



ANOKA-HENNEPIN
SCHOOLS
A future without limit

Request for Proposals
#24014P
School Based Mental Health Services Provider

Due:
Monday, October 2, 2023
at 2:00 p.m. Local Time

Issued by:
Anoka-Hennepin School District
Purchasing Department
2727 North Ferry Street
Anoka, Minnesota 55303
Phone: 763-506-1300

ANOKA-HENNEPIN SCHOOL DISTRICT CALL FOR PROPOSAL

Anoka Hennepin Public Schools is seeking proposals from *mental health organizations, agencies and individuals* operating in private practice, who wish to provide high-quality, culturally responsive site-based mental health programming in the Anoka-Hennepin Public School District #11. Anoka Hennepin School District is seeking to develop a number of applicants from which providers will be selected to serve current schools with site - based mental health services and be eligible for future expansion over the next 3-5 years. With authority granted by the state legislature, the school board makes policy, selects the superintendent, and oversees the district's budget, curriculum, personnel, and facilities.

The Anoka-Hennepin School District is one of Minnesota's largest, serving approximately 38,000 students and 248,000 residents. Spread out across 172 square miles, the district is made of 13 suburban communities north of the Twin Cities of Minneapolis and St. Paul. Anoka-Hennepin has 25 elementary schools, six middle schools, and five traditional high schools, plus alternative middle and high school sites as well as a full day Special Education Setting Level IV Program for students K-12. Over 160 different home languages are spoken among our student body. The District intends to select organizations to provide high quality site-based mental health services in Anoka Hennepin. To facilitate the submission and evaluation of proposals, this proposal provides additional background information regarding Anoka Hennepin Schools that will be relevant to the proposal.

PART 1 - GENERAL INSTRUCTIONS

1.01 INVITATION

Proposals will be received at the Purchasing Department of the Anoka-Hennepin School District, 2727 North Ferry Street, Entrance #1, Anoka, MN, 55303 until 2:00 p.m. LT on Monday, October 2, 2023, for vendors to provide School Based Mental Health Services in accordance with the specifications included in this document.

1.02 BACKGROUND AND OBJECTIVE

Anoka-Hennepin School District is requesting proposals from vendors interested in providing high-quality, culturally responsive, site-based mental health programming in the Anoka-Hennepin Public School District #11 for up to 25 sites serving grades K-12 across the district.

Please review this document for information about this process, specifications, and the submission requirements. Proposals should address how agencies will partner with schools to address a continuum of mental health supports (early intervention, diagnosis, and treatment).

For more information about Anoka-Hennepin Schools, please view our website at www.ahschools.us

1.03 DEFINITIONS

The Terms:

- **District** refers to Anoka-Hennepin School District and any department or board of the School District.
- **LT** means Local Time
- **Vendor** means the company submitting a proposal in response to this RFP
- **Contract Vendor** refers to the Vendor that has been awarded a contract as a result of this proposal.
- **RFP** means Request for Proposal

1.04 INSTRUCTIONS

A. Response Preparation

Vendor to submit one (1) loose-leaf copy of the proposal, printed on standard copy paper, for reproduction for evaluation team, clearly labeled with:

Vendor Name

“24014P” School Based Mental Health Services Provider

Attn: Tiffany Audette/Purchasing

notation: “Proposal Enclosed – Do Not Open until Monday, October 2, 2023, at 2:00 p.m. LT.

The proposal must be signed by an officer or other employee authorized to submit the proposal. Proof of authority of the person submitting the proposal must be made available upon request from the District.

In addition to the above, all proposal documents must be submitted on a flash drive.

Acceptable delivery methods are listed below:

US Postal Service

FedEx, Courier, UPS

Personally, hand delivered.

B. Multiple Submissions

Vendors may submit multiple, alternative proposals for consideration by the District.

C. Delivery Response

Sealed Proposals must be received at the following address:

Anoka-Hennepin School District
Purchasing Department, Entrance #1
Attn: Tiffany Audette
2727 North Ferry Street
Anoka, MN 55303

If delivering in person, please check in with the receptionist at Entrance #1.

D. Opening

Proposals will be opened on Monday, October 2, 2023, at 2:00 p.m. local time. Only the names of the Vendors submitting responses will be read aloud. The opening may be viewed virtually using the link below:

Google Meet joining information:

Video call link: <https://meet.google.com/dxg-jbck-dbe>
Or dial: (US) +1 929-266-1513 PIN: 280 822 115#

From the time the response is submitted until a contract is in place, each response is considered a working document and, as such, will be kept confidential.

E. Late Submissions

The Vendor assumes the risk of any delay in the delivery of their proposal. Whether the proposal is sent by mail, or by means of personal delivery, the Vendor assumes responsibility for having their proposal clocked in on time at the location specified above. Any Proposals received after the proposal opening time identified in Section 1.04 may be rejected.

