



REQUEST FOR PROPOSAL

SCHOOL BASED MENTAL AND BEHAVIORAL HEALTH SERVICES

RFP # 26-00-21

Bid Due No Later Than 2:00 p.m. on March 26, 2026

Purchasing Office
900 Kenyon St. Medford OR 97501
Telephone: (541) 842-1118

GENERAL INFORMATION

The Medford School District 549c (District) is seeking written proposals from qualified providers of school-based mental and behavioral health services for grades K-12 supporting all schools in the Medford School District. MSD District will pay up to \$250,000 in start-up costs to the awardee. These school sites will be determined by the MSD with the possibility of expansion after two years. Successful proposals will include details and information about the following:

- Recruiting qualified licensed professionals
- Plan for hiring, training, and retaining staff
- Strong collaboration with student services and other staff within schools
- Case management overview with typical/estimated number of students served with sample daily schedules
- Plan for family involvement in services
- Ability to intervene with students in crisis situations
- Plans for monitoring and evaluation of services
- Cost effective and plan for sustainable funding
- A plan for startup costs not to exceed \$250,000 plus a description of any in-kind donation of space/services required
- Financial plan for sustainability after startup costs expire

This is a qualified bid process so while overall costs (that are flexible) are a major factor, consultants who can provide the most experience and scope of services requested will receive higher marks. The District invites interested consultants to complete and submit a proposal.

The Medford School District Purchasing Office must receive the proposal by **2:00 p.m. on Thursday, March 26, 2026**. Proposals can be emailed to pam.thoren@medford.k12.or.us clearly marked **RFP 26-00-21 School Based Mental and Behavioral Health Services**.

Proposals shall be firm for a period of thirty (30) days after the closing date. Each responding proposer may withdraw their proposal if it has not been accepted within thirty (30) days from the RFP closing date.

The award of this contract will be made by the District on the basis of the proposal which, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District reserves the right to accept or reject any or all the proposals, and waive any informalities and irregularities in said proposals.

All proposers must provide the information requested in Section III, Proposal Submission Requirements. Failure to respond to any or all requested information may result in disqualification by the District.

ADDENDA: The District shall make interpretations, corrections, or changes of the Bid Documents in writing by published Addenda. Any changes and/or addenda to this solicitation will be posted on the Medford School District (MSD) website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center> Failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

APPEALS AND PROTEST OF AWARD

Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Purchasing Manager no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted to the website.

APPEAL OF AWARD TO RFP NO. 26-00-21
Medford School District
Purchasing Manager
900 Kenyon St.
Medford OR 97501

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or Specifications.

CONTACT DURING SOLICITATION

All questions and contact with the District regarding any information in this RFP must be addressed in writing via email to Pam.Thoren@medford.k12.or.us. No other contact regarding this solicitation during the solicitation process shall be permitted. Unauthorized contact regarding this solicitation may subject the offender's proposal to rejection. Answers to questions not stated in writing and/or answered in the form of a written Addendum shall not be binding upon the district.

TIME TABLE

March 11, 2026	Issue RFP
March 20, 2026	Last Questions and Protests Due, no later than 2:00 p.m.
March 23, 2026	Last Addendum 2:00 p.m.
March 26, 2026	Bids Due, no later than 2:00 p.m.
March 30 – April 2, 2026	Evaluation Period
April 3, 2026	Notice of Intent to Award

PROPOSAL SUBMISSION REQUIREMENTS

- a. The proposing agent shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following minimum information:
- b. Cover letter addressed to Amy M. Herbst, Director of Student Wellness and signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include name of the firm, broker and/or consultant, address, telephone and fax numbers of the firm and email address of the person(s) who are authorized to represent the proposer as well as financial reference: bank name, address, phone, and name and title of bank officer most familiar with the firm's account. The letter should also include that the agent has made no agreements with any company that places it as the sole agent for such company.
- c. Proof of licensure in the State of Oregon;
- d. Profile of Firm that includes articulation of experience with public sector accounts of similar size and scope of service;
- e. Name, title, and qualifications of proposed consultant(s) with a minimum of five (5) years' experience in public sector accounts of similar size and scope of service;

- f. Name(s), titles, and qualifications of proposed key personnel with experience in public sector accounts of similar size and scope of service;
- g. Articulate plan and ability to provide service delivery and support to meet the following scope of work, including examples of reports, if applicable.
- h. Agency responding to this bid should provide a plan as outlined above in General Information that includes serving two schools.

SCHOOL-BASED MENTAL and BEHAVIORAL HEALTH PROGRAM:

- a. Provide mental and behavioral health services within two elementary school sites.
- b. Ability to hire, supervise and retain two (2) licensed providers, as part of the school-based mental health services with an opportunity to increase capacity.
- c. Licensure may include: LPC, LMHC, LCPC, LPCC, LCMHC, LMHP or interns under supervision of licensed professionals.
- d. Providers will be expected to work alongside the school level student services team and in collaboration with the district's student wellness department.
- e. Services include; individual counseling, group counseling and family counseling, referrals to community resources, health and wellness screeners and crisis intervention and prevention.
- f. The ability to bill Oregon Health Plans when appropriate for program sustainability, but not limiting student's ability to access their care or service.
- g. Evaluation, assessment and accountability data and reports provided to the district annually or as requested.
- h. Consultation and collaboration on crisis intervention and prevention.
- i. Promotion of equity and access for all students
- j. References of current clients.

