



Petersburg City
Public Schools

Issue Date: June 16, 2020

Title: RFI 21-001 - Alternative Education
Support Services

Issuing Agency: Petersburg City Public Schools
255 E. South Boulevard
Petersburg, VA 23805

Using Entity and Location: Petersburg City School Division
Initial Period of Contact: June 16, 2020

Sealed Proposals will be received in the Procurement Office until 4:30 p.m., July 6, 2020, District Time Zone, for furnishing the products and/or services described herein. Late, facsimile and/or e-mailed proposals will not be accepted.

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Procurement Manager via email by July 6, 2020, 4:30 p.m. District Time Zone, as per the Official Purchasing Timeclock.

Tamika Freeland, Purchasing
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The School Board does not discriminate against faith-based organizations or against any contractor, bidder, or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and all the conditions imposed herein, including the General Terms and Conditions, and Attachments, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ **Date:** _____
_____ **By:** _____
_____ **Signature in Ink**

Telephone: _____

_____ **Printed/Typed**

Email: _____ **FIN/SSN:** _____

REQUEST FOR INFORMATION

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COMMUNITY BASED SERVICES

1.0 Statement of Need

Petersburg City Public Schools is attempting to find qualified agencies to add to our list of support options who are able to provide comprehensive, community-based support for our students and their families. We are seeking agencies whose services support students in the area of behavioral health, social/emotional needs, as well as alternative education and specifically supporting students experiencing academic failure, repetitive discipline, homelessness, pregnancy, chronic absenteeism/truancy, drug/alcohol use, physical or sexual abuse.

The intent of this Request for Information (RFI) is to obtain information on services available to Petersburg City Public School students from agencies specializing in adolescent mental health, adolescent substance use, life/social skills training, and alternative education.

This RFI has three key objectives:

- Provide prospective respondents with information regarding Petersburg Public School needs
- Solicit respondent information to assist Petersburg Public Schools in determining if identified requirements can be met by community based programs
- Evaluate the submissions of respondents and explore how they would meet the needs of our students

Petersburg City Public Schools will review the responses to this RFI to determine which agencies to list as a resource for families, and if and when it should issue a formal Request for Proposal (RFP), pending fiscal funding, for contractual agreement, when necessary. This RFI and information submitted by agencies will not be binding, but will be crucial in assisting Petersburg Public Schools in defining requirements and the procurement process. **This is not an Invitation for Bid or a Request for Proposal; no contract awards will result from the submission of this data.** Therefore, no contractual language is contained herein nor is required in the RFI response.

2.0 BACKGROUND INFORMATION

Petersburg City Public Schools has approximately 4000 students and of that number, 17% have had at least one out of school suspension during the 2019-20 school year. Over 100 students were referred to Blandford Alternative Academy, PCPS' alternative education school location, geared to support students who demonstrate difficulty with self-regulation, anger, physical harm, and/or other infractions that are deemed inappropriate in the comprehensive school setting.

Data showed in 2019 that there are currently more than 700 underage students and – are under-credited, making it longer and more difficult to earn a standard diploma. These students often show increased behaviors due to lack of success, disengagement in learning, and increased community involvement in situations that negatively impact their lives and that of their family and community. With minimal resources and connections to help them, our students continue to fall short demonstrating their true gifts and talents in the educational setting.

2019-20 data shows that our students need interventions to prevent them from continuing the trend of repetitive discipline and chronic absenteeism. A few data points to support this trend are included below:

Absenteeism:

21% - Chronically Absent (division-wide)

- 16% of English Language Learners
- 25% of Homeless Students
- 29% of Students with Disabilities

Discipline:

17% - Students Suspended at Least Once

- 15% of High School Students
- 27% of Middle School Students
- 72% of Alternative Education Students

Having a cadre of resources to support students at the onset of their concerns will help to decrease the occurrences of chronic absenteeism and discipline.

3.0 QUALIFICATIONS

Listed are the expected qualifications of each service the responding agency is proposing they can provide:

3.1 Outpatient Counseling

The responding agencies will provide treatment, support, and counseling to students and should be licensed to provide those services by the Virginia Department of Behavioral Health and Developmental Services. The agencies should be able to provide counselors who are at a minimum registered with the Virginia Department of Health Professions as a Resident in Counseling or a Supervisee in Social Work.

3.1.1 Counselors/Social Workers must possess the following experience and abilities:

- At least 2 years of counseling (mental health and/or substance use) experience working with adolescents
- Experience providing crisis intervention services
- Experience in Trauma Informed Care
- Adhere to federal, state, and local laws regarding the treatment of children and adolescents as well as confidentiality

3.2 Intensive In-Home Services

The responding agencies will provide Intensive In-Home Services to students who meet criteria and should be licensed to provide those services by the Virginia Department of Behavioral Health and Developmental Services. The agencies should be able to provide counselors who are at a minimum, Master's Level Clinicians, and are supervised by Licensed Mental Health Professionals.