F. Editing of this Document

This document must be submitted without any alterations or edits to the terms and conditions. If your response submission is found to have any modifications, additions, or changes to the originally sent documents, your response may be considered fraudulent and be rejected.

Vendors must submit all proposals on the District's forms. Proposals submitted on company forms may be rejected.

G. Withdrawal of Submission

A proposal, once delivered to the formal custody of the District, may not be withdrawn until after the proposals are opened and acknowledged; and no response may be withdrawn for a period of sixty days from the date of opening. Once the District has received a proposal, that document becomes property of the District.

H. Vendor Responsibility

It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a proposal. Submission of a proposal shall be proof that such examination has been made and that each vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

I. Incurring Costs

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a proposal, whether or not it is the successful Vendor.

These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

J. Disclosure of Data

According to state law, the content of all proposals and related correspondence, which discloses any aspect of the proposal process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFP, both the selected proposal and the proposal(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

K. Timeline

Listed below are the required dates and times by which actions must be completed and, where applicable, locations. If the District determines that it is necessary to change a date, time, or location it will issue an addendum to this RFP. **Refer to Part 2, 2.04 for more detailed information.**

L. Affidavit of Non-Collusion

Collusion of Vendors is cause for rejection of Vendors involved. A completed Affidavit of Non-Collusion must be submitted with each proposal. Please refer to Attachment A.

M. Inquiries Regarding Proposal

All inquiries concerning this RFP must be submitted via email to PurchQuotes@ahschools.us by **4:00 p.m. on Thursday, September 21, 2023**. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors and posted to the district website in the form of addendum by **4:00 p.m. on Friday, September 22, 2023**.

N. Samples – Non-Applicable

O. References

Refer to Tab 4 for references requested.

P. Uniformity

To provide uniformity and to facilitate comparison of responses, all submissions must be submitted on the forms and in the format provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as appears in this document.

Q. Interpretations and/or Clarifications

Interpretations and/or clarifications shall not be binding on Vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this document will be sent by the District to each Vendor. These addenda will become part of the proposal and will be included by reference in the final contract(s) between the Vendor(s) and the District.

1.05 EVALUATION AND AWARD

A. Vendor Qualifications

The District may make reasonable investigations to determine the ability of the Vendor to perform the services as detailed in this RFP. The Vendor will furnish all information and data for this purpose, as may be requested. The District reserves the right to inspect Vendor's physical facilities prior to award to satisfy questions regarding the Vendor's capabilities. The District further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Vendor fails to satisfy the District that the Vendor is properly qualified to carry out the obligations of the contract. Past performance with the District will be taken into consideration.

The District reserves the right to refuse to consider the RFP of a vendor who is not known to be reliable, skilled, and regularly engaged in providing the service for which the proposals were invited. In addition, the District may require of any vendor, evidence satisfactory to the District of their financial responsibility, and ability to efficiently, economically, and satisfactorily perform the services and deliver the goods required by the District.

B. Evaluation Criteria

A staff committee will review the proposals against the criteria in this RFP and score proposals. The District reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.

The evaluation committee shall evaluate all proposals to determine which meet the minimum service/ product requirements. The evaluation committee will only consider proposals that meet the requirements of this RFP.

C. Right to Negotiate

The District reserves the right to negotiate on any or all components of each proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and, as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

D. Award

The award will be made by the School Board of Anoka-Hennepin School District. The Proposal contract award will be based upon the technical merit and cost criteria listed above. In evaluating Proposals, the District will have the final decision whether the Proposals comply with prescribed requirements and any alternates being proposed. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

- It is the intent of the District to award this proposal to multiple providers based on the capacity available and need of the district.
- The District reserves the right to waive informalities, or to reject any or all Proposals or parts of Proposals if it is in the best interest of the District to do so.
- The District reserves the right to reject any or all Proposals or parts of Proposals and to waive informalities in the Proposal process.
- An Evaluation Committee will evaluate the quality and completeness of each submittal as it addresses each requirement of the RFP. Proposals will be evaluated

and scored in categories as outlined in 2.04.

- Upon completion of the evaluation process the proposals will be ranked in descending Points Total order, high to low. The solutions will be ranked based on the scoring and recommended to the School Board for a contract award.

E. Rejection of Proposals

In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the District may reject an RFP if:

- The vendor misstates or conceals any material fact in the RFP.
- The RFP is conditional. An RFP properly made subject to an escalator clause shall not be deemed conditional.

F. Single RFP

In the case where only a single RFP is received, the District may, at its discretion, negotiate a mutually agreeable contract with the vendor so long as the price paid does not exceed the original RFP.

1.06 CONTRACT

A. Contract Period

The initial Contract resulting from this proposal will commence upon receipt of signed contract and continuing through a mutually agreed upon timeline based on the awarded proposal.