MINIMUM QUALIFICATIONS:

- 1. Any proposer must be licensed to provide services in the State of Oregon;
- 2. Demonstrated experience in servicing public sector accounts of equal size, complexity, and scope;
- 3. Medford School District is an Equal Opportunity Employer. Each service provider must comply with federal, state and local Equal Employment Opportunity requirements.

SELECTION PROCESS:

Each proposal received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.

The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.

Proposals will be evaluated generally on the following criteria, evaluation will include, but not be limited to, the following weighted criteria:

- Capacity to provide services to a significant number of students within a school setting. **(25 Points)**
- The organization's ability to hire, train and retain a high level of licensed professionals. **(10 Points)**
- Evidence of an approach to care and services in collaboration with school-site student service personnel and families. **(15 Points)**
- Ease of use, accessibility and affordability which may include; the ability to provide sustainability of funds through billing or other sources. **(50 Points)**

All submittals in response to this RFP are public records and available for inspection and copying upon request. Any portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.

A review committee of qualified professionals will be appointed by the Superintendent or his designee. The proposals received will be evaluated by the review committee. The review committee will submit a recommendation to the Superintendent.

TERMS AND CONDITIONS:

1. Term of Agreement: The District anticipates selecting the Consultant to commence services by April 3, 2026 and continue for three (3) years unless terminated earlier in accordance with the provision of the Agreement. Upon satisfactory performance by the Consultant, the parties may choose to extend the term Service Agreement for additional one (1) year terms and shall do so by executing a renewal agreement annually.
2. Withdrawal of RFP: Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Brad Earl, Assistant Superintendent of Operations. Re-submittal before the RFP submittal deadline can be made, however, they may not be re-submitted after the deadline.
RFP Costs: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the District. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance." Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.
3. During the term of any resulting contract, the successful Consultant shall maintain in full force, at its own expense, insurance coverage.
4. Medford School District Contacts: The designated individual responsible for coordination of the RFP is Amy Herbst, Student Wellness Assistant Director. Any questions relating to this RFP should be directed to Pam Thoren at Pam.Thoren@medford.k12.or.us in writing only.

The following forms must be signed and returned with your Proposal:

Exhibit A – Vendor Information

Exhibit B - Certificate of Compliance with Tax Laws

Exhibit C – Signature Page

**EXHIBIT A
VENDOR INFORMATION**

Company Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Name (printed) & Title _____

Signature _____ Date: _____

Remit proposal via email or in person clearly identified as **“RFP 26-00-21 School Based Mental and Behavioral Health Services”** and to the attention of Pam Thoren at pam.thoren@medford.k12.or.us, no later than 2:00 p.m., March 26, 2026. It is the responsibility of the sender to verify receipt of the Proposal by the District.

More information can be obtained by the following methods e-mail pam.thoren@medford.k12.or.us or by accessing the purchasing webpage at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this proposal need to be submitted in writing via e-mail and regular mail so that all potential vendors may be equally apprised of project parameters and any addenda.

**EXHIBIT B
CERTIFICATE OF COMPLIANCE WITH TAX LAWS**

CONTRACTOR DATA AND CERTIFICATION

Name (tax filing): _____

Address: _____

Citizenship, if applicable: Non-resident alien ☐ yes ☐ no

Business Designation (check one):

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Governmental/Non-Profit

Federal Tax ID# _____ - _____ - _____ OR SSN _____ - _____ - _____

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject contractor to 31 percent backup withholding.

Certification: I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me) and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions (listed on the front and back side hereof and made part of this contract by reference); (b) certify under penalty of perjury that I/my business am not/is in violation of any Oregon tax laws; and (c) certify I am an independent contractor as defined in ORS 670.600.

I, the undersigned, being first duly sworn, hereby certify under penalty of perjury that I am authorized to act on behalf of _____ [insert Proposer's name] and to the best of my knowledge, _____ [insert Proposer's name] is not in violation of any Oregon Tax Laws. For purposes of this Certificate, "Oregon Tax Laws" are those laws and programs listed in ORS 305.380(4), namely ORS Chapters 118, 314, 316, 317, 318, 320, 321 and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620. I will continue to comply with the tax laws of this state, or a political subdivision of this state, during the term of the public contract, and provide that my failure to comply with the tax laws, of this state or a political subdivision of this state, before I have executed the public contract or during the term of the public contract is a default for which the contracting agency may terminate the public contract, and seek damage and other relief available, under the terms of the public contract or under applicable law.

Contractor's Authorized Agent:

Signature/Title

Print Name Date

Proposer: _____

Contact Person: _____

Address: _____

Address: _____

Phone: _____

Email Address: _____

**SIGNATURE PAGE
(MUST BE RETURNED WITH BID)**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he or she:

1. Has read and understands all bid instructions, specifications, and terms and conditions contained herein;
2. Is an authorized representative of the bidder, that the information provided in this bid is true and accurate, and that providing incorrect or incomplete information may be cause of bid rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to bidder;
5. Bidder will provide its federal tax identification number or social security number with proposal submission.

Authorized Signature: _____

Title: _____

Company Name: _____

Date: _____

Oregon CCB# _____

FEIN ID# or SSN# (required): _____

ADDENDA RECEIPT

Acknowledge receipt of all addenda. This proposal includes all work indicated and specified in the following Addenda which were received during the time of bidding.

Addendum No. _____ Date: _____ Addendum No. _____ Date: _____

Addendum No. _____ Date: _____ Addendum No. _____ Date: _____