



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1257) – School Based Mental Health Services

PRESENTATION DATE: July 22, 2014

PRESENTATION BY: Karen R. Luther, CPPO – Purchasing Director and Stephanie Lapole, Grant Manager

RECOMMENDED MOTION: Motion to award a contract for the provision of School Based Mental Health Services to the responsive, responsible proposer, **Brook Lane Health Services, Inc. (BLHSI)**, of Hagerstown, MD, in the amount of **\$69,648.48**.

REPORT-IN-BRIEF: The purpose of the service to be provided is to fulfill the requirements of the County's Community Partnership Agreement with the Governor's Office for Children (GOC) for fiscal year 2015. For further details of the services, please refer to the attached excerpt of the *Scope of Work* and *Population Served* from the Request for Proposal (RFP) document.

The BLHSI proposes to provide 720 sessions for the school year. The number of students will depend on how many require three sessions; if all need three (3) sessions, BLHSI will see 252 individuals. However, BLHSI would like to incorporate group sessions, once a week at each school (South Hagerstown High School and Western Heights Middle School), which will increase the number of students reached with the same number of sessions. With nine weekly individual sessions at each school, they will see a minimum of three students, a maximum of nine students, plus one group session, which could involve three to ten students.

The contract will begin on August 1, 2014 and end June 30, 2015 with an option by the OCGM to renew the awarded Contractor for up to two (2) consecutive one-year periods through fiscal year 2017 if funding is provided.

The Coordinating Committee was comprised of the following members: Director (Chairman Designee), County Purchasing Director, OCGM Grant Manager, LMB Board Chairperson or designee and LMB Community Planning and Review Committee Chairperson or designee. The Request for Proposal (RFP) was advertised in the local newspaper, on the State's "e-Maryland Marketplace" web site, and on the County's web site. The RFP document was accessed from the web site by forty-three (43) firms/individuals. Four (4) providers were represented at the pre-proposal conference. Four (4) proposals were received; two (2) firms were considered non-responsive and two (2) firms' Price Proposals were opened and evaluated that were determined to be responsive to the RFP. The budget and budget narrative with each budget line item identified is attached for the firm recommended for the contract.

DISCUSSION: N/A

FISCAL IMPACT: The OCGM is receiving \$69,650.00 in state funding from the Governor’s Office for Children (GOC) in fiscal year 2015 for the provision of School Based Mental Health Services. No county funds are associated with this award.

CONCURRENCES: Coordinating Committee as outlined above

ALTERNATIVES: N/A

ATTACHMENTS: (1) “Scope of Work” and “Population Served” excerpt from the Request for Proposal, and (2) BLHSI’s Budget and Budget Narrative

AUDIO/VISUAL TO BE USED: N/A

II. SCOPE OF WORK

- A. The mental health needs of Washington County youth are a great concern to many mental health professionals and organizations. Suicide is listed as the third leading cause of death between ages 15-24. Several issues impacting youths mental health include family history of suicide, family violence, family history of mental disorder, substance abuse, physical or sexual abuse, bullying, neglect, families below poverty level, firearms in homes, incarceration of family members, crime rate, teen pregnancy/births, exposure to suicidal behavior of others, such as family members, peers, or media figures. These issues are impacting the lives of Washington County youth making it difficult for them to do well in school when trying to manage these issues on their own. The overall goal of the School Based Mental Health Services program is to address mental health needs of students attending Western Heights Middle School and South Hagerstown High School.
1. School Based Mental Health Services is a program that will provide services that are expected to be short term and consist of crisis management, screening, short term therapeutic assistance and/or referral for additional services as determined necessary. This RFP requests that a Clinician be onsite a minimum of Fourteen (14) hours per week divided equally between each school. One (1) hour per week will be allotted for administrative time spent coordinating/collaborating services with the Health and Wellness Center staff or School staff. Services will only be provided while school is in session. The provider may limit number of visits by a patient in order to accommodate all students demonstrating a need for services. The provider will provide the greatest number of service hours possible for the amount of funding available.

