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David May-Stein, Chief of School Performance

REQUEST FOR PROPOSALS

District-wide Crisis Intervention Model

Issuance Date: April 5, 2017

Submission Date: April 20, 2017

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Dr. Dara Ware Allen, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 Bellfield Ave, Pittsburgh, PA 15213 or 412.529.HELP (4357).

Introduction

Pittsburgh Public Schools (PPS) Office of School Performance (OSP) and Program for Students with Exceptionalities (PSE) are in need of a Crisis Intervention Model to support PreK-12 students in crisis.

This includes the following:

1. Crisis Intervention Program to teach verbal de-escalation, conflict mediation and resolution, physical intervention, and post-crisis debrief to re-establish the therapeutic relationship.
2. Development of crisis intervention teams at all schools through train-the-trainer model.
3. Involvement of trauma-informed care as part of the program model.

OBJECTIVES:

1. Support the Superintendent's goals of increasing student achievement and eliminating racial disparity as well as becoming a district of first choice.
2. Support for the school administrators, teachers, and other staff to respond effectively and safely to students in the crisis.
3. Support the implementation of the District Equity Plan to effectively respond to students in crisis leading to disciplinary action.

Scope of Work

Priority 1: Provide a Crisis Intervention Program to teach verbal de-escalation, conflict mediation, physical intervention, and post-crisis debrief to re-establish the therapeutic relationship.

Priority 2: Provide train-the-trainer professional development and trainer certification of a crisis intervention program to core PSE leadership team.

Priority 3: Provide Crisis Intervention Model that includes trauma-informed care component.

Background

As the largest of 43 school districts in Allegheny County and second largest in Pennsylvania, Pittsburgh Public Schools serves approximately 25,000 students in Pre-K through Grade 12 in 54 schools with 1,992 teachers.

Timetable/Response Submittal

The Chief of School Performance and Executive Director of the Program for Students with Exceptionalities are requesting proposals from experienced and qualified companies. Selection will be made based upon the proposals submitted. A timetable for the selection process is provided below:

- April 5, 2017: Release of RFP
- April 20, 2017: Receipt of Proposals
- May 17, 2017: Recommendation for Selection
- May 24, 2017: Legislative Approval by Board

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents, their lobbyist(s) or agent(s) and any employee of PPS or its elected Board of Directors, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.

All proposals shall be submitted to PPS as follows:

Proposals **must** be submitted in an electronic format to Mr. May-Stein (dmaystein1@pghboe.net) by 12:00 PM, April 20, 2017. In addition to the electronic copy, you can also mail a hardcopy if you choose.

Proposals, including any/all attachments, cover letter, tabs should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 12 pt. Proposals should be submitted following the instructions detailed below. PPS reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, PPS reserves the right to reject any, and all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to Mr. May-Stein.

Responses should address the following questions or requests for information:

I. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

II. Experience and Qualifications

Provide brief biographies for the partners and employees who will be supporting PPS' account, including any relevant experience for each. Please include only those individuals who will work on PPS' account and specify their role in the project. Please provide three references.

III. Company Information/Equal Employment Opportunity

A. Describe your company's equal employment opportunity policies and programs.

B. Has your company or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your company's business or have any of your company's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense, i.e., financial misconduct, fraud or child abuse? If so, please describe any such convictions and surrounding circumstances in detail.

C. Has your company, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your company's business which is still pending or have any of your company's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter, i.e., financial misconduct, fraud or child abuse which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.

IV. Project Work Plan

Submit a detailed work plan for performed services, including a timeline for completion of specific work products. Address all components detailed in the scope of work. Answers to all questions in the addendum section should be included.

V. Fee Proposal

Please provide a fee structure that your company would propose to provide a Crisis Intervention Model to support PreK-12 students in crisis given the scope of services provided in your detailed work plan. Proposals must include the overall cost of all work, as well as hourly or daily rates, and must include cost estimates for travel and time associated with conference calls with PPS staff. Please provide three cost proposals:

Cost

1. What is the entire cost of implementation? You may attach a separate budget sheet if you prefer.
 - a. One time cost?
 - b. Ongoing yearly cost?
 - c. Customization rate?
 - e. Is there additional cost for training?
 - f. Is there additional cost for support?

All proposals shall be submitted to PPS as follows:

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