

Kennewick School District

Onsite School-Based Mental Health Services

Request for Proposal

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Request For Proposal
Onsite School Based Mental Health Services
Kennewick School District
Proposal Due Date: Friday, March 24, 2023

Kennewick School District is accepting written proposals for providing on site School Based Mental Health services to District high school students for the period July 1, 2023, through June 30, 2024, with an option for District renewal for 2024-25. Proposals are to address the qualifications and services in accordance with the RFP that may be obtained at <https://www.ksd.org/departments/purchasing-warehouse> or by contacting Brian Leavitt at 509-222-6534. Disadvantaged, minority, and women owned business are encouraged to respond. Proposals will be accepted until 4:00 p.m., Friday, March 24, 2023, at the District Administration Building, 1000 W. Fourth Ave., Kennewick, Washington 99336. The Kennewick School District reserves the right to reject any and all proposals and to waive any irregularity therein.

Publish: Tuesday, February 28, 2023
Tuesday, March 7, 2023

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REQUEST FOR PROPOSAL
ONSITE SCHOOL-BASED MENTAL HEALTH (SBMH)
SERVICES
INFORMATION & REQUIREMENTS

1. Scope of Work

Kennewick School District (District) is seeking well-qualified, experienced mental health agencies licensed through the Washington State Department of Health to provide contracted school-based mental health services for students *at Kennewick High School, Southridge High School, Kamiakin High School, Phoenix Project Based High School, Legacy Alternative High School, Chinook Middle School, Desert Hills Middle School, Highlands Middle School, Horse Heaven Hills Middle School and Park Middle School*. The agency will provide mental health services within the school setting to address student behavioral and emotional health needs for a twelve-month period targeted for July 1, 2023, to June 30, 2024, start date and number of school-based personnel is subject to funding and District negotiation with a start date not earlier than June 1, 2023 and not later than September 1, 2023. The District will have the option to renew for the period July 1, 2024, through June 30, 2025. The agency and KSD will work collaboratively to develop school-based referral process for student access to services. Agencies must meet qualifications of the Department of Social Services Division of Behavioral Health to provide school based mental health services.

2. General Information

To be considered, the written proposal must be submitted by mail or courier to the District's Administrative Building **no later than 4:00 p.m. on Friday March 24, 2023**. Proposals received by facsimile or electronic mail are **not** acceptable. Questions regarding services may be directed to Brian.leavitt@ksd.org (509)- 222-6534.

Agencies can download complete copies of the Request for Proposal (RFP) from the District website. The qualification forms and any enclosed pages requiring signatures or other requested information shall be submitted to the District as a sealed proposal to:

Kennewick School District
Administrative Building
Attn: Brian Leavitt
1000 W. 4th Avenue
Kennewick, WA 99336

Sealed proposals must be received, and date stamped by the District's Administrative Offices located at 1000 W. 4th Avenue, Kennewick, WA, 99336 no later than 4:00 PM on Friday March 24, 2023.

3. Request For Proposal Timeline

Request for Proposal ("RFP") Notice Published: February 28, 2023 & March 7, 2023

Proposal Submission Deadline: Must be received by 4:00 p.m. (PDT) March 24, 2023.

Questions due (in writing by 4:00 pm local time) by.....March 10, 2023

Proposals due (4pm local time).....March 24, 2023

Notification to Approved Provider(s)Targeted For No later than April 21, 2023

Target Date For Contract To Be Developed and Issued..... Prior to June 1, 2023

Proposals received after the date and hour specified above will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person; Proposals submitted by facsimile transmission will not be accepted.

