



Pittsburgh  
Public Schools

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**The School District of Pittsburgh  
(Pittsburgh, PA)**

**REQUEST FOR PROPOSALS (RFP)**

**Therapeutic Supports for Pittsburgh Public School Students**

**Issuance Date: 12/09/2022**

**Submission Date: 2/28/2023**

### **Introduction**

Pittsburgh Public Schools (PPS) has an overarching goal to ensure the provision of therapeutic support for children who exhibit a need for these services. The extraordinary circumstances caused by COVID-19 pandemic have left our schools in dire need of creative mental health support.

This work is expected to begin in April 2023 through September 2024.

### **Scope of Work**

- The provider will provide therapeutic support to Pittsburgh Public School students during and possibly out of school time hours.
- The students in need will be linked to services by school social workers or counselors, or the SAP (Student Assistance Program) team.
- The referral process will be determined.
- The provider will obtain parent permission for this service and will contact the student and their family once receiving the referral.
- They will provide a creative approach to support students' mental wellness needs. This support would be anything on the continuum from school-based therapy to prevention/intervention groups to providing animal-based assistance during times of grief and loss.

### **Background**

Pittsburgh Public Schools is the second largest public, urban school district in Pennsylvania serving the following enrollment:

- Elementary (K-5): 8,537
- Middle (6-8): 4,284
- Secondary (9-12): 5,614
- Early Childhood: 1,191

Total Enrollment: 20,350

### **Timetable/Response Submittal**

Pittsburgh Public Schools is requesting proposals from experienced and qualified companies. Selection will be made based upon the proposals submitted. A timetable for the selection process is provided below:

- 12/09/2022: Release of RFP
- 02/28/2023: Receipt of Proposals
- 03/16/2023: Recommendation for Selection
- April 2023: Legislative Approval by Board

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents, their lobbyist(s) or agent(s) and any employee of PPS or its elected Board of Directors, except as provided for in the RFP. Any violation**

**of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals shall be submitted to PPS as follows:

Ms. Elena Runco, LCSW Director of Student Support Services—Social Workers Pittsburgh Public Schools Erunco1@pghschools.org
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Proposals can be submitted in electronic format to Ms. Runco by 01/09/2022.

Proposals, including any/all attachments, cover letter, tabs, and completed responses to the addendum should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted following the instructions detailed below. PPS reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, PPS reserves the right to reject all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to Ms. Runco.

Responses should address the following questions or requests for information:

**I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal, and which is signed by an authorized officer.

**II. Experience and Qualifications**

Provide brief biographies for the partners and employees who will be supporting PPS' account, including any relevant experience for each. Please include only those individuals who will work on PPS' account and specify their role in the project. Please describe relevant experience and training with other school districts using this service. Please provide three references.

**III. Company Information/Equal Employment Opportunity**

- Describe your organization's equal employment opportunity policies and programs.
- Has your organization or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your organization's business or have any of your company's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense, i.e., financial misconduct, fraud or child abuse? If so, please describe any such convictions and surrounding circumstances in detail.
- Has your organization, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the

conduct of your organization's business which is still pending or have any of your organization's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter, i.e., financial misconduct, fraud or child abuse which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.

**IV. Project Work Plan**

Submit a detailed work plan for performed services, including a timeline for completion of specific work products. Address all components detailed in the scope of work. Answers to all questions in the addendum section should be included.

**V. Fee Proposal**

Please provide a fee structure that your organization would propose to provide for mental health therapy for students, given the scope of services provided in your detailed work plan. The proposals must include the overall cost of all work, as well as hourly or daily rates.

**Evaluation Criteria and Selection Process**

The contract will be awarded to the qualified proposer whose proposal is most advantageous to PPS, based on the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the overall scores will guide PPS in making an intelligent award decision based on the evaluation criteria.

PPS reserves the right to request an interview from those organizations determined to be in a competitive range and shall use the information derived from these interviews, if any, in its evaluation.

PPS anticipates selecting one organization using the following criteria:

<u>Component</u>	<u>Points</u>
• Adequate number of credentialed staffing with proper clearances when providing therapeutic supports to students to students	40
• Description of creative ways to provide support	35
• Compatible data sharing ability	15
• Cost-effectiveness of proposal	10

## Addendum

### Data Management and Reporting:

1. Please describe your data security protocols.
2. Please describe your confidentiality protocols.
3. Please describe how and when you will share participant attendance and progress data.

### Fiscal Considerations

1. What is the entire cost of implementation? You may attach a separate budget sheet if you prefer.
  - a. How often do you bill?
  - b. Do you bill for hourly services?
  - c. Do you use a Customization rate? How is that rate determined?
  - d. Will you change to development presentations if we need you to describe your work to PPS Stakeholder? If yes, what is that costs?
  - e. Can you provide an itemized invoice?
2. Do you provide any contractual flexibility and price discount if either party decides to terminate?

### ADDENDUM:

#### ELIGIBLE BUSINESS ENTERPRISE (EBE) PARTICIPATION

##### 1. EBE Goal

An aspirational Eligible Business Enterprise (EBE) goal of 10%, for business diversity spend, has been assigned for this contract opportunity.

An EBE is a collective of firms that are certified in one or more of the following business diversity categories, registered in our online EBE directory, and used to track the District's diversity spend:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- U. S. Small Business Administration 8(A)

##### 2. Proposed Business Diversity Utilization

- Is your firm a certified MBE, WBE, DBE or 8(a) firm? If so, please provide proof of current certification from a certifying entity. Self-certification is not accepted.
- Please also provide detailed information regarding any additional business entity that will assist in completing the scope of work as defined by this solicitation. This should include the:
  - 1) Company Name
  - 2) Company Contact (including title, email, and phone number)
  - 3) Scope of Work
  - 4) Dollar Amount & Percentage of Contract

- 5) Company Diversity Type (provide proof for each certified firm)
- o MBE, WBE, DBE, 8(A), Diverse but not certified, N/A

**3. Good Faith Effort**

If no portion of this contract will be awarded to a diverse business, specifically \$0 or 0% diversity spend, please provide detailed information addressing your firm's culture for business diversity & inclusion.

- 1) Diversity Spend: How much money did your company spend with certified MBE, WBE, DBE and/or 8(a) firms last year? What was the diversity percentage based on your total spend?
- 2) Diversity Count: What is the total number of MBE, WBE, DBE and/or 8(a) firms that your company contracted with last year? Please itemize by each diversity type as well.
- 3) Membership: Are you a member of any supplier/business diversity organizations? If so, please share the name of the organization and provide details concerning your level of involvement with that organization.

For additional documentation related to EBE policies, the proposer should visit the District's website at: <https://www.pghschools.org/mwbe> or contact Paula B. Castleberry, Minority/Women Business Coordinator at [pcastleberry1@pghschools.org](mailto:pcastleberry1@pghschools.org).