REQUEST FOR PROPOSALS NO. 059-LL10

PSYCHIATRIC CONSULTATION SERVICES FOR UP TO 51 PROGRAMS WITH SELF-CONTAINED CLASSES FOR STUDENTS WITH EMOTIONAL/BEHAVIORAL DISABILITIES

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Division of Special Education (SPED)
1500 Biscayne Boulevard, Suite 407
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to obtain the professional services of one or more qualified psychiatrists to provide on-site psychiatric consultation to assist in the diagnosis and programming of students assigned to self-contained classes for students with emotional/behavioral disabilities (E/BD). The programs are presently located in 15 elementary, 34 secondary schools and 2 center schools. The center schools are Robert Renick Educational Center (Renick Center) and Ruth Owens Kruse Educational Center (Kruse Center). The proposer may propose to serve one or more sites. Other sites may be added.

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Nine copies of the proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time) July 12, 2011, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management Services
1450 N.E. Second Avenue, Room 352
Miami, Florida 33132

The proposal must be submitted in a sealed envelope marked "PSYCHIATRIC CONSULTATION SERVICES FOR UP TO 51 PROGRAMS WITH SELF-CONTAINED CLASSES FOR STUDENTS WITH EMOTIONAL/BEHAVIORAL DISABILITIES" It is anticipated that the proposal(s) may be presented to The School Board of Miami-Dade County, Florida, (School Board) for acceptance on or about September 7, 2011. If accepted, notification to the successful proposer(s) will be on or after September 7, 2011. The School Board reserves the right to reject any and all proposals.

IV. OWNER PROVIDED SERVICES

Proposers are notified that the School Board hereby reserves the right to provide, in whole or in part, the services described in the RFP. In the event the School Board chooses to provide services, adjustments may be required to the proposer's contracts in order to appropriately coordinate services.

V. DESCRIPTION OF THE PROGRAM

The Division of SPED has developed a plan to contract with outside psychiatrists to provide on-site services for up to 51 identified programs for students with E/BD. Each site will receive approximately three to four hours of on-site services approximately every five weeks during each school year, depending on students' needs. On-site school services are to include:

- Direct interview/evaluation of students
- Consultation with parents and/or staff
- Case management
- Professional Development Activities for Clinical Staff (including the provision of continuing education units)

Psychiatric consultation is requested for 15 elementary, 34 secondary schools and 2 center schools serving students with E/BD.

Each site has from one to four classes with two teachers and/or one teacher and a paraprofessional assigned to each classroom. There is also a full-time or part-time school or clinical psychologist, clinical social worker, Trust Specialist, or Guidance Counselor delivering counseling services for students and their families at each site and serving as the liaison to the regional center office, district office and consulting psychiatrist. A clinical art therapist may be assigned to each program on a part-time basis.

Psychiatric consultation occurs at the school site on a rotating basis. Consultation usually takes place in the morning for approximately three hours. The consulting psychiatrist may meet with selected students/staff or family, depending on arrangements made by the site clinician who serves as liaison. Consultation issues may involve clarification of diagnosis, present functioning, as well as treatment planning. A consultation report is completed at the site. See **Attachment A- Psychiatric Consultation Report**. The consulting psychiatrist will also be required to complete a weekly log documenting hours of service for each student served. See **Attachment B- Weekly Contact Log for Psychiatric Consultation**. A monthly invoice based on services rendered must also be submitted at the end of each month.

Psychiatric consultation at the Robert Renick and Ruth Owens Kruse Educational Centers occur weekly. This is in direct response to the needs of the students enrolled in these center schools. Students with E/BD need wraparound mental health services to assist in accessing education and maintaining a safe learning environment. A psychiatric services summary form is completed after each consultation. **See Attachment C– Psychiatric Services Summary for Center Schools**.

Services are to include **an estimated total of 1720** hours from October 1, 2011 through June 30, 2012, and may, by mutual agreement between the School Board and the Awardee, be extended for two (2) additional one-year periods.

The agency (ies) selected must identify a liaison to the District in reference to this contract. Upon referral from the District, the liaison will ensure coordination and maintain documentation of all services that are rendered (including a log of services to record dates, times, locations, descriptions and hours of service). In addition, the agency (ies) must provide the school district with the name(s) of staff qualified to supervise personnel assigned to deliver services to students.

