. LCUSD is interested in receiving proposals that address how students can best be supported in light of these ongoing issues.

Proposals should establish how the Provider would work with school site personnel to support students toward wellness and balance in their lives. Proposals should use evidence-based school counseling models, with a specific explanation of how short term, school-based counseling will benefit individual students, student groups and families (i.e. stress-management, family conflict, coping strategies for grief and loss, anger management, conflict resolution, social skills training, organization and self-management, substance abuse therapy, and parenting skills), as well as the school community as a whole.

2. DESCRIPTION OF SERVICES

The LA CAÑADA Unified School District is seeking a Provider (individuals or groups) to design, develop and deliver comprehensive, integrated, school-based counseling services for the 2019-2020 academic year for students grades 7-12. In the model, licensed therapist(s) will receive referrals from school personnel, work as essential members of collaborative teams, provide individual, group counseling, psycho-education, and support to students and families. In addition, the licensed therapist(s) will be a resource for administrators, psychologists, counselors, nurses or health clerks, and teachers on how to best assess and support student needs. To provide a context for individual support for year one, we roughly anticipate approximately 80-90 students in grades 9-12 will receive at least an initial assessment throughout the year, with on-going individual therapies provided to approximately 75 out of roughly 1400, 9-12 students. The 7-8 students and staff will join in parent/staff development,

occasional consultation, and crisis support but no individual services during year one will be offered.

The services will be housed in a new Wellness Center of approximately 1200 sf where two school staff members will provide drop-in student support, triage, referral processing, school wide program coordination and resources, and peer-to-peer program oversight.

3. BACKGROUND OF PROVIDER/INDIVIDUALS

Providers submitting proposals must include a complete description of how the agency will develop programs, support, and services to students, community and school staff. Provider description must include the overall background and philosophy of services provided to students and families. This section should outline the program's goals and how services are supervised and monitored (including ratios). Provider must demonstrate an ability to collaborate with all necessary and appropriate personnel, other mental health providers and community stakeholders. A history of Provider's services and recommendations from other individuals receiving services and from other community agencies with which the Provider collaborates will be considered when reviewing proposals.

4. EXPECTED SERVICES & OUTCOMES

The LA CAÑADA Unified School District is seeking a Provider who demonstrates explicitly defined services and outcomes for school-based counseling programs that are effective within a school community. Proposals should describe how services would meet the diverse needs of the entire LA CAÑADA School community. Successful proposals will include thorough descriptions of:

a. School-Based Counseling Model

- A comprehensive school-based counseling model that offers tiered services (universal, targeted and intensive);
- An evidenced based short-term counseling model that is also flexible to accommodate the needs of students with more pervasive and complex needs, including some receiving on-going Educationally Related Mental Health Services (ERMHS) as part of Special Education services.
- A model that includes school-based counseling strategies that support student attendance, social emotional learning, mental health and wellbeing, academic success, and decrease of disciplinary referrals;
- A model that is successful in meeting the needs of a diverse school community.

b. Collaboration & Leadership

- How Provider will create and build a professional working relationship with all necessary and appropriate school site staff, including Wellness Center staff at the high school level, to promote integration and coordination of services;
- How school-wide mental health and youth well-being activities will be provided in collaboration with school staff;

- How Provider will provide leadership and support to sites in the areas of mental health promotion and intervention, and suicide prevention.
- How Wellness Center drop-in services will be supported (high school level).

c. Service

- How Provider will comply with level of service as outlined in the Introduction/Overview and Description of services section of the RFP, and list examples of previous demonstrated ability to comply with such, including staff recruitment;
- Scope of school-based counseling, making clear the distinction of short-term goal-oriented counseling and when long term counseling might be needed, and when and how it would refer students to outside services;
- A complete description of who can be served and under what circumstances a student would be denied services;
- Provider's specific response capacity in emergent, urgent and routine requests for services, including how wait lists would be managed;
- Topics and methods Provider will use in training school personnel in relevant mental health and substance abuse topics;
- Description of plan for how summer coverage will be provided for students who need ongoing mental health counseling;
- How Provider will ensure continuity of care between middle school and high school transitions, for students who are receiving counseling services;
- How Provider will ensure continuity of care when a student presents with ongoing need for more support at school or in the community upon termination of school-based counseling services;
- How Provider will engage students who experience truancy or are otherwise disengaged from schools;
- How services will be delivered per Wellness Center Consent and Confidentiality Policies (at high school level).

d. Provider Staffing and Training

- How Provider will hire staffs that reflect the diversity and language needs of the LCUSD community;
- How clinical supervision/training will be provided to agency staff after school hours to maximize student accessibility during the school day;
- Description of how a full time (40 hour) position would be allocated in terms of direct services, supervision, training, and other activities;
- How sites will be supported in the case of vacancies/time off of Provider staff;
- How staff will be accountable to school site teams and process for communication of any issues or challenges that may emerge.

5. ITEMIZED BUDGET (INCLUDING COSTS, HOURS, TRAININGS)

Providers submitting proposals must include a detailed itemized budget with the following:

- Scope of services;
- Projected expenses by line item;
- A narrative providing budget justifications.

6. PROGRAM EVALUATION-EXPECTED DATA COLLECTION

Providers submitting proposals must demonstrate the ability to monitor and evaluate the impact of the service implementation. Describe in detail how Provider will:

- Evaluate services provided under this proposed contract;
- Provide program evaluation updates on a monthly basis to the administrator assigned to oversee school-based counseling services;
- Participate in existing district data collection efforts (California Healthy Kids Survey, Referral, Service or Visit/Event Attendance Logs);
- Provide ongoing data updates (mid-year reports and end of the year reports).

7. TRAINING COMPONENT

A complete description of ongoing supervision and training of Provider personnel must be included. Supervision and training standards must be in alignment with California Board of Behavioral Sciences (BBS) requirements. Providers will be required to participate in district-sponsored trainings throughout the year to support wellness initiatives.

8. LETTERS OF REFERENCE

Successful proposals will include two letters of reference from school sites currently being served by Provider. If sites are not currently being served, Provider may submit letters from school sites or other organizations served within the last three years. Letters should speak to the Providers ability to provide a full range of school counseling services as per the current request for proposal.