

## CARMEL CLAY SCHOOLS

### REQUEST FOR PROPOSALS FOR STUDENT BEHAVIORAL & MENTAL HEALTH SERVICES

**Response Due Date: May 1, 2020 by 4:00 PM EDT**

Carmel Clay Schools (School) seeks responses to this Request for Proposals (RFP) for student behavioral and mental health services (Services). School will post this RFP and any addendums at <https://www.ccs.k12.in.us/services/student-services>;

The School is seeking a provider for the services and staffing described in Exhibit A. The School reserves the right to revise the description of Services or staffing or other terms of the RFP. Revisions will be made via addendums posted at the website listed above. Persons interested in responding to this RFP are presumed to have knowledge of all items posted on the website. All revisions will be posted by 5 p.m. on April 27, 2020.

The School will respond to questions submitted by email to [swhiteside@ccs.k12.in.us](mailto:swhiteside@ccs.k12.in.us). While questions may be submitted up to April 30, 2020, no changes will be made to the RFP based on a question unless that question is submitted by 5 p.m. on April 24, 2020, unless needed to remedy material deficiencies in the RFP. The emails received and answers provided will be available at the website listed above.

Responses must be submitted via email to Stephanie Whiteside at [swhiteside@ccs.k12.in.us](mailto:swhiteside@ccs.k12.in.us). The terms of the response to the RFP must remain fixed for at least 60 days after the response deadline.

The School intends to award one or more contract(s) to provide the Services to the party or parties whose response(s) to the RFP (together with any subsequent discussions with Responders) is determined to be the most advantageous to the School.

School will sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP. The term of the contract shall be for a period of one (1) year from the date of contract execution. The contract may be renewed with the School's approval. A copy of the contract template is posted at the website listed above.

The RFP and responses to the RFP will be considered public records subject to disclosure to the public upon request made under the Indiana Access to Public Records Act. Responders who believe that their responses to the RFP contain confidential or proprietary information shall clearly mark such information and be prepared to pay the costs, including attorney fees, that are incurred in defending any such claim.

The response to the RFP must include at least the following:

1. Information concerning the entity making the response including information demonstrating its ability to provide the Services and staffing requested. The information should also include any relevant experience the Responder has in providing similar services and references for that experience. Respondents will be presumed to possess the necessary legal capacity and licensing to provide the Services and staffing.
2. The name and resume of the person who will be the contact point for the School regarding any follow up to the response to the RFP and the name and resume of the contact point for the School if the School selects the Responder to provide the Services.
3. Information concerning any subcontractors, partners or others, if any, who would be working with the Responder to provide the Services or staffing.
4. A complete description of the means and methods by which the Responder will deliver the Services and provide the staffing requested in the RFP.
5. A description and enumeration of the annual cost the School would be expected to pay for the Services and staffing. The costs must include all costs including labor, materials, supplies, equipment, delivery, shipping, service, and administrative costs. Unless otherwise specified and detailed, costs are expected to be fixed, not variable, and may not be increased during the contract year without consent of the School.
6. A statement that the Respondent accepts the contract in the form posted by the School or a list of proposed changes to the contract.

The School will evaluate the responses to the RFP and conduct such further investigation and discussions as it deems desirable. After initial evaluation, the School may determine that some of the responses to the RFP are not viable and limit its further investigation and discussions to less than all the Responders. Discussions may be conducted with, and best and final offers obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. The School will evaluate the responses consistent with its goal of determining the response that is most advantageous to the School, taking into consideration price and any other factors deemed relevant to the School.

The School intends to complete the evaluation process and make a recommendation to the School Board for approval no later than June, 2020 with Services and staffing to be in place for the 2020-21 school year. However, the School, in its sole discretion, may withdraw the RFP at any time or reject all responses to the RFP, decide not to offer the Services or determine to offer the Services through other means.