Clinical services will be provided concurrent with the Washington County Public School calendar year. The grant will allow for one (1) week pre-school year for administrative start time and will allow one (1) week post-school year for administrative close out time.
 2. Services will be provided at no cost to the students. However, third part billing for off-site services shall be permitted and will be a private transaction between the patient/parent/guardian and the service provider.
 3. Staff providing clinical services shall possess a Licensed Clinical Social Worker certification or greater. Experience and/or certifications pertaining to children and adolescent mental health are preferred.
 4. A Memorandum of Understanding (MOU) between the service provider and Washington County Public Schools (WCPS) is required to be executed prior to the start of services. The Contractor shall obtain all necessary malpractice and liability insurances in the amounts required by WCPS and Washington County Government.
 5. The Contractor shall accept referrals for services from (including but not limited to): student self-referrals, WCPS staff, School Based Health Center (SBHC) staff, outside mental healthcare providers, and parents and/or guardians. The Contractor will be responsible for the generation, maintenance and retention of medical records resulting from the services provided in accordance with HIPPA

and FERPA regulations. The Contractor shall coordinate the record retention provisions with WCPS staff to ensure compliance with WCPS policies.

6. All Clinicians shall comply with criminal records background checks standards and shall affirm in writing that these checks have been conducted and the clinicians are not disqualified from performing child or adolescent care. Standards of consent for services must be obtained by the Contractor prior to the services being rendered. The standard of consent must be consistent with Local, State, and Federal Regulations. The Contractor shall communicate and cooperate with WCPS staff, OCGM staff and SBHC staff in a matter that is consistent with professional standards. All standard LMB, WCPS, OCGM and GOC contract conditions and reporting standards shall be adhered to as condition of this grant award.
7. Performance measures will be provided as part of an Evaluation Contract which will be determined by the OCGM Grant Manager in concurrence with the Local Management Board (LMB). Performance measures shall detail program data measures for the program. Collection of program data is the responsibility of the selected Contractor. Data measures can vary and maybe revised each fiscal year by the OCGM in consultation with the Contractor with the concurrence of the LMB.

B. Parameters of the Award of Funds

1. The award of funds for School Based Mental Health Services will begin on August 1, 2014 and end June 30, 2015 with an option by the OCGM to renew the awarded Contractor for up to two (2) consecutive one-year periods through fiscal year 2017. The maximum award to be expected for FY 2015 is \$69,650.
2. Renewal of this contract is at the discretion of the OCGM acting on behalf of the BCC and is contingent upon the following: 1) the continual award of funds from the Governor's Office for Children (GOC), 2) the performance of the contractor and 3) the goals/outcomes desired from GOC, OCGM, LMB and WCPS.

III. POPULATION SERVED

The School Based Mental Health Services program is specifically targeted toward meeting the needs of youth with behavioral/mental health conditions. The target populations for the program are youth attending Western Heights Middle School and South Hagerstown High School to compliment the services being provided by School Based Health Centers (SBHC).

3. Price Portion – Brook Lane Health Services

<p>Travel Expenses</p> <ul style="list-style-type: none"> • Mileage from Brook Lane’s North Village office to schools, twice weekly for the 36 weeks of school and one trip for orientation the week prior to school starting and one trip for wrap-up the week following the end of school @ .56 per mile. ➤ Western Heights Middle School – 7 miles round trip, twice weekly for 36 weeks and one trip for two weeks = \$290.08. ➤ South High School – 15 miles round trip, twice weekly for 36 weeks and one trip for two weeks = \$613.40. 	903.48
Office Supplies – folders, paper, copies	\$345.00
<p>Administration</p> <p>1 hour @ \$90.00 for administration of program (1/2 hour per school) = \$3,240.00</p> <p>1 hour @ \$90.00 for orientation of program in August for each school = \$180.00</p> <p>1 hour @ \$90.00 for wrap-up of program in June for each school = \$180.00</p>	\$3,600.00
<p>Personnel</p> <p>Western Heights Middle School</p> <p>One licensed mental health professional – part time dedicated to WHMS; 2 days a week for 36 weeks providing nine individual sessions and one group session totaling 360 sessions @ \$90.00 (\$32,400.00)</p> <p>South High School</p> <p>One licensed mental health professional – part time dedicated to SHS; 2 days a week for 36 weeks providing nine individual sessions and one group session totaling 360 sessions @ \$90.00 (32,400.00)</p>	64,800.00
TOTAL AMOUNT REQUESTED	\$69,648.48

(Note: Brook Lane acknowledges the receipt of Addendum No. 1 for PUR-1257 consisting of two pages on 6/23/14 @ 4:00pm)