The Administrative Director, Division of SPED and other designated personnel in the Division of SPED have the responsibility for maintaining effective coordination between the school district and the agency(ies) relative to the provisions of the contractual agreement for psychiatric consultation services. The orientation meeting will be conducted with staff from the Division of SPED and agency liaisons prior to the initiation of contractual services.

VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER

A. Proposers must possess the following minimum qualifications to be considered for **each** professional that will provide the above-referenced services:

1. M.D. degree and licensure in the State of Florida;

2. Two years experience in providing psychiatric services to children and adolescents;

3. Completion of a residency in child psychiatry; and

4. Board certification in child and adolescent psychiatry and/or general psychiatry.

Psychiatric Fellows are not able to provide these services.

B. Proposers must submit the information listed below for **each** professional that will provide psychiatric consultation services, as well as other information specified elsewhere in this RFP:

1. A brief description of the design for provision of consultation services.

2. Evidence (e.g., certificate, diploma) of the highest educational degree for **each** staff member who will provide services.

3. Evidence that the proposer is licensed to practice medicine under the laws of the State of Florida. A copy of **each** psychiatrist's license/certificate should be submitted.

4. Evidence of completion of a residency in psychiatry or child psychiatry for **each** psychiatrist.

5. Evidence of Board certification in child and adolescent psychiatry and/or general psychiatry for **each** psychiatrist, if applicable.

6. Documentation of two years experience in providing psychiatric services to children and adolescents for **each** psychiatrist and of any other relevant qualifications to provide the evaluations/consultations sought.

7. State experience for **each** professional providing psychiatric consultation services. Proposer(s) should submit a brief **one-page** resume(s) to document the required experience, as well as documentation to confirm that the proposer has checked references related to experience.

8. Documentation on bilingual capability, in one or more of the following languages: English/Spanish, English/Haitian-Creole, English/French for **each** psychiatrist.

9. A minimum of two letters of reference written no more than **one year** prior to the date this RFP is submitted.

10. Identification of the proposer's staff member to serve as liaison for service delivery and description of this staff member's qualification and experience.

11. The proposer's hourly fee must be indicated on **Attachment D-Proposer's Fee, Proposed Service Area, and Certification of Hours of Services.** One hourly fee is required. Do not differentiate fees for specific services.

12. The signature of the authorized person empowered to submit this proposal indicated in the space provided for such on **Attachment D-Proposer's Fee, Proposed Service Area, and Certification of Hours of Services.**

VII. INSURANCE REQUIREMENTS

The successful proposer, if selected for this Request for Proposals, shall agree to provide proof of Professional Liability Insurance and to the following language:
The proposer shall hold harmless, indemnify and defend indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out do or incidental to the performance of this contract (including goods and services provided thereto) by or on behalf of the proposer, excluding only the sole negligence of the culpability of the indemnitee, The following shall be deemed to be indeminitees; The School Board of Miami-Dade County, Florida, and its members, officers and employees.

At the time an award is made, the successful proposer shall be responsible for providing the School Board with certificates of insurance which indicate that insurance coverage has been obtained and meets the requirements as outlined below:

A. Workers' Compensation Insurance for all employees of the proposer as required pursuant to the provisions of Chapter 440, Florida Statues.

B. Commercial General Insurance on comprehensive basis in an amount not less than $300,000 combined single limit per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional insured on the policy.

C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles use in connection with the work as outlined in this Request for Proposals, in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage liability.

D. Proof of Professional liability (e.g. medical malpractice) insurance in the name of the proposer, with limits of liability not less than $1,000.000 per wrongful act. All certificate of insurance submitted must be issued by companies authorized to conduct business under the laws of the State of Florida, with an A.M. Best rating (most currently published) must be no less than "B+" as to management, and no less than "Class V" as to financial strength. Certificates shall indicate no modification in insurance be made within (30) days advance written to the additional named insured or certificate holder.

VIII. TERMS OF CONTRACT

The purpose of this RFP is to establish a contract for services from October 1, 2011 through June 30, 2012. The contract may, by mutual agreement between the School Board and the Awardee, be extended for two (2) additional one-year periods, and if needed, ninety (90) days beyond the expiration date of the current extension period. The School Board, through the Procurement Management Services, shall if considering an extension, request a letter of intent to extend, from the Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon. All prices shall be firm for the term of the contract and extension period(s), if any. Extension will be dependent upon funding availability and the need for services, as determined by the Division of SPED.