4. **Goals and Objectives**

- A. *The goal of this RFP is to primarily provide on-site School-Based Mental Health Services to Kennewick School District students at Kennewick High School, Southridge High School, Kamiakin High School, Phoenix Project Based High School, Legacy Alternative High School, Chinook Middle School, Desert Hills Middle School, Highlands Middle School, Horse Heaven Hills Middle School, and Park Middle School.*
- B. Collaborate closely with school personnel, administrators, school counselors and psychologists, students, parents and other behavioral health partners to ensure that student’s needs are met.
- C. Work within an integrated physical and behavioral health care model to best serve whole-person health needs of youth engaging in services.
- D. Provide referrals to community resources outside the school as needed, following up with the student and family to ensure successful linkage to social support services.
- E. Ensure successful transition of students from hospitals, residential programs or other institutional programs back into the school.
- F. Provider commitment as an organization to provide evidence-based collaborative services based on the concepts of positive mental health, resiliency and wellbeing.
- G. Provider developed alliances collaborating with school administrators, student services staff and teachers, including participation in Student Support Team (SST) Meetings to facilitate student care.
- H. To provide mental health programs that address early intervention and prevention services for District students and families in need.
- I. To increase the accessibility of mental health services for District students and families in need of these services in a non-stigmatizing environment.
- J. Measurable gains in academic achievement, declines in suspension and grade retention, and reductions in typical childhood mental illness such as depression and behaviors associated with conduct disorder and attention deficit/hyperactivity disorder when students have regular access to mental health services as needed.
- K. Helping school districts to create a culture within the school of competence, growth and inclusion for all students.

5. **Principles of Service**

Mental and behavioral health services provided to District students in school should be based on the

following principles and guidelines:

- A. Services will be provided and supervised by a Washington State Licensed local mental health provider agency.
- B. Family engagement and active family involvement is critical at the initiation and throughout the treatment process.
- C. Services should be proactive and positive, building on the strengths of the student and families.
- D. Service providers should show willingness to build strong alliances collaborating with school administrators, District Behavioral Team, student services staff, teachers and a Multi-Tiered System of Support Team.
- E. Services must follow the mandate to be least intrusive, least restrictive and responsive to the individual needs of the child within the school setting.
- F. The provider/agency will provide the school with required parental consent forms for Mental Health Services and a “Release of Records” to allow for communication between the service provider and school staff.
- G. The provider/agency will educate school staff about the availability of school based mental health services to students and families.
- H. All employees of the agency/provider shall agree to follow all District rules, regulations, procedures and Board policies when providing services to District students on school property.
- I. Providers/agencies will be responsible for billing, paperwork, necessary signatures to begin services, and for release of information.
- J. Providers/agencies will see all referred students who have no source of payment.
- K. Services must be available during regular school hours unless the family and agency are able to arrange services in other locations to accommodate parents’ schedules. It is understood certain services are more appropriate to be for delivery off site.
- L. Services must be available over holidays and summer breaks, as determined by the provider and student’s needs. District, provider and parent can determine the most convenient location during school holidays.

6. Service Approach

- A. Provider shall work collaboratively with the District to implement/support a multi-tiered behavioral framework.

7. Provider Responsibilities

- A. Deliver outpatient behavioral health therapy and other related services to the meet the intent of this RFP.
- B. Provide access to service to all students.
- C. Work in a collaborative manner to structure on site school services and adapt on site services throughout the contract term to best meet the objectives of the RFP and needs of students.
- D. Work with the District to regularly review the scheduling of on-site provider staff resources among schools to fully utilize staff resources assigned to the District in an efficient manner to serve District students.
- E. Collaborate with District on agreeable protocol for staff referral of students for assessment of mental health services provided in school setting.
- F. Maintain clear communication about roles and responsibilities of provider staff and school personnel.
- G. Work to reduce the stigma of mental health and substance use challenges in all interactions within the school environment.