B. Contract Pricing

Contract pricing resulting from this request must remain firm for the contract period. During the contract term, the successful Vendor must pass on to the District all discounts and price reductions available to other customers using similar services. At no point will the Contract Vendor be allowed to raise cost above the stated contract price. All contract pricing must include freight and all other costs associated with the purchase of these items or services. No additional fees will be allowed.

C. Contract Assignment

The Contract Vendor shall not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Contract Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment shall contain a clause that states what the right of assignee is and that any monies due to the Contract Vendor shall be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

D. Contract Vendor Performance

The Contract Vendor shall make every reasonable effort to maintain staff to deliver the service purchased by the District. The Contract Vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires a modification or cancellation of the contract.

E. Reimbursement of Liquidated Damages - Not Applicable

F. Vendor Financial Stability

The District may request a copy of the Vendor's financial records prior to contract award or during the Contract period.

1.07 ADDITIONAL CONTRACT TERMS

A. Insurance

Contract Vendor shall, during the life of the Contract, purchase and maintain insurance coverage with the minimum limits as follows:

1. Workers Compensation

A. Statutory State Coverage

B. Employee Liability Coverage with the following limits:

Bodily Injury by Accident \$100,000 Each Accident

Bodily Injury by Disease \$100,000 Each Employee

Bodily Injury by Disease \$500,000 Each Policy Limit

2. General Liability Insurance

A. Commercial Liability Policy—Occurrence (Form CG 00 01 98 or its equivalent)

Combined Single Limit: \$1,000,000

Personal Injury Liability \$1,000,000

Products Completed Operations \$1,000,000

General Aggregate \$1,000,000

B. Anoka Hennepin ISD #11 shall be added to the policy as additional insured using ISO form CG 2026.

3. Automobile Liability Insurance including hired/ non-owned Auto.

4. Professional Liability Insurance with limits of \$1,000,000 each occurrence/ \$1,000,000 aggregate.

B. Access to Records and Audit

Contract Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16A.055. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The Contract Vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

C. District Support

The Vendor must provide their company contact information for key personnel providing support under this contract in the Questionnaire.

The Contract Vendor must notify the District immediately of any changes in support staff.

D. Independent Contractors

For the purposes of this agreement Contract Vendor is an independent contractor. Nothing contained in this agreement is intended nor shall be construed in any manner to create or establish a relationship of legal co-partners, joint ventures, or joint powers between the parties. No statement contained in this agreement shall be construed so as to find Contractor, its employees, agents or representatives to be employees or agents of District. The district will make no deductions for federal income tax, FICA, or state income tax. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein, shall in no way be the obligation or responsibility of the District.

E. OSHA

All Contract Vendors must comply with OSHA regulations where applicable to this proposal in that the seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

F. Safety

The Contract Vendor will comply with all state and federal laws as they relate to employee safety.

G. District Policies and Procedures

The Contract Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website.

H. Security Compliance on District Property

All work performed on District property shall be in compliance with District security policies, e.g., each person who needs to enter a District building shall sign in on the designated visitor log in the building office. The log shall include a date of entry, employee name, contract vendor name, time entering the building and time leaving the building. The Contract Vendor will keep personnel screening records on file for any personnel under the resulting proposal. This will include records of Criminal Background Screening.

I. Hold Harmless

The Contract Vendor agrees to release, defend, indemnify, and hold harmless District, its board, officers, students, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses, and attorneys' fees, which arise in connection with, in relation to, or as a result of Contract Vendor's negligent acts or omissions or in connection with Contract Vendor's breach of warranties. The foregoing agreement to release, defend, indemnify, and hold harmless shall not apply to the extent such liability, injuries, claims, damages, or loss was caused by the intentional, willful, or wanton acts of District. Contract Vendor shall not settle or compromise any claim in which the District has been named a party and for which Contract Vendor must indemnify the District without a signed agreement approved by the District.

J. Force Majeure

Neither party shall be held responsible for delay, nor could failure, to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God
- Unusually severe weather
- Acts of public authorities
- Delays of defaults caused by public carriers

Provided the defaulting party to give notice as soon as possible to the other party regarding the inability to perform.

K. Duties to Mitigate

The contract between the District and the successful Vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to remedy hereunder. Attorney's fees If suit is brought by either party to this proposal to enforce any of its terms (including all component parts of the Proposal documents), and the District prevails in such suit, the Vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

L. Anti-Discrimination

During the performance of this contract, the Contract Vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Contract Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Contract Vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute 363A.37
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982
- OSHA Requirements

M. Publicity and Advertising

Contract Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of the District except on the specific, written authorization, in advance, of the Districts Department of Public Relations.

N. Prohibition against conflicts of interest, gratuities, and kickbacks

Any employee or any official of the District, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

O. Compliance with Laws

All items and services provided must comply in quality, type of materials, and methods of manufacture with all applicable Local, State, and Federal laws pertaining thereof.

