

COUNTY OF DELAWARE

Request for Proposal (RFP)

**Facilitation of a Strategic Plan for the
Delivery of Behavioral Health, Mental
Health and Substance Abuse Services to
School-Aged Children in Delaware County**

RFP Issue Date: September 25, 2020

Due Date: October 19, 2020

RFP Contact: Elizabeth A. Schneider, Esq.

Office of the District Attorney

201 West Front Street, Media PA 19063

Media, PA 19063

1. Proposed Solicitation

The Office of the District Attorney (the “DA”) of the County of Delaware (the “County”) is soliciting proposals from qualified consulting firms to facilitate workshops, focus groups, and meetings with relevant stakeholders that will lead to the development of a five-year Strategic Plan (the “Plan”) for the County. The objective of the Strategic Plan is to provide the DA and the County with a roadmap to enable it to identify and employ best practices and continuous improvement strategies to ensure that school-aged children in Delaware County can be assured of receiving the behavioral health, mental health, and substance abuse treatment services that they may need.

Qualified firms (“Consultants”) which meet the requirements set forth in this Request for Proposal (“RFP”) are encouraged to participate.

There is no express or implied obligation for the DA or the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

2. Background

The DA has been awarded grant funding from the Pennsylvania Department of Community and Economic Development (“DCED”) to work with schools in the County to provide a safe school environment (the “Grant”). A small working group of stakeholders from the County’s school community determined that there is an urgent need to evaluate the way behavioral health, mental health, and substance abuse services (collectively, “Behavioral Health Services”) are provided to school-aged children in the County. The DA consulted with DCED to determine whether the development of a strategic plan for the delivery of such services would be a permissible use of the funds. Although such a project is not typical for this funding stream, the DA received tentative approval from DCED to proceed with this project. Although the grant funds have been awarded to the DA, and the contract for this project will be with the DA, given the importance of this project to the County, it has been and will be kept advised of this project throughout its course.

PLEASE NOTE THAT, PURSUANT TO THE TERMS OF THE GRANT, CONSULTANT'S OUT-OF-POCKET EXPENSES ARE NOT REIMBURSABLE WITH GRANT FUNDS.

3. Statement of Work

Consultant shall provide the following specific services:

- Facilitate strategic planning and goal setting workshops with all relevant stakeholders, including but not limited to school district administrators, education experts, parents, children, teachers, mental health professionals (both school-based and independent), behavioral health care providers, pediatricians, Human Services, County's Behavioral Health Managed Care Provider, school districts, DCIU, juvenile justice system;
- Meet with representatives from the DA and the County to review results;
- Provide a five (5) year strategic plan that produces an enhanced system of coordinated care for the behavioral and mental health needs of children in our community that is responsive to the level of care needed to sufficiently address a child's behavioral and mental health needs.

The five-year strategic plan is intended to be the County's guide to the delivery of Mental Health Services to school-aged children in the County. The Consultant will develop a cohesive and relevant strategic planning document that:

- Evaluates the current system for the delivery of Mental Health Services to school-aged children in the County, and provides recommendations based upon that evaluation.
- Provides a tiered approach to preventative and responsive care.
- Provides a recommended schedule, strategies, tactics, and actions necessary to implement the recommendations.
- Provides methods for implementing and measuring recommended goals and objectives.
- Identifies the challenges the County can expect and should prepare for in the future.
- Provide the method and timeline for strategic plan updates and revisions.
- Provides a recommendation for ongoing funding of the described project utilizing existing sources.

- Includes a strategic planning cycle.

4. References and Qualifications

The Consultants shall include a list of a minimum of three and a maximum of ten references, from similar projects, who could attest to the Consultant’s knowledge, quality of work, timeliness, diligence, flexibility, and ability to meet budget constraints. References may or may not be reviewed or contacted at the discretion of the DA. The Consultants shall include sample strategic plans prepared for similar projects.

5. Estimated Project Schedule

RFP Sent to Consultants	Sept. 25th
Q &A Period	Oct. 5th (tent.)
RFP Response Due	Oct. 19th
Evaluation and Review of Proposals	Oct. 19th- Oct. 30th
Recommend Award to District Attorney	Oct. 31st
Presentation to County Council	Nov. 2nd
Draft Report	May 15, 2021
Final Report and Presentation	June 15, 2021

It should be noted that the Grant term expires on JUNE 30, 2021. There can be no assurance that payment can be made for services rendered after that date. As such, time is of the essence in the performance of this project.

6. General Terms and Conditions

The RFP will be published on the County’s website and sent via email to prospective Consultants by the Da. There is no requirement for a pre-bid meeting.

Proposed responses must be received **not later** than:

5 pm Eastern Standard Time October 19, 2020.

Email is the preferred method of response. Email responses should be sent to Elizabeth A. Schneider, Assistant District Attorney, at schneidere@co.delaware.pa.us.

If the Consultant chooses to utilize a paper submission, it should be delivered via US Mail, in person, or express courier to Elizabeth A. Schneider, Assistant District Attorney, Office of the District Attorney, 201 W. Front Street, Media, PA 19063.

All questions regarding this RFP should be submitted via email to schneidere@co.delaware.pa.us.

Late responses shall be considered void.

Consultant must clearly mark any material considered to be confidential and will be treated as such by the DA to the extent permitted by law.

The DA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the DA and the Consultant. In addition to the requirements set forth in this RFP, the contract with the DA will include all of the County's mandatory contract provisions, as well as any contract provisions required by the terms of the Grant.

The successful Consultant shall indemnify and save harmless the DA and the County and all of their officers, agents, and employees from all suits or claims of any character brought by reason of [infringing on any patent trademark or copyright.]

7. Evaluation

Proposals will be evaluated by a 4-member selection committee (the "Selection Committee) consisting of:

- Dr. Maria Edelberg
- Dr. Eleanor DiMarino-Linnen
- Sandy Garrison
- Elizabeth A. Schneider, Esq.

The successful Consultant will be notified by the DA.

During the evaluation process, the DA reserves the right to request additional information or clarifications from Consultants, or to allow corrections of errors or omissions. Consultants may be asked to make oral presentations to the Selection Committee as part of the final evaluation process. It is at the sole discretion of the Selection Committee if additional interviews or presentations will be needed.

The DA reserves the right to reject any or all proposals submitted.

The following criteria will be used in the evaluation of proposals submitted pursuant to this RFP:

- Consultant's approach to the project. Describe how the project will be staffed to assure that all required services will be handled on a continuous basis throughout the project term.
- Experience. Overall level of education and experience of the individuals who will be assigned to work on this project. Proposal responses should include resumes and a list of roles and responsibilities.
- Demonstrated ability to complete a thorough and detailed report as required in the scope of work.
- As a result of the pandemic, a demonstrated willingness to make necessary adaptations to the strategic planning process to ensure that work can be conducted safely without compromising the quality of the work product.
- Demonstrated knowledge of local conditions and physical proximity to the project.
- Demonstrated knowledge of the relevant subject matter, including but not limited to experience with trauma informed care.
- Ability to complete the project according to the project schedule. As noted above, time is of the essence.
- Overall cost and value of the project.

Should the Selection Committee determine at its sole discretion that only one proposal submitted by a Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a

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contract may be negotiated and awarded to that Consultant or further RFP responses may be sought.