- H. Attend meetings to coordinate the school-wide approach to behavioral health services.
- I. Work with District staff to assess students referred for Tier 2 or Tier 3 services to determine an appropriate service plan.
- J. Participate in supervision or consultation groups to ensure adequate peer review of service delivery and scope of practice.
- K. Provide referrals, linkage to care and follow-up when mental health services do not meet the need of students and/or families.
- L. Coordinate re-entry of students returning to a school setting following an inpatient or residential program stay.
- M. Maintain an understanding of the behavioral health and other social support related services in the community and act as a resource for school personnel and families.
- N. Maintain records in accordance with regulatory agency standards and contractor organization policies and procedures.
- O. Maintain effective communication with school personnel to ensure coordination of academic and SBBH services.
- P. Provide statements, records, reports, data and information pertaining to matters covered by this Agreement. It is also agreed that such disclosures will not violate the Washington State Health Care Information Act, the Revised Code of Washington, Washington State Administrative Code, Federal Statute or Regulations, FERPA, or federal HIPAA laws and regulations.

8. District Responsibilities

- A. Execute a contract for services with the contracted service provider consistent with the scope of services and responsibilities agreed upon between the parties.
- B. Provide leadership to ensure collaboration between provider staff and District staff to create positive strategies to help student's overcome mental health challenges.
- C. Work in a collaborative manner to structure on site school services and adapt on site services throughout the contract term to best meet the objectives of the RFP and needs of students.
- D. Establish a system for services that will identify the primary contact for each school to be served.
- E. Identify a primary point of contact to work with the provider for communication and problem solving regarding the agreement between the parties.
- F. Ensure participating schools provide the appropriate space for providing mental health services for individual or a group of students.
- G. Provide all necessary information to refer students including demographics and family contact details.
- H. Provide access to copiers, internet, and office equipment to support the work.
- I. Ensure schools establish a professional relationship with the contracted service provider staff to develop a seamless service-delivery model to meet the mental health needs of students.
- J. Assist with solving contractual questions and concerns between the parties.

9. Funding

- A. Proposal will include a cost proposal to be funded as a contracted amount through an agreement with the provider over a twelve (12) month service term with a target term of July 1, 2023, to June 30, 2024. Earliest start date for the twelve month service term is June 1, 2023 but not later than September 1, 2023, subject to negotiation by the District and provider(s).
 - 1. Final contract amount and number of school-based personnel is subject to funding and District negotiation.
- B. All financial obligations related to the provision of services in this RFP will be the responsibility of the provider.

10. Minimum Provider Qualifications:

Providers must demonstrate the ability to:

- A. Provide the equivalent of nine masters level therapist staff (Licensed Mental Health Providers) to provide onsite behavioral and mental health services as identified herein during the term of this contract.
- B. Provide a variety of behavioral and mental health treatment services in individual, group, and family modalities for students and their families within the school-based setting.
- C. Screen, evaluate and provide intake for students and families to determine eligibility.
- D. Provide language translation in student's/family's native language or provide interpreter services.
- E. Attend meetings with school personnel, as needed, to provide appropriate services for students.
- F. Abide by the District's protocol for entry and exit of the school premises and safety procedures, including:
 - 1. Signing in and out of buildings and wearing a school visitor's badge at all times.
 - 2. Escorting students and families to and from the main office.
 - 3. Provide school staff with a list of personnel and notify school staff of changes in personnel.
 - 4. Learn school building procedures for safety, lock-down and emergency situations.
- G. Abide by the District's protocol for providers of onsite behavioral and mental health services to students, including, but not limited to:
 - 1. Completing an orientation to the building, as determined by the school principal.
 - 2. Maintaining student/family confidentiality in compliance with all state and federal laws.
 - 3. Appropriately maintain District resources and facilities used during the provision of onsite services; and
 - 4. Maintaining an accurate log of dates and times of school-based services.
- H. Provide District required signed parent/guardian release of information allowing provider and District to share student information.
- I. Agree and adhere to data privacy agreements by signing Washington Student Data Privacy Agreement provided to the agency by Kennewick School District.
- J. Establish and maintain effective, professional, and respectful work relationships with school staff, counselors and students and demonstrate professional conduct while on school premises.

