

BOARDMAN LOCAL SCHOOLS
REQUEST FOR PROPOSAL



For Purchase Services

July 15, 2021

Proposal Response Date:

July 30, 2021

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Overview

Proposals will be accepted until **July 30, 2021**. No proposal received after that time will be considered. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Boardman Local Schools whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having its proposal received by Boardman Local Schools on time at the place specified.

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

The Boardman Local Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Boardman Local Schools will consider cost, experience, distance/travel time and service history in the award of this proposal. The Boardman Local Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re- advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Boardman Local Schools even if such proposal is not the lowest cost proposal. The Boardman Local Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Boardman Local Schools, in its sole discretion, deems to be in its best interests.

I. Request for Proposals

Instructions, Proposal Forms, and Specifications are enclosed within this packet. Proposals must be submitted on the response form included in this packet. Supplemental documentation is permissible. Quotation submissions should be in sealed envelopes that are clearly marked with the Request for Proposal title, date and time.

By submitting a proposal, the Proposer will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to have inspected the sites (if necessary) so as to be fully informed of BOARDMAN LOCAL SCHOOLS's needs as they pertain to performance of this contract. The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (60) calendar days after the scheduled closing for the receipt of proposals.

1.01 Primary Contact

All questions regarding this Request for Proposal shall be submitted via e-mail to: H. Jared Cardillo, Director of Instruction

jared.cardillo@boardmanschools.org

Boardman Local Schools
7777 Glenwood Ave.
Boardman, Ohio 44512

1.02 Response Date

A copy of the proposal must be received at the Director of Instruction's Office prior to June 25, 2019 at 12:00 pm. Any proposal in route to this location or delivered to other locations in the School District will not be considered timely and will be unopened. Proposals received after the deadline will be late and ineligible for consideration.

II. Consideration and Award

The BOARDMAN LOCAL SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District. The Boardman Local School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

Award of the proposal will be based upon the following criteria:

- Experience (new vendors should provide a brief narrative of past experiences with Boardman Local Schools or references of work with other school districts, or of other facilities of similar size.)
- Flexibility of the vendor to work with the school district (predominantly while school is not in session or after hours).
- Quality of services offered.
- Pricing
- Availability (ability to provide all services in a timely manner).
- Distance/travel time

III Instructions to Proposers

3.01 Pre-Proposal Inspections

All proposals are awarded with the understanding that the Proposer is acquainted with all of the requirements. The Proposer shall not at any time after the submission of a proposal, make any claim whatsoever based on insufficient data or a misunderstanding of the requirements, nature, conditions, or extent of the work under the contract. Prior to any site visits proposers must obtain permission and date and time from the administration.

3.01 Discrimination Prohibited

- (a) That in the hiring of employees for performance of work under this contract, or any subcontract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color, discriminate against anyone who is qualified and available to perform the work to which the employment relates.
- (b) That no contractor, subcontractor, nor any person on his behalf shall in any manner discriminate against or intimidate any

employee hired for the performance of work under this contract on account of race, creed or color.

- (c) That this contract may be canceled or terminated by Boardman Local Schools and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

3.02 Insurance

Contractor will maintain commercial general liability insurance coverage, including sexual abuse, molestation and contractual liability on an occurrence basis, for bodily injury and property damage Contractor will also maintain errors and omissions insurance for liability resulting from the negligent performance of professional duties or operations, Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to Boardman Local Schools evidence of insurance demonstrating that the contractor has coverage for all insurances with the minimum limits of liability set forth herein. Contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to Boardman Local Schools. Contractor will maintain such coverage throughout the term of any contract with Boardman Local Schools with renewal certificates of insurance provided to Boardman Local School no less than twenty (20) days prior to the expiration of the prior certificate of workers compensation insurance and certificate of insurance.

3.01 Contractor's Responsibilities

- (a) **Licenses:** Contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Contractor.
- (b) **Safety Standards:** All items supplied on this contract shall comply with current applicable Occupational Safety and Health Standards of the State of Ohio and other applicable safety standards.
- (c) **Performance Interference:** Contractor shall notify the School District immediately of any occurrence of conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.

3.02 Contractor's Qualifications

- (a) **Base of Operations:** Contractor shall maintain a base of operation within the State of Ohio.
- (b) **References:** Provide a list of at least three school district or business references to include names and phone numbers.

3.01 Standard of Quality

The contractor shall at all times maintain on the job a sufficient force of personnel and support to provide efficiency in all work. The work shall be carried on to interfere as little as possible with the normal conduct of school activities and every reasonable care shall be taken to protect the safety of the children, school staff and other employees, as well as any School District property.

All grounds are smoke free and alcohol free.