P. Taxes

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The District falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

Q. Payment

The District will pay undisputed invoices according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the Vendor's proposal, contract, or invoice will override this provision. "Date of Receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly, or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425). Purchasing Department at the Educational Service Center, 2727 North Ferry Street, Anoka, Minnesota, 55303.

R. Progress Payments - Not applicable

S. Non-Appropriation

The District reasonably believes that budgeted funds will be obtained sufficient to make all payments. Continuation of any agreements beyond June 30th of any year is contingent upon appropriation of budgeted funds for payment of that contract. In the event that adequate funds are not so appropriated, the District shall notify the vendor as soon as possible prior to the necessary cancellation and no penalty in any form shall be levied against the District because cancellation of any part or all of the equipment required by failure of appropriation.

T. Data Privacy

Vendor agrees that any information it creates, collects, receives, stores, uses, or disseminates during the course of its performance, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential and in conformance with all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Vendors must comply with any applicable requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contract Vendor. The Contract Vendor will report immediately to the District any requests from third parties for information related to this Contract. The District will respond to such data requests. All subcontracts, if allowed, shall contain the same or similar data practices compliance requirements.

U. Return of Data

Within fifteen (15) days of the completion or earlier termination of the Contract, or upon earlier request of the District, Vendor shall return all documents, data and other information provided by the District to Vendor, or Vendor's employees or agents in connection with this Contract. Additionally, the Vendor, upon the request of the District, shall destroy all copies of such District provided data, documents, or information in Vendor's possession or control, and provide District with proof of such destruction.

V. Compliance with Laws and Debarment

Contract Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Contract Vendor shall notify the District if it becomes debarred or suspended during the term of this Contract.

District may immediately terminate this Contract in the event of such termination or suspension and the Contract Vendor shall be responsible for any costs incurred by District in connection therewith.

1.08 FEDERAL TERMS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(2 C.F.R. SEC. 200.326; APPENDIX II TO PART 200)

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

PART 2 - DETAILED SPECIFICATIONS

2.01 SUMMARY AND BACKGROUND

The Anoka-Hennepin School District is currently seeking vendors interested in providing School-Based Mental Health Services to be utilized for the purpose of providing therapeutic services to Anoka Hennepin students before, during and after the school day.

Anoka-Hennepin School District continues to work on a comprehensive mental health model. This model includes systemic frameworks for student well-being, and access to mental health support during the school day. The Assistant Director of Student Services for Mental Health in partnership with the district Mental Health Advisory Team have created three outcomes for student mental health: comprehensive mental health programming and professional development, clear process for school mental health needs at sites, enriched experiences for kids, through proximal, intermediate, and distal outcomes for students, staff, and families.

School Based Mental Health Model

Services Provided

Contractor agrees to provide mental health professionals to engage in the following therapy services as needed to improve outcomes for students including but not limited to:

- Diagnostic Assessments (DA) and evaluation
- Individual Treatment Plan (ITP)
- Skills training (individual, family, and group) - Prevention services
- Crisis consultation

Trainings/Professional Development

Contractor mental health professional employees will participate in a District onboarding training program as determined by the District. In consultation with Contractor determine which District sponsored professional development training Contractor Employees will participate in.

Full time mental health employees will work as assigned by the Contractor for an 8.5-hour day (including lunch period and breaks as required by applicable law) providing services before, during and after school hours during a twelve-month contract period. Seasonal caseload changes will be discussed with school district staff during scheduled quarterly meetings. During the school year, Contractor agrees to have their designated full time mental health professional employees providing services on site at all schools designated in this contract for the 2023-2024 school year.

Services will be provided in a confidential setting at school sites, and agency staff will maintain HIPAA and relevant board and ethical standards in their work with clients. The school district, along with guardians, may refer families to the site-based therapist. Only Anoka-Hennepin students should be seen by SBMH provider agency staff. Additionally, Anoka-Hennepin is looking to partner with agencies that offer ongoing collaboration between therapists and school-based teams, as well as agencies that offer additional supports and services (e.g., processing space for staff after a crisis) to support staff mental health and well-being.

Agencies will be expected to:

- Maintain their own mental health records
- Ensure that their staff/clinicians are licensed and credentialed in the State of Minnesota to provide clinical mental health services

- Seek third party reimbursement for insured students for provision of services that are typically covered
- Submit monthly invoices to the district detailing services provided for which reimbursement is requested
- Attend monthly and/or quarterly program meetings

QUALIFICATIONS OF STAFF:

The Contractor will provide qualified staff as needed for the provision of mental health services, including Mental Health Professionals (MHP)

1. Licensed Independent Clinical Social Worker (LICSW) MS 148E.001 - 148E.290
2. Licensed Psychologist (LP) MS 148.99 - 148.98
3. Licensed Marriage and Family Therapist (LMFT) MS 148B.29 - 148.39
4. Licensed Professional Clinical Counselor (LPCC) MS 148B.5301
5. Mental Health Practitioners MS 245.4871, subd. 26

The Contractor will provide supervision of mental health practitioners as required.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents goals set forth by the school district.