11. District Schools

- A. Elementary Schools
 - 1. 17 Schools - enrollment of 400 to 700 depending on the school
- B. Middle Schools
 - 1. 5 Schools - enrollment of 700 to 1,000 students at each school
- C. High Schools
 - 1. Kennewick High, Southridge High School and Kamiakin High School – enrollment 1,550 to 1,700 at each school.
 - 2. Phoenix Project Based High School – 60 students that Attend Daily During School Year
 - 3. Legacy Alternative & Online School – 200 students – 120-150 In Building Daily
 - 4. Tri Skill Center
 - 5. Home School Program – 380 students

12. **Content and Form of Proposal**

Interested mental health providers are directed to provide in their Proposal as much detail as possible pertaining to their capabilities, experience and approach to the services outlined in this RFP. At a minimum, each proposal must address each of the following areas:

- A. Profile of your organization, including background, and full legal name, address, telephone number and email address of the provider submitting the proposal.
- B. A summary of how your organization will approach meeting the provider's responsibilities and satisfies the minimum provider qualifications of this Request for Proposal.
 1. A description of your work plan and of how your organization will envision providing site-based school mental health services: include referral process, working collaboratively with building administration, counselors and teachers, collaborative problem- solving strategies, services, and activities.
- C. A description of the organization's capabilities and years of experience delivering the required services, including onsite school building services.
- D. Process for assigning current staff and/or recruiting/hiring for staff who will provide services as well as collaboration with the District in this process.
- E. Describe your organization's collaboration with community partners.
- F. A statement summarizing your organization's capacity to provide and previous experience providing language translation in a family's native language, or interpreters.
- G. Address the capability to expand coverage with the addition of staff if the District realizes a need for more coverage at elementary schools. Include a statement addressing the added cost to the District for the agency to add each additional staff position.
- H. A list of names, addresses, telephone numbers and e-mail addresses of two (2) school district references where school based mental health services are being provided. Do not include current or former staff as references.
- I. Cost proposed to the District to meet the intent of this RFP over the term of this agreement to include staff costs, any overhead costs, other costs, and any projected insurance collected revenues.
 1. Final contracted amount and extent of school-based personnel is subject to funding and District negotiation.

13. **Instructions to Proposal Submitters**

- A. **General** Providers are to submit a complete and concise response to this RFP in addition to submitting the signed Signature Form and signed Debarment Certification Form included in this RFP. All Proposals received in response to this RFP will be retained by the District. Proposals should provide complete details concerning the proposer's ability to meet the requirements of this RFP. The District reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the students and families of the District.
- B. **Acceptance or Rejection of Proposals** The District will accept the proposal(s) which, in its estimation, will best serve the interests of the students and families, and reserves the right to award a contract(s) that shall be considered in the best interests of providing school based behavioral health services to District students. The District reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful applicant(s), the District may cancel all or any part of this RFP.

This RFP does not commit the District to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal, which is late, incomplete, obscure, or irregular, may be rejected. Any qualification accompanied with an insufficient or irregular qualification response may be rejected.

- C. **Interpretations** No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to Brian.leavitt@ksd.org. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its Proposal as submitted. All addenda so issued shall become as much a part of this RFP document as if bound herein.

14. Evaluation Criteria

A Review Group will read, review and evaluate each proposal, and selection will be made based on the scoring of the criteria listed below:

- A. Understanding and addressing the Goals, Objectives, and intent as identified in the RFP that includes the extent, ability and experience in providing on-site services to students in a school-based setting.
1. Proposed approach and staff coverage within District schools identified in this RFP for service referral and accessibility. Provide an approach toward implementation of services that will serve as a model of success for establishing a systemic referral process and effective approach in delivery of school based mental health services in a school district.
- B. Response to Items identified in Content and Form of Proposal Section.
- C. Ability to expand services to other schools during the term of this agreement.
- D. Experience providing on-site behavioral and mental health services to a school district with a grade level 6th to 12th student population of more than 5,000 students.
- E. Cost proposed to the District to meet the intent of this RFP over the term of this agreement to include staff costs, any overhead costs, other costs, and any projected insurance collected revenues.
1. Final contracted amount and number of school-based personnel is subject to funding and District negotiation.
- F. Overall quality and completeness of proposal.

