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

REQUEST FOR PROPOSALS (RFP)

Teletherapy for grades 4th-12th

Issuance Date: 3/11/2024

Submission Date: 4/8/2024 by noon

Introduction

Pittsburgh Public Schools (PPS) has an overarching goal to ensure the provision of intensive mental health 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 virtual mental health services.

This work is expected to begin June 30, 2024, and end June 30, 2026.

Scope of Work

- The provider will provide virtual therapy to our students in grades 4th-12th grades who are identified by school social workers or counselors, the SAP (Student Assistance Program) team, guardian, the students.
- Referrals are made by school social workers or counselors through our eSchoolPlus directly to the provider.
- The provider will obtain parent permission for this service and will contact the student and their family once receiving the referral.
- They will provide an initial intake appointment, 30-minute to 60-minute individual, family or group sessions to 4th-12th graders at PPS

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

The Chief Academic Office 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:

- March 11, 2024: Release of RFP
- April 8, 2024: Receipt of Proposals
- April 15, 2024 : Recommendation for Selection
- May 2024: 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:

Dr. Rodney Necciai
Assistant Superintendent
Student Support Services
Pittsburgh Public Schools
rnecciai1@pghschools.org
and
Elena Runco, LCSW
Director Student Support Services
Pittsburgh Public Schools
erunco1@pghschools.org

Proposals can be submitted in electronic format to Dr. Necciai and Elena Runco by Noon on April 8, 2024.

Proposals, including any/all attachments, cover letter, tabs, and completed responses to the technology 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 any and all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to Dr. Necciai or Elena 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 with board member governance training including previous work with other school districts. Please provide three references.

III. Company Information/Equal Employment Opportunity

- A. Describe your company's equal employment opportunity policies and programs.
- B. Has your company 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 company'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.

- C. Has your company, 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 company's business which is still pending or have any of your company'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 company would propose to provide for teletherapy for 4th - 12th grade 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 companies 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 consultant using the following criteria:

<u>Component</u>	<u>Points</u>
Pennsylvania credentialed staff with experience in providing teletherapy in schools	12
<ul style="list-style-type: none">• Employed PA Licensed therapists• Experience of providing virtual therapy in schools• History of providing virtual therapy in PPS schools	
Understanding of the Mission and Vision of Pittsburgh Public Schools	4
<ul style="list-style-type: none">• Their vision and mission align with that of PPS	
Compatible data sharing ability	8
<ul style="list-style-type: none">• Platforms must be supported by PPS	

- Explanation of proposed data collection and method of reporting results

Cost-effectiveness of proposal

8

- Cost of Program can be met
- Method of billing aligns with the process of PPS

Addendum

Product Information

1. Complete Service Description.
2. How many school districts are currently using your service are currently using the current service
2. Are your therapists credentialed to work in Pennsylvania?

Technical Specifications

1. Are you able to use Microsoft teams as a platform?
2. What other platforms do you use?
3. How frequent are system back-ups created?
4. How does your software work with software and hardware based security applications?
5. Describe the application software architecture (desktop, client/server, web, etc.). Are there any special network requirements (LAN, WAN, etc.)?
6. What is the amount of memory required by the workstation and/or server?
7. What is the minimum processing speed?
8. What telecommunication connectivity speeds are needed for ideal operation of your product?
9. Are you aware of any incompatibilities that your product might have with any specific hardware or software? Provide details.
10. If there comes a time where we no longer continue our relationship with your company, how would we access and retrieve our data?

Data Exchange

1. How is data imported to the system? Ex. School lists, student rosters, student demographics, etc.
We prefer sending and receiving csv files or direct connection to the database if PPS is hosting.
2. How is data exported from the system to be loaded to our Data Warehouse and Student Information System? Ex. Lunch status information for each student
We prefer sending and receiving csv files or direct connection to the database if PPS is hosting.
3. What is the frequency of data exchange?
4. Can the data exchange be automated?
We prefer to send and receive files via an sftp site – we set up a schedule that runs data files nightly and pushes to the sftp. We also create a job that looks for and pulls down to PPS new files from the vendor nightly.
5. Do you have data import specifications that we can review? Data export specifications?

Training and Support

1. Describe the recommended start-up training program, schedule, materials provided, number and length of courses, etc.
2. Where are your support services located?
3. What are the hours of operation and response times of support services? Do you have a service-level-agreement (SLA)?
4. Does support include product updates as well as bug fixes?
5. How are software and/or database updates transmitted to customers (for locally hosted applications)?
6. What is your Helpdesk escalation procedure?

Cost

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. Customization rate?
 - d. Reports development costs?
 - e. Can you provide an itemized invoice?
2. Do you provide any contractual flexibility and price discount if either party decides to terminate?