



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1565) – School Based Mental Health Services

PRESENTATION DATE: September 13, 2022

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing; Rachel Souders, Senior Grant Manager

RECOMMENDED MOTION: Move 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 \$276,560 for Option A and \$120,000 for Option B, contingent upon funding being provided by the Governor’s Office for Option A, and upon approval of each Option by the Local Management Board.

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 of Crime Prevention, Youth, and Victim Services (GOC) for fiscal year 2023. 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 three sessions per student for the school year for a referring issue. The number of students will depend on how many require three sessions; if all need three (3) sessions, BLHSI anticipates providing 120 sessions, based on three (3) sessions per student, which would allow BLHSI to see approximately 1,040 students.

The contract tentatively begin on September 1, 2022 and end June 30, 2023 with an option by the OGM to renew the awarded Contractor for up to two (2) consecutive one-year periods through fiscal year 2025 if funding is provided.

The Coordinating Committee was comprised of the following members: County’s Director of Purchasing (Chairman Designee), OGM Director, OGM 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 Advantage” web site, and on the County’s web site. The RFP document was accessed from the web site by forty-one (41) firms/individuals. Three (3) providers were represented at the pre-proposal conference/teleconference. One (1) proposal was received, the recommended provider’s Q&E/Technical Proposal was determined to be responsive, and its Price Proposal was opened and evaluated. 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 OGM will receive \$276,560 in state funding from the Governor’s Office of Crime Prevention, Youth, and Victim Services in fiscal year 2023 for the provision of School Based Mental Health Services and an additional \$120,000 in local funding has been requested in the County’s FY’23 budget.

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 NEEDS: N/A

SCOPE OF WORK

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 youth's 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 Washington County Public Schools.

Respondent may apply to both or only one of the two options (Option A or Option B) for which they are eligible. The County reserves the right to award either Option A or Option B or both.

Option A – Services will be provided at Western Heights