

PITTSYLVANIA COUNTY SCHOOLS  
Chatham, Virginia

Request for Proposals

for

Day Treatment Services for the  
Elementary, Middle and Secondary  
Schools for the 2012-2013 and  
2013-2014 School Years

Special Conditions and Specifications

RFP - 11-12/006

**Request for Proposals for  
Day Treatment Services for the Elementary, Middle and  
Secondary Schools for the 2012-2013  
and 2013-2014 School Years  
RFP - 11-12/006**

January 13, 2012

**1.0 Introduction**

It is the intent of the Pittsylvania County Schools (PCS) to award a contract for **Day Treatment Services for the Elementary, Middle and Secondary Schools** as a result of issuing this Request for Proposal. Sealed proposals, subject to conditions contained herein and attached hereto, will be received at the Office of the Superintendent of Schools, 39 Bank Street, SE, P. O. Box 232, Chatham, VA 24531, until, but no later than 1:00 P.M. local prevailing time, Friday, February 17, 2012, and then opened and publicly read.

Proposals should be submitted in a sealed envelope and mailed to:

RFP - 11-12/006  
Office of the Superintendent  
Pittsylvania County Schools  
P.O. Box 232  
Chatham, VA 24531

Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered and returned to the proposer unopened. The right is reserved to reject any and all proposals, and to waive any informality in RFP's.

The successful proposer shall demonstrate the ability to provide a comprehensive program for services for Day Treatment for qualifying public school students.

## **2.0 Contract Period**

It is the intent of this request for proposal to award a two-year contract, with right to renew for one-year periods after successful negotiation.

## **3.0 Scope of Services**

Proposers must provide a detailed outline of the services to be provided to the Pittsylvania County Schools for a comprehensive level of Day Treatment services. At a minimum, proposers are to provide the following services:

- A. Contractor will coordinate, conduct, and execute a schedule for Day Treatment services for the Pittsylvania County Schools within 14 days of contract award, and make an oral or written presentation of findings and recommendations for maximum implementation of services. The Day Treatment services will consist of the following:
- Develop a program under the auspices of the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS);
  - House all pertinent information during the duration of the service period and provide access to Pittsylvania County Schools as requested;
  - Determine the number of students qualifying for Day Treatment services through the appropriate screening processes;
  - Perform all authorizations and intakes to assess the appropriateness of all referrals made by the school administration(s);
  - Implement Day Treatment services for all qualifying students in a timely fashion;
  - Maintain all records subject to the guidelines of DMHMRSAS and Medicaid ensuring confidentiality of consumers;
  - Maintain all liability insurance for all licensed services and employees, and Pittsylvania County Schools will not be held liable for any work performed by the Day Treatment Contractor;
  - Maintain all licenses, insurances, affiliations and approvals to operate the Day Treatment services in Pittsylvania County Schools;
  - Provide services to the consumers during normal hours of operation and contact parents and perform home visits as scheduled with parents/guardians as appropriate;
  - Participate, upon request, with any and all parent/teacher conferences, after school teacher meetings, or any professional function that relates to the provision of service for consumers in Pittsylvania County Schools;
  - Staffing of identified sites will be completed within 30 working days or a mutually agreed upon timeline, if different;

- Pursuant to section 22.1-296.1 of the Code of Virginia, prior to execution of the RFP, all staff will be screened with the federal, State and protective services (No employee is to be on a Pittsylvania County Schools site without proper background checks completed and a clearance by the agency to perform his/her duties with written evidence provided to PCS staff);
- No services may commence until a mutually agreed upon Memorandum of Understanding has been executed by the contractor and Pittsylvania County Schools;
- Contact parents and school staff as appropriate;
- Recommend eligibility and termination of Day Treatment services as appropriate;
- Develop reports as required by the Pittsylvania County Schools;
- Develop collaborative relationships with school staff;
- Conduct and interpret assessment results;
- Use appropriate materials and resources to provide Day Treatment services.

B. Identify goals and objectives of qualifying students;

C. Implement Day Treatment goals and objectives;

D. Monitor compliance of Day Treatment services.

#### **4.0 Contractor's Experience**

Contractor will have extensive prior experience in Day Treatment services with appropriate support services.

#### **5.0 References**

Anyone submitting a RFP must provide a minimum of three (3) references in which similar contracts have been provided to school or educational organizations. This reference list must include the name, address, and telephone number of a key contact person and a brief description of the services provided.

#### **6.0 Cost Proposal**

Proposers must describe and define costs associated (if appropriate) with an annual contract for Day Treatment services. The proposal cost must include all projections in order to perform in accordance with this scope of services.