15. Public Disclosure

All information contained in the Proposal and received in response to this RFP are subject to the State of Washington public disclosure laws RCW Chapter 42.56 and may be subject to public inspection.

Any information the provider desires to claim as proprietary and exempt from disclosure under Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, must be clearly identified and the particular exemption clearly cited. Each page containing information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information"

printed on the lower right-hand corner. Requests to exempt the entire proposal from disclosure will not be honored.

16. Nondiscrimination

In the performance of services, the parties assure compliance with state and federal guidelines and

regulations regarding nondiscrimination and harassment involving any employee/student on the basis of race, color, gender, religion, national origin, creed marital status, age sexual orientation, pregnancy or the presence of any sensory, mental, or physical disability in employment, services or any other benefits under the Agreement.

17. Insurance

The provider shall, at its sole cost and expense, secure and maintain such insurance as will protect the District, its successors and assigns and the respective directors, employees and agents of each of the foregoing (such as naming them as additional insureds), from and against any and all claims, losses, harm, costs, liabilities, damages and expenses arising out of

(1) general liability including (a) bodily injury (including death) and property damage in the amount of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and (b) Professional Liability coverage in the amount of no less than \$1,000,000 per occurrence and \$2,000,000 and (c) sexual molestation/physical abuse coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. A certificate of liability insurance naming Kennewick School District as Additional Insured shall be provided to the District prior to commencement of services provided.

18. Hold Harmless

To the fullest extent permitted by law, Provider agrees to defend, indemnify, pay on behalf of, and save harmless the Kennewick School District, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits, or loss, including attorney fees and all other costs connected therein, arising out of or connected to the services provided by the provider.

19. Employees Who Have Been Convicted of Crimes Involving Children

RCW 28A.400.330 prohibits a contractor, or any of his subcontractors, from utilizing any employee at a public school who has contact with children at a public school during the course of his or her employment, and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under RCW 9A.42, the physical injury or death of a child under RCW 9A.32 or 9A.36 (except motor vehicle violations under RCW 46.61), sexual exploitation of a child under RCW 9.68A, sexual offenses under RCW 9A.44, where a minor is the victim, promoting prostitution of a minor under RCW 9A.88, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Failure to comply with this section shall be grounds for the school District to immediately terminate the contract.

20. Incorporated by Reference

The selected qualification shall be incorporated by reference, with modification as agreed to by the District, into the final contract and shall be binding upon the successful provider(s).

21. Protests

Providers protesting awards made under this RFP must follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure

constitutes the sole administrative remedy available to applicants under this RFP. Protests may be submitted by e-mail to Bronson.brown@ksd.org, but must be followed by a document with an original signature. The protest must state the grounds for the protest with specific facts and complete statements of the actions being protested. A description of the relief or corrective action being requested should also be included. Protests can only be made for procedural matters. Protests will be rejected as without merit if they address issues such as an evaluator's professional judgment or the quality of a proposal, or the District's assessment of its own needs or requirements.

Upon receipt of a protest, the District attorney will consider the record and all available facts and issue a decision within ten (10) business days. If additional time is required, the protesting party will be notified of the delay.

If the District determines the protest is without merit, the District will enter into a contract with the successful provider(s). If the protest is determined to have merit the District will review options, including, but not limited to, correcting the errors and re-evaluating all proposals, reissuing the RFP and beginning a new process and/or making other findings and determining other courses of action as appropriate.

22. Independent Contractors

Selected provider(s) are independent contractors. Selected providers will not be considered employees or agents of the Kennewick School District for any purpose. Each mental health provider shall be solely responsible for its employees during the providing of services. Provider acknowledges its status as an independent contractor while performing services for Kennewick School District. The provider acknowledges responsibility for workers compensation coverage for its employees and that the District will not respond to cover any medical or indemnity loss arising out of injury to the provider or its employees during the performance of services to the District.