The Anoka-Hennepin School District is one of Minnesota's largest, serving approximately 38,000 students and 248,000 residents. Spread out across 172 square miles, the District is made of 13 suburban communities north of the Twin Cities of Minneapolis and St. Paul. Anoka-Hennepin has 26 elementary schools, six middle schools (grades six through eight), and five traditional high schools, plus alternative middle, and high school sites, in addition to an award-winning Community Education program.

2.02 PROPOSAL GUIDELINES

A. Submission

Responders must provide the items outlined below as part of their proposal for consideration:

Cover Page: Agency background, primary contacts

Tab 1 – Alignment to District Mission and Vision, Strategic Priorities

Tab 2 – Staffing capacity including any projected timelines toward meeting full staffing requests and ability to provide staffing that mirrors student demographics.

Tab 3 – Sustainability - Grant Funding and/or Matching currently available to agency

Tab 4 – Experience/References working in schools and/or with K-12 aged students matching site-based demographics.

Tab 5 – Collaboration with school sites to best support student and family mental health needs

Tab 6 – Ancillary Services Offered for Students and Staff Support

Proposal submissions shall not exceed 20 pages.

2.03 SITE SPECIFICS

Anoka Hennepin is looking to match providers with specific sites based on goodness of fit. Agencies should review each site's demographic information below. When completing the application, agencies should reference which site(s) they feel they have the ability to best support, and why their agency is in a position to do so.

SPECIALTY SITES

Site: Rivertrail Learning Center @ LO Jacob

Address: 1700 Coon Rapids Blvd NW, Coon Rapids, MN 55433

Grades: K-12

School Hours: 8:00-2:00

Enrollment: 135 students

Free and Reduced Lunch: 50%

Special Education Programs: all students enrolled are in setting IV

Support Staff: 2 School Social Workers, School Psychologist

Demographics: Students: in special education-100%, in ELL-12.5%, of color-75%

Building Traits (STEM school, etc.) Setting IV Special Ed Program

River Trail Learning Center at L.O. Jacob is a full day Special Education Setting Level IV Program for students K-12, administered and staffed by Anoka-Hennepin School District. All students have a disability, have a current Individualized Educational Plan (IEP), and have significant emotional/behavioral needs.

Learn. Grow. Achieve

RTLTC promotes learning, growth, change and educational success in a safe environment. Creativity, unique learning styles, individuality and fun are valued and embraced. Emphasis is placed on open communication and mutual respect. These shared beliefs lead to empowerment, effective problem solving and inner strength.

Site: Sandburg Regional High School

Address: 1902 Second Ave, Anoka, MN 55303

Grades: 10-12

School Hours: 7:53-2:00 pm

Enrollment: 160

Free and Reduced Lunch: 66.3%

Special Education Programs:

Support Staff: 2 School Social Workers, Student Achievement Advisor

Demographics: Students: in special education-10.6%, in ELL-3.8%, of color-60.6%

Building Traits (STEM school, etc.) Alternative School Setting

What is Sandburg Regional High School all about?

Have you ever found yourself “off track” in a traditional school setting or wondering if there is a place that really looks at your individual gifts and talents? We are a school that focuses on the individual student while still providing a rigorous diploma program using the Anoka-Hennepin School District's high school curriculum.

Regional High School creates an environment that honors and invites students of diverse backgrounds to be part of an inclusive learning community. We have a six period day with a daily advisory to promote student's academic progress and support social emotional growth. We provide weekly progress reports and an after school credit make up each week to help students stay on top of their school work. Our small size allows us to form important relationships that not only help academic success but promote students gifts and talents as they plan for their future career and college pursuits.

Regional High School is a great opportunity for students who feel a traditional large high school isn't for them. We follow all of Anoka-Hennepin curriculum and award a diploma upon successful completion of the graduation requirements.

We welcome you and your families and look forward to the opportunity to meet with you

ELEMENTARY SCHOOL SITES

Site: Adams Elementary

Address: 8989 Sycamore St NW, Coon Rapids, MN 55433

Grades: Preschool through Grade Five

School Hours: 9:30 a.m. to 4 p.m.

Enrollment: 485 students

Free and Reduced Lunch: 61.4%

Special Education Programs: Setting III Developmental and Cognitive Delay Classrooms

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-22.3%, in ELL-24.3%, of color-56%

Building Traits (STEM school, etc.)