3.2.1 Counselors/Social Workers must possess the following experience and abilities:

- At least 2 years of counseling (mental health/substance use) experience working with high-risk adolescents
- Experience providing crisis intervention services
- Experience in Trauma Informed Care
- Adhere to federal, state, and local laws regarding the treatment of children and adolescents as well as confidentiality

3.3 Crisis Stabilization Services/Mobile Crisis Stabilization Services

The responding agencies will provide Crisis Stabilization Services to students who are experiencing an acute mental, behavioral, or substance crisis that may jeopardize their current living situation. The responding agencies should be licensed by the Virginia Department of Behavioral Health and Developmental Services to provide Crisis Stabilization Services. The agencies should be able to provide counselors who are at the minimum registered with the Virginia

Department of Health Professions as a Resident in Counseling or a Supervisee in Social Work.

3.3.1 Counselors/Social Workers must possess the following experience and abilities:

- At least 2 years of counseling (Mental Health/Substance Use/Crisis) experience working with adolescents
- Experience providing crisis intervention services
- Experience in Trauma Informed Care
- Adhere to federal, state, and local laws regarding the treatment of children and adolescents as well as confidentiality

3.4 Therapeutic Day Treatment Services

The responding agencies will provide Therapeutic Day Treatment Services to students in Petersburg Public Schools who meet criteria and should be licensed to provide those services by the Virginia Department of Behavioral Health and Developmental Services. The agencies should be able to provide counselors who are at a minimum, Master's Level Clinicians, and are supervised by Licensed Mental Health Professionals.

3.4.1 Counselors/Social Workers must possess the following experience and abilities:

- At least 2 years of counseling (mental health/crisis intervention) experience working with high-risk adolescents
- Experience providing crisis intervention services
- Experience in Trauma Informed Care
- Adhere to federal, state, and local laws regarding the treatment of children and adolescents as well as confidentiality

3.5 Therapeutic Mentoring Services

The responding agencies will provide Therapeutic Mentoring Services to students that are focused primarily on life and social skills. The agencies should be able to provide mentors who are at the minimum, Bachelor's Level, and are registered with the Virginia Department of Health Professions as a Qualified Mental Health Professional- Child (QMHP-C).

3.5 Mentors must possess the following experience and abilities:

- Adhere to federal, state, and local laws regarding the treatment of children and adolescents as well as confidentiality and mandated reporting
- Provide culturally relevant/affirming programming

3.6 Alternative Education Programs

The responding agencies will provide Educational Services to identified students in an alternative setting. These agencies should be able to provide teaching staff that are licensed by the Virginia Department of Education. Agencies must also be able to provide Social and Emotional Support to students.

4.0 RFI RESPONSE REQUIREMENTS

Agencies shall provide the following business information with their RFI response:

4.1 Vendors Business Information

- 1) Company Name
- 2) Primary Contact Name
- 3) Organization Address
- 4) Contact Telephone Number
- 5) Contact Email
- 6) Organization Website
- 7) Describe the main line of business at your agency
- 8) How many individuals does your agency employ?
- 9) How many of those individuals work directly with the service(s) you are proposing?
- 10) Qualifications and Background checks of staff that will be providing direct services to students and families
- 11) Copies of applicable licenses for the service(s) you are proposing
- 12) Experience working as a service provider in Petersburg or city with similar demographics

4.2 Subcontractors/Partners

Agencies shall provide a list of all subcontractors/partners with their RFI response. Responses to this RFI shall include a statement of the subcontractors'/partners' qualifications, including current processes and procedures relative to having a single point of contact.

4.3 References

Agencies shall furnish a customer reference list with their RFI response, demonstrating at least two (2) presently using the services. This reference list shall include the name and position of the customer contact, telephone, fax number, email address of the contact person, and the full customer address.

5.0 SELECTION OF EXPERT

All proposals submitted by the due date will be reviewed to determine whether they are complete or incomplete based on the requirements of this RFI. Incomplete proposals will be rejected. Proposals from ineligible applicants will not be evaluated.

Scoring will be as follows:

Proposal Component	Maximum Points
Agency Years of Experience	25
Staff Qualifications	25
Program Options & Support for Students	35
References (2)	15
Total Proposal Score	100

6.0 INSTRUCTIONS FOR SUBMITTING RFI RESPONSE

6.1 INSTRUCTIONS FOR SUBMITTING

Sealed Responses will be received in the Procurement Office until 4:30 p.m., July 3, 2020, District Time Zone, for furnishing the products and/or services described herein. Late, facsimile and/or e-mailed proposals will not be accepted.

All inquiries for information regarding Response Submission requirements or Procurement Procedures shall be directed to the Procurement Manager via email by July 3, 2020, 4:30 p.m. District Time Zone, as per the Official Purchasing Timeclock.

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