23. Assignability

Services under this proposal may not be assigned without prior written consent of Kennewick School District.

24. Procedures

The extent and character of the services to be performed by the provider shall be subject to the general control and approval of the Superintendent or designee of Kennewick School District. The provider shall not comply with requests and/or orders issued by anyone other than the Superintendent or his/her authorized designee acting within their authority for the District.

25. Period of Performance

The resulting contract is to cover a twelve (12) month period with a target term of July 1, 2023 to June 30, 2024, unless terminated sooner, pursuant to the provisions contained herein.

26. Termination

The contract executed as a result of this RFP may be terminated by either party upon sixty (60) days advance written notice to the other party; but if any work or service is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval by the District until said work or service is completed and accepted.

27. District Employee Disclaimer

No employee of the District shall be admitted to any share of or part of this contract, or to any benefit that may arise from this contract unless it is made with a corporation for its general benefit.

28. Debarment And Suspension

Bidder certifies by submission of a bid that to the best of their knowledge/belief its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of purchase agreements by a Federal and/or Washington State governmental agency or department. Further, the bidder certifies that they are not presently indicted for or have not within a three-year period preceding this Invitation to Bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or purchase agreement.

SIGNATURE FORM

Kennewick School District Onsite School Based Mental Health Services

FROM: (Company) _____

(Address) _____

(City, State, Zip Code) _____

TO: KENNEWICK SCHOOL DISTRICT

In accordance with the Request for Proposal, the undersigned agrees to the terms and conditions in this Request for Proposal documents. **Objection to terms and conditions set forth in these documents have been noted and submitted in written as part of the sealed bid package.**

Under the penalties of perjury of the State of Washington, we make the following certifications and assurances as a required element of our Proposal. We affirm the truthfulness of these facts and acknowledge our current and continued compliance with these certifications and assurances as part of our Proposal and any resulting contracts with the Kennewick School District.

1. The undersigned certifies that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor, or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids of any other bidder or competitor; that the above statement is accurate:
2. We declare that all answers and statements made in the Proposal are true and correct.
3. We have not been assisted by any current or former District employees whose duties relate (or did relate) to this procurement and who assisted in other than his or her official, public capacity. If there are any exceptions to these assurances or we have been assisted, we will identify on a separate page attached to this document each individual by: (a) name, (b) current address and telephone number, (c) current or former position with the District, (d) dates of employment with the District, and (e) detailed description of the assistance provided by that individuals.
4. We acknowledge that the District will not reimburse us for any costs incurred in the preparation of our Proposal. All Proposals become the property of the Kennewick School District and we claim no proprietary right to the ideas, writings, items or samples.
5. We acknowledge that if awarded a contract with the District, we are required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in contract termination. We agree to submit additional information about our nondiscrimination policies, at any time, if requested by the District.

6. We made no attempt, nor will make any attempt, to induce any other person or firm to submit, or not submit, a proposal for the purpose of restricting competition.

7. We acknowledge and authorize the District to conduct a financial assessment and/or background check of our organization if they consider such action necessary or advisable.

8. We acknowledge our obligation to notify the District of any changes in the certifications and assurances above.

Signature of Authorized Principal

Signature: _____

Printed Name: _____

Title: _____

Telephone Number: _____

E-Mail _____

Date: _____

During the open bidding period, prospective bidders may be advised by addenda which modifies or clarifies the bid documents by additions, deletions, changes, or modifications. Receipt of each addendum shall be considered a part of the bid documents. Failure to acknowledge receipt of addenda may invalidate a bid as incomplete.

Acknowledge Receipt of Addendum

Addendum # 1 _____ **Date:** _____

Addendum # 2 _____ **Date:** _____

**ATTACHMENT I
DEBARMENT CERTIFICATION**

**Kennewick School District
Onsite School Based Mental Health Services**

- (1) The prospective bidder certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal and/or Washington State department or agency.

- (2) Where the prospective bidder is unable to certify to any of the statements in this certification, such prospective bidder shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature(s)

Date