Site: Evergreen Park Elementary

Address: 7020 Dupont Ave N, Brooklyn Center, MN 55430

Grades: Preschool through Grade Five

School Hours: 9:30 a.m. to 4 p.m.

Enrollment: 435 students

Free and Reduced Lunch: 72.2%

Special Education Programs: Setting III Developmental and Cognitive Delay Classrooms

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-16.8%, in ELL-19.5%, of color-56%

Building Traits (STEM school, etc.) STEM School of Innovation

Evergreen Park Elementary: STEM School of Innovation seeks to uphold and teach our four core values:

Know Yourself

Grow Yourself

Build Community

Seek Solutions

Mission

Through innovation, we build a community of learners who know themselves, grow themselves, and seek solutions.

Vision

Leaders who are inspired and empowered to influence change in our world.

Site: Hamilton Elementary

Address: 1374 111th Ave NW #4221, Coon Rapids, MN 55433

Grades: Kindergarten-fifth

School Hours: 9-3:30

Enrollment: 405 students

Free and Reduced Lunch: 60.5%

Special Education Programs: Setting III Developmental and Cognitive Delay Classrooms, Deaf and Hard of Hearing Program

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-16.8%, in ELL-19.5%, of color-56%
Building Traits (STEM school, etc.)

Welcome to Hamilton Elementary School!

Hamilton Elementary School is located in Coon Rapids, Minnesota. The school was built and opened in the fall of 1965. Hamilton has served over 24,000 students and their families over the past 58 years. The Hamilton community has held a special place for our families and their children. We have watched our former students become parents with their own children now attending. The Hamilton staff works to serve the needs of this community through the support of the Anoka-Hennepin School District and community resources. We will continue to learn and grow alongside one another to adapt to the needs of our growing community.

Our vision at Hamilton is, "We believe every student is valuable and capable." We work to build a partnership with our families on behalf of engaging students in their learning. Together we will do great things to grow our students in developing skills that will serve as building blocks to successful outcomes for them. We invite you into this partnership to educate every student with respect to maximizing their strengths and talents, honoring their cultures and beliefs, and working collaboratively to overcome challenges. Together, we are better!

Site: Hoover Elementary

Address: 2369 109th Ave NW, Coon Rapids, MN 55433

Grades: Kindergarten-fifth grade

School Hours: 9:30-4:00

Enrollment: 493 students

Free and Reduced Lunch: 53.3%

Special Education Programs: Setting III Autism Spectrum Disorder Classrooms

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-18.1%, in ELL-11.2%, of color-46%

Building Traits (STEM school, etc.) STEM Biomedical, Health Sciences and Engineering

We are Hoover Elementary - Biomedical, Health Sciences and Engineering.

Hoover is home to approximately 480 students in kindergarten through fifth grade. We offer Art, Music, Phy Ed, Media, Explorations (Science), Core (Technology), and many specialized programs to meet individual students' needs.

Teachers, in collaboration with community partners, provide STEM-H units of study (district curriculum and standards-aligned) focused on:

- the human body systems and its anatomy (What is it?),
- physiology (What does it do?),
- homeostasis (How does it stay healthy?) and
- diseases (What happens when it is not healthy?).

Through a hands-on, inquiry-based approach, students and staff explore and learn about the human body systems and the biomedical and technological innovations that keep us healthy.

At Hoover, we partner with our families, local community, and larger metro area communities to provide access to engaging and memorable learning experiences.

#thehooverway

Be Respectful. Be Responsible. Have Integrity. | Success For All, Learners For Life

Site: Monroe Elementary

Address: 901 Brookdale Dr, Brooklyn Park, MN 55444

Grades: Kindergarten through fifth grade

School Hours: 9:20-3:50

Enrollment: 543 students

Free and Reduced Lunch: 49.2%

Special Education Programs: Emotional Behavior Disorder Setting III

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-13.4%, in ELL-26%, of color-72%

Building Traits (STEM school, etc.) STEM School of Science, Engineering, and Mathematics

Located north of Minneapolis in the suburb of Brooklyn Park, Minnesota, Monroe Elementary School educates students in kindergarten through fifth grade. Monroe was built in 1964 with an addition added in 1988.

In 2007, Monroe became a STEM (Science, Technology, Engineering, and Mathematics) specialty/magnet school. For more information about our STEM programming, contact our Curriculum Integrator, Kristin Contons at 763-506-3629.

- We are committed to a strong educational program.
- We have strong parental support.
- We celebrate the diversity of our school.

Site: Mississippi Elementary

Address: 10620 Direct River Dr NW, Coon Rapids, MN 55433

Grades: Kindergarten through fifth grade

School Hours: 9:15-3:45

Enrollment: 477 students

Free and Reduced Lunch: 55.1%

Special Education Programs: Setting III Developmental and Cognitive Delay Classrooms, Deaf and Hard of Hearing Program

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-20.3%, in ELL-16.1%, of color-47.2%

Building Traits (STEM school, etc.)