## **7.0 Timetable**

Proposers must include a timetable describing when tasks outlined in the scope of services are to be performed and the date(s) on which Day Treatment services will be implemented.

## **8.0 Submission of Proposal**

Two copies of the written proposal must be forwarded to Pittsylvania County Schools, Office of the Superintendent of Schools, 39 Bank Street, SE, P.O. Box 232, Chatham, VA 24531, no later than 1:00 P.M. on Friday, February 17, 2012.

## **9.0 Contact Person**

All questions and inquiries regarding the RFP specifications should be directed to Dr. Jeffrey B. Early, Assistant Superintendent for Support Services, (434) 432-2761, 793-1624 or 656-6248 or [jeff.early@pcs.k12.va.us](mailto:jeff.early@pcs.k12.va.us), and the format, or submission of the RFP should be directed to the Office of the Superintendent.

## **10.0 Proposal Evaluation**

Proposals will be evaluated by a committee comprised of school and Central Office administrators for Pittsylvania County Schools.

Select proposals meeting all requirements may be requested to present an oral presentation in which key areas of the proposal will be discussed. At the presentation meeting, questions and clarifications, if any, will be addressed by the school system and contract negotiation may be exercised.

Proposals will be evaluated on the following criteria:

1. Qualifications of the proposer;
2. Demonstrated expertise and past experience in conducting similar services;
3. Service, functions, and capabilities proposed;
4. Cost of proposal;
5. Contract terms;
6. Number of staff.

**11.0 Summary**

It is the responsibility of the proposer to submit a proposal that best meets the requirements outlined in this Request for Proposal. The proposer may elect to include information not requested and the content of the proposal shall be at the discretion of the Proposer.

It is the intent of the school system to award a contract for **Day Treatment Services** as a result of this Request for Proposal; the school system reserves the right to reject any or all such proposals. This Request for Proposal and the proposal submission shall be the basis for a contract award.

The Pittsylvania County Schools is an equal opportunity employer. The contract, when negotiated, will require that the awarded contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, or national origin.

**By your signature below**, you hereby certify and acknowledge that the terms of this agreement will be governed by the laws of the Commonwealth of Virginia and that Pittsylvania County Schools is the appropriate jurisdiction and venue to settle any and all matters that may come in dispute over this contract or agreement.

Firm \_\_\_\_\_ Cost \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name (print or type) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Determination that Competitive Bidding  
is not Practicable and/or not Fiscally Advantageous  
to the Public for the Procurement of  
Goods/Services/Insurance

The Superintendent (or authorized designee) and the School Board of Pittsylvania County, Chatham, Virginia, has concluded that the procurement of the following goods/services/insurance should be procured by competitive negotiation rather than competitive bidding:

**Day Treatment Services for the Elementary, Middle and Secondary Schools**

In accordance with the provisions of Section 11-41C.1 of the Code of Virginia, 1950, as amended, the Superintendent (or authorized designee) and the School Board have determined that competitive sealed bidding is not practicable and/or not fiscally advantageous to the public for the procurement of such goods/services/insurance for the following reasons:

This service is so diversified we are concerned that specific specifications would eliminate some of the competition. It is more practical to keep as much competition as possible for this service.

## Public Notice

The Pittsylvania County School Board will receive sealed proposals for providing Day Treatment Services for the Elementary, Middle and Secondary Schools for the Pittsylvania County Schools (RFP - 11-12/006) in the Office of the Superintendent of Schools, 39 Bank Street, SE, P. O. Box 232, Chatham, VA 24531, until, but no later than 1:00 P.M., local prevailing time, on Friday, February 17, 2012, at which time they will be opened and made part of the public record.

The procedure for withdrawals of proposals shall be according to Section 11.54 of the Code of Virginia. Any person or firm interested in providing this service for the Pittsylvania County School Board should contact Dr. Jeffrey B. Early, Assistant Superintendent for Support Services, at (434) 432-2761, 793-1624 or 656-6248, for specifications and related information.

Please advertise this Public Notice in the Danville Register and Bee as a small block in your next Sunday, January 22, 2012, publication. Please mail tear sheet and invoice to Pittsylvania County Schools, P.O. Box 232, Chatham, VA 24531.

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Please advertise this Public Notice in the Star-Tribune as a small block in your Wednesday, January 18, 2012, publication. Please mail tear sheet and invoice to Pittsylvania County Schools, P.O. Box 232, Chatham, VA 24531.