IV. Specifications for Boardman Contracted Services

1. Provide the services of qualified licensed personnel. (Such as therapists, counselors, prevention staff, social workers, marriage & Family therapists, etc, as Boardman indicates its need specifically for certain services.
2. Contractor to provide supervisory and management level staff to coordinate services with school administration, and oversee the program and services.
3. All services will be provided in accordance with all federal, state and local regulations which impact service delivery of therapies within a public school setting and will meet all requirements of the Medicaid Program for School Based Child Health Services.
4. Provider will serve all students. Students will not be eliminated from services due to the lack of insurance or Medicare coverage.
5. Mental Health Providers are Master's level therapists (preference will be given to organizations utilizing therapists licensed by the Ohio Board of Counselors, Social Workers, and Marriage and Family Therapists.
6. Prevention Staff are either Master's level clinicians or Certified Prevention Specialists, employed by an organization licensed and certified in Prevention Services by the Ohio Department of Mental Health and Addiction Services.

7. Organizations are members of the Mahoning County Mental Health and Recovery Board's "*Preferred Network of Care*".
8. Preference to organizations with a long history of school mental health services and included on the Ohio Mental Health Network for School Success Effective Practices Registry.
9. Organizations are nationally accredited by a body approved by the Ohio Department of Mental Health and Addiction Services (JCAHO, COA, CARF).
10. Individual providers employed by the organization are supervised by an Independently Licensed Supervisor, approved for supervision by the Ohio Counselor, Social Worker and Marriage & Family Therapist Board.
11. All students served will have access to a full array of behavioral health services provided by the contract organization, to include individual, group and family counseling, home and community-based services, psychiatric/pharmacology and nursing services, diagnostic assessment, and case management services.
12. Preference given to providers who can offer additional evidence-based treatment and support services provided to parents and families by staff trained and certified in services such as Parent Chat, Triple P, Incredible Years, Parent-Child Interaction Therapy, Trauma Treatment.
13. Preference given to organizations that can provide additional value-added services such as Early Child Mental Health Consultation (preschools, kindergartens and 1st grade - up to age 8), Staff Development Training, Trauma Informed Care Training, Mental Health First Aid Training.

V. Non-Collusion Affidavit

The undersigned, as a company proposing on the above indicated project, declares that the only persons or parties interested in this proposal as principals or in the contract proposed to be taken are named herein; that this proposal is fair in all respects and made without collusion or fraud; that the proposer has carefully examined the location of the proposed work, the Specifications including the Request for Proposal and all addenda thereto, prepared by the Owner; and proposed and agrees if these terms and conditions are accepted that the undersigned will contract, to provide all necessary and proper personnel to do all the work and furnish all labor and material necessary or proper to carry out the contract in the completion of the work for the following pricing.

The undersigned further agrees, if awarded the contract on this proposal,

to commence work at the time stated in the notice to proceed, unless otherwise permitted or directed by the Owner and further agrees to complete the work of this contract as specified.

This form must be signed by an officer authorized to represent and commit the organization to all terms and conditions contained in the proposal. The authorized person signing below further certifies that this bid has been prepared without collusion with any other bidder, the Boardman Local Schools, or any employee of the Boardman Local School District.

Name of Company _____

Address _____

Phone #: _____ Email: _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

VI. Response Sheet:

Proposals are scheduled to be accepted or rejected by the Boardman Local Schools within sixty (60) days of the proposal due date. Boardman Local Schools reserves the right to waive any informality and to accept or reject all or any part of any or all Proposals.

Therapists Cost: _____ per hour

Counselor Cost: _____ per hour

Prevention Staff Cost: _____ per hour

Social Worker Cost: _____ per hour

Marriage & Family Therapist Cost: _____ per hour

Staff Professional Development Cost: _____ per hour

BRYT Program Coordinator/Clinician Cost: _____ per hour

Submitted by: _____

Printed Name

Signature

Title: _____ Date: _____

Telephone #: _____

VII. REFERENCES:

1. FIRM NAME: _____

_____ ADDRESS: _____

_____ CITY, STATE, ZIP CODE: _____

_____ TELEPHONE: _____

_____ RESPONSIBLE COMPANY AGENT: _____

_____ TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

2. FIRM NAME: _____

_____ ADDRESS: _____

_____ CITY, STATE, ZIP CODE: _____

_____ TELEPHONE: _____

_____ RESPONSIBLE COMPANY AGENT: _____

_____ TYPE OF OPERATION (Bank, School, Industrial, etc.) _____

3. FIRM NAME: _____

_____ ADDRESS: _____

_____ CITY, STATE, ZIP CODE: _____

_____ TELEPHONE: _____

_____ RESPONSIBLE COMPANY AGENT: _____

_____ TYPE OF OPERATION (Bank, School, Industrial, etc.) _____