Welcome to Mississippi Elementary, where our motto is "Aim High, Work Hard and Everyone Learns!"

Less than a mile from the Mississippi River, Mississippi Elementary is located in a quiet residential neighborhood in southwest Coon Rapids. The school was built in 1961. Our excellent staff is focused on meeting the needs of each student. Our motto is "Aim High, Work Hard, and Everyone Learns!" We believe that all students are capable of learning, and we

regularly encourage and challenge them to work hard and do their best.

We value our relationships with our Mississippi families, and greatly appreciate the many wonderful parent volunteers who give their time every year. Mississippi Elementary is an excellent school doing great work for students!

Site: Morris Bye Elementary

Address: 11931 Crooked Lake Blvd NW, Coon Rapids, MN 55433

Grades: Kindergarten through fifth grade

School Hours: 9:10-4:00

Enrollment: 458 students

Free and Reduced Lunch: 50%

Special Education Programs: Setting III Emotional Behavioral Disorder Classrooms

Support Staff: school social worker, school psychologist, school nurse

Demographics: Students: in special education-17%, in ELL-14.6%, of color-51%

Building Traits (STEM school, etc.)

Our mission is to provide every student with the skills and strategies necessary to acquire knowledge and to become confident, continuous learners.

Our school is one of the Anoka-Hennepin schools participating in the specialization/integration project, involving third, fourth and fifth grades. These students are given opportunities to study core subjects in an integrated environment.

MIDDLE SCHOOL SITES

Site: Anoka Middle School for the Arts

Address: 2171 N Sixth Ave. Anoka, MN 55303

Grades: 6- one campus, 7 and 8 second campus

School Hours: 8:25-2:57

Enrollment: 1619

Free and Reduced Lunch: 43.8%

Special Education Programs: Emotional Behavioral Disorder Setting III, Setting III Developmental Cognitive Delay Classrooms

Support Staff: school counselors, school social worker, school psychologist, school nurse, student achievement advisor

Demographics: Students: in special education-20.2%, in ELL-5.7%, of color-37%

Building Traits (STEM school, etc.) Arts Magnet School

Welcome to Anoka Middle School for the Arts (AMSA), an exemplary academic community where learning in and through the arts ensures high school success for all.

AMSA is an arts specialty/magnet school in the Anoka-Hennepin School District serving grades six, seven and eight.

We have two campuses; the Washington campus houses the 6th grade students, and the Fred Moore campus houses the 7th and 8th grade students.

AMSA is a Northwest Suburban Integration School District (NWSISD) specialty/magnet school.

Site: Coon Rapids Middle School

Address: 11600 Raven St NW, Coon Rapids, MN 55433

Grades: 6-8

School Hours: 8:25-3:05

Enrollment: 1667

Free and Reduced Lunch: 64%

Special Education Programs: Emotional Behavioral Disorder Setting III, Setting III Developmental Cognitive Delay Classrooms

Support Staff: school counselors, school social workers, school psychologist, school nurse, student achievement advisor

Demographics: Students: in special education-18.4%, in ELL-9.9%, of color-36%

Building Traits (STEM school, etc.)

HIGH SCHOOL SITES

Site: Coon Rapids High School

Address: 2340 Northdale Blvd NW, Coon Rapids, MN 55433

Grades: 9-12

School Hours: 7:40-2:20

Enrollment: 2201

Free and Reduced Lunch: 55.7%

Special Education Programs: Emotional Behavioral Disorder Setting III, Setting III Developmental Cognitive Delay Classrooms, Autism Spectrum Disorder Setting III

Support Staff: school counselors, school social workers, school psychologist, school nurse, student achievement advisor

Demographics: Students: in special education-18.4%, in ELL-9.9%, of color-36%, 55 languages spoken

Building Traits (STEM school, etc.) Center for Biomedical Sciences and Engineering

Coon Rapids High School - Center for Biomedical Sciences and Engineering (CRHS) is a large community school for grades 9 through 12 in the north metro (Minneapolis-St. Paul) area. We pride ourselves on our ability to bring out the best in our diverse student body.

We have a caring and dedicated staff that strives to bring new and innovative experiences into the classroom. We are committed to providing opportunities that will help every student reach his or her potential, and we have many resources and accommodations available for students of all abilities. Advanced coursework is available, and we have supportive and caring special education and English learners' departments.

The Center for Biomedical Sciences and Engineering program is a specialty program within Coon Rapids High School for students who want an integrated and rigorous in-depth focus on science, math, and medical or engineering courses. Through the Project Lead The Way curriculum, students will experience a sequence of courses that are hands-on and use a real-world problem-solving approach. Additionally, students will build transferable skills such as critical and creative thinking, communication, and collaboration. Students can explore careers related to Biomedical Science, Engineering, and Biomedical Engineering.

While they are enrolled at CRHS, many of our students take advantage of the option to earn college credits free of charge through the Post Secondary Enrollment Option (PSEO) and

College in the Schools (CIS) programs. Our AVID (Advancement Via Individual Determination) program provides additional academic support for first-generation college students. All of these opportunities set students on the path to pursuing higher education.

At CRHS, our students are our first priority. During the time they spend here, they will be both challenged and cared for as members of the Cardinal family.

2.04 REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Description	Date
Proposal issued	September 12, 2023
Closing date for vendor questions	Thursday, September 21, 2023, by 4:00 p.m. LT
Responses issued to vendor questions	Friday, September 22, 2023, at 4:00 p.m. LT
Proposal due	Monday, October 2, 2023, at 2:00 p.m. LT
Selection and Notification	Monday, October 9, 2023, 4:00 p.m. LT
Implementation	Immediate upon contractual agreements and staff hiring/onboarding

2.05 PROPOSAL EVALUATION CRITERIA

The District will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

Tab 1 – Alignment to District Mission and Vision, Strategic Priorities	100
Tab 2 – Staffing capacity including any projected timelines toward meeting full staffing requests and ability to provide staffing that mirrors student demographics.	100
Tab 3 – Sustainability - Grant Funding and/or Matching currently available to agency	100
Tab 4 – Experience/References working in schools and/or with K-12 aged students matching site-based demographics	100
Tab 5 - Collaboration with school sites to best support student and family mental health needs	100
Tab 6 – Ancillary Services Offered for Students and Staff Support	50
Total Possible Points	550

2.06 PUBLIC INFORMATION

Data submitted by a business to the District in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the District has completed negotiating the contract with the selected vendor. After the District has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted

or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the District and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process, or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data becomes public.

PART 3 - ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____ to submit this proposal for consideration and acknowledge that all 25 pages of the **Request for Proposal 24014P for School Based Mental Health Services Providers** have been received and agree to the terms contained therein.

SIGNED: _____

NAME: _____

TITLE: _____

VENDOR NAME: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____

ADDENDA

Receipt of the following Addenda to the proposal documents and their costs being incorporated in the proposal is acknowledged:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

A COMPLETE PROPOSAL SUBMISSION MUST INCLUDE THE FOLLOWING:

- ☐ One (1) loose-leaf copy of all Proposal Documents:
 - ☐ Cover Page
 - ☐ Tab 1: Alignment
 - ☐ Tab 2: Capacity
 - ☐ Tab 3: Sustainability
 - ☐ Tab 4: Experience/References
 - ☐ Tab 5: Collaboration
 - ☐ Tab 6: Ancillary Services
 - ☐ Part 3 Signed Acceptance Form
 - ☐ Attachment A: Affidavit of Non-Collusion
- ☐ One Flash drive with copy of all proposal documents

Request for Proposal #24014P

School Based Mental Health Services - Proposal Submission format

Cover Page: *Agency background, primary contacts*

Tab 1: Alignment with Site Specific Mission and Values

Which Anoka-Hennepin sites would your agency best align with and why?

Tab 2: Staffing capacity including any projected timelines toward meeting full staffing requests and ability to provide staffing that mirrors student demographics.

Staffing capacity including any projected timelines toward meeting full staffing requests and ability to provide staffing that mirrors student demographics.

Please identify your capacity to have a clinician ready to begin services immediately after contracts have been awarded and approved.

Briefly describe the supervision plan for the school based mental health staff, or share if you would like to partner with our employees who provide clinical supervision currently? How will you support your fully licensed staff with their supervision?

Tab 3: Sustainability

Describe your agency's ability to utilize third party reimbursements, grant funding, or other sources to build sustainability with a school-based model. Please include plans to support un- and under-insured families.

Tab 4: Experience in Educational (or similar) settings

Briefly describe recent experience providing school based mental health services including names of school sites/ districts, size of programs/ district, populations serviced, funding sources utilized, types of services provided (indirect and direct services)

Tab 5: Integration with School Services

Briefly describe how your agency will collaborate with school sites to best support student and family mental health needs, what criteria do you utilize for termination, what policies and resources are used when a caseload is full?

Tab 6 – Ancillary Services Offered for Students and Staff Support

Briefly describe the areas that you intend/ are able to provide ancillary services at school/ district sites.

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the Vendor (if the Vendor is an individual), a partner in the company (if the Vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Vendor is a corporation).

That the attached response has been arrived at by the Vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other Vendor designed to limit fair or open competition.

That the contents of the Request for Proposal response have not been communicated by the Vendor or its employees or agents to any person not an employee or agent of the Vendor and will not be communicated to any such persons prior to the official opening of the Proposal; and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature: _____

Date: _____

Firm Name: _____