



Washoe County School District
Counseling Department
5450 Riggins Ct. #3
Reno, NV 89502
(775)850-8012

**Informal Request for Proposals
School Mental Health Pathway Contractor Pool
Extension of Solicitation #50-IP-10-25-AS**

Scope of Work:

Washoe County School District (WCSD) is soliciting proposals from individuals with training and experience in providing mental health services to youth and families for implementing student support services at select WCSD schools as an extension to a contractor pool already established through Solicitation #50-IP-10-25-AS. These individuals will possess the educational degree and experience that puts them on a career pathway towards becoming a licensed School Counselor, School Social Worker, and/or School Mental Health Professional. WCSD intends to create a pool of individual providers by awarding this contract opportunity to multiple providers that meet established project standards. This request for proposals is not intended for staffing firms. The total amount of funds for this addition to the pool is not to exceed \$689,190

Due Date and Time:

No later than **November 20th, 2024** by 5:00 pm

Project Details:

Below is a description of the types of contractors WCSD may need during the term of the contract to include the purpose, minimum qualifications and responsibilities and duties.

Counseling and Social Work Contractors

Primary Purpose: Provide direct and indirect support for students experiencing barriers to academic and behavioral well-being at school.

Minimum Education: Bachelor's Degree in Social Work, Psychology or related fields.

Major Responsibilities and Duties: Implement behavioral and mental health interventions to address student needs, support students and families experiencing crisis, assist with multi-disciplinary team functions to assess and address student needs, provide home visits as needed to promote family engagement with schools, help with truancy intervention, organize basic need assistance for students/families, provide mental health awareness trainings and materials to school stakeholders, develop partnerships with community mental health and social service agencies,

provide mental health information and referral resources for families, document student interventions as directed by Counseling and Social Work Department, and assist with Positive Behavioral Interventions and Supports (PBIS) campaigns schoolwide.

Mental Health Professional Contractors

Primary Purpose: Provide direct and indirect clinical support for students experiencing barriers to academic and behavioral well-being at school.

Minimum Education and Licensure: Master's Degree in Social Work, Counseling, Psychology or related fields. Current license as a Clinical Social Worker, Marriage and Family Therapist, Psychologist, or Clinical Professional Counselor (includes clinical intern license).

Major Responsibilities and Duties: Implement behavioral and mental health clinical interventions to address student mental health challenges, provide mental health screening and assessment, provide leadership around suicide prevention strategies, support students and families experiencing crisis, provide leadership with multi-disciplinary team functions to assess and address student' needs, provide home visits as needed to promote family engagement with schools, help with truancy intervention, provide mental health awareness trainings and materials to school stakeholders, develop partnerships with community mental health and social service agencies, provide mental health information and referral resources for families, document student interventions as directed by Counseling and Social Work Department, and assist with Positive Behavioral Interventions and Supports (PBIS) campaigns schoolwide.

Student Privacy:

Contractors acknowledge that they have a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable laws and regulations, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). Contractors further acknowledge they are receiving student information in compliance with the requirements and exceptions outlined in FERPA, and acknowledge the duty to comply with said law and regulations and safeguard student information, including not distributing personally identifiable student information without the written consent of WCSD to any third party unless required by law and maintaining strict confidentiality of all student personally identifiable information. All identifiable data will be physically and virtually protected from breach by way of physically securing the server on which the data resides and utilizing technologies such as encryption and firewalls. Contractors will perform internal privacy audits and maintain compliance with all federal and state regulations regarding privacy, including but not limited to FERPA, The Health Insurance Portability and Accountability Act (HIPAA), the Children's Online Privacy Protection ACT ("COPPA"), and Nevada Revised Statute 392.029. Contractors shall not use the shared data in any manner not permitted by appropriate governing federal and state regulations. Access to the information received by contractors pursuant to this RFP shall be

limited to only the individual with an educational need to access the information.

Upon termination or expiration of any agreement resulting from this RFP, contractors commit to destroy any student information received from WCSD unless a written request by WCSD is received to destroy the information sooner or instructing a firm to maintain the data.

Term of Contract:

WCSD's intent is to award this RFP to a pool of individual contractors for an initial term of one (1) year following formal award by WCSD's Board of Trustees with two (2) optional one (1) year renewal terms, providing the awarded contract of this RFP's terms, conditions, and pricing remain unchanged, unless otherwise agreed to via an Amendment.

Evaluation Criteria:

Evaluation Criteria 1 through 5 listed below must be addressed in submitted proposals. A Proposal Review Committee will read and score each submitted proposal and determine which proposals fall within a range of acceptable scores to be included within the pool. These criteria are listed below:

1. Overall Cost to WCSD: This should include the hourly rate WCSD will pay the individual contractor for the services described as well as a minimum and maximum number of hours the contractor can work over a 180 day school calendar.
2. Experience in Conducting Similar Work: Contractors will document their experience in providing these types of services within schools. If the contractor has no other school district experience, please provide examples of other relevant experience.
3. Understanding of WCSD's Needs: Contractor will articulate a strong understanding of the mental health needs of WCSD students that create the need for the types of services listed in this RFP.
4. Contractor Qualifications: Contractors will describe their strengths that will help them to effectively provide school-based services. Please include information about the contractor's theoretical orientation to addressing student and family mental health needs.
5. Knowledge of Community Mental Health Resources: Contractors will share their working knowledge about key community resources they would anticipate collaborating with as a school mental health provider.

Price Adjustment:

WCSD will allow for a price increase or decrease after the first six (6) months of the initial term or any renewal term. Any such price increase or decrease will be based on the Consumer Price Index (CPI) Western Zone as reported by the U.S. Bureau of Labor Statistics online at: <https://www.bls.gov/cpi>. Only the percentage change, whether it is an increase or decrease, between the then-current price and the CPI change for the applicable year's quarter will be granted.

Contractor Requirements: Any awarded contractor shall, at their sole expense, procure, maintain, and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in the WCSD Independent Contractor Agreement (see link below).



ICA Form
AP-F006B.pdf

Interested candidates are asked to send a proposal that addresses each of the categories listed under evaluation criteria to **Katherine Loudon, Administrator of Counseling and Social Work**, and **Eric Ohlson, Project AWARE Coordinator** at the email contacts below:

KLoudon@washoeschools.net

EOhlson@washoeschools.net

To reach the Counseling and Social Work Department for further guidance, please call **Jaysen Goodnight (775) 789-3834**