Payment for services will be made in monthly installments upon receipt by the Division of SPED of a properly documented invoice and approved service log. All financial records pertinent to the provision of psychiatric consultation services will be maintained in the office of the proposer for a period of five years and will be available to the School Board or its designee for audit.

The School Board, by law, must reserve the right to cancel the contract at the end of the year of the contract term or fiscal year, as well as in the event the services rendered do not comply with the provisions of the proposal and/or the quality of service is found to be undesirable.

The proposer shall comply with all municipal, state and federal statutes prohibiting discrimination. The proposer shall, at all times, comply with local, state or national standards for the provision of psychiatric consultation services whichever is more stringent.

It is understood that for the provision of psychiatric consultation services, all psychiatrists provided by the proposer shall be covered for the term of the contract by professional liability insurance subject to the terms outlined in Section VI. The coverage will be present and in force during the term of the contract. Required proof of coverage shall be submitted subsequent to the School Board's award of this contract and must be acknowledged and approved by the School Board's Office of Risk and Benefits Management prior to the vendor providing professional services.

If selected, the proposer shall agree to hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of

this RFP, by or on behalf of the proposer, excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida, and its members, officers and employees.

IX. EVALUATION OF PROPOSALS

A. Representatives of the District will evaluate proposals in order to ascertain which proposal(s) best meets the needs of the School Board. On or about July 26, 2011, a committee consisting of the following members will evaluate proposals:

- Regional Center Supervisor for SPED or designee;
- Supervisor, Division of Psychosocial Clinical Support Services or designee;
- Psychologist, Division of Psychosocial Clinical Support Services;
- Teacher from the programs for students with E/BD;
- Site clinician from the programs for students with E/BD;
- Representative, Superintendent's District Advisory Panel for ESE;
- Representative, Office of Compliance and Business Services, and;
- Representative, Procurement Management Services (non-voting);

B. Evaluation consideration will include, but not be limited to, the following:

1. The responsiveness of the proposal in clearly stating an understanding of the work to be performed within the established time frames.

2. The cost may not be the dominant factor but will have some significance. It will be a particularly important factor when all other evaluation criteria are relatively equal.

3. The proposed serviced area will not be a dominant factor, but will be considered. It will be a particularly important factor when all other evaluation criteria are relatively equal.

4. The background, qualifications, experience, skills and/or expertise in the area of the provision of psychiatric consultation services for severely emotionally disturbed students, along with the type and frequency of supervision and the identification and documentation of the agency liaison staff member. Preference will be given to proposers who can provide psychiatrists who have bilingual capability in any one or more of the following areas: English/Spanish, English/Haitian Creole, English/French.

5. The school district reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposers. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the services, which may be required by the School Board.

X. EQUAL EMPLOYMENT OPPORTUNITY AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

It is the policy of the School Board that no one person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability and that merit principles will be followed.

Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown, by ethnicity, gender, and occupational categories of its work force. See **Attachment E - Affirmative Action Employment Breakdown (FM-4859)**.

B. M/WBE Participation

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Women, Hispanic, or African American owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBEs, prior to contract award. The MWBE Application may be assessed through the following link:

http://procurement.dadeschools.net/pdf/3920.pdf

XI. MEDICAID FUNDS

The district will seek Medicaid reimbursement for the services provided. Contracted Employees will be required to complete the M-DCPS paperwork to document their services as is necessary to assist the district in this process.

XII. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals for psychiatric counseling is as follows:

Procurement Contract Review Committee.....….....April 21, 2011

Mailing of RFP.....June 6, 2011

Deadline for Questions ……..……June 30, 2011

Opening of Proposals.....July 12, 2011

Evaluation Committee Meeting.....July 26, 2011

Award Recommendation.....September 7, 2011

XIII. ADDITIONAL INFORMATION

Any and all questions pertaining to this RFP must be submitted no later than 4:00pm (Local Time) June 30, 2011, via e-mail, to the individual listed below:

Ms. Barbara Jones, CPPB
Procurement Management
Miami-Dade County Public Schools
1450 N.E. Second Avenue, Suite 362
Miami, Florida 33132
Telephone (305) 995-2348
E-mail: bjones@dadeschools.net

The School Board of Miami-Dade County, Florida will issue responses to inquires and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Responses to questions will be posted to M-DCPS's website and it is the responsibility of the proposers(s) to monitor this site for posting of response(s). The website link is the following:

http://procurement.dadeschools.net/bidsol/asp/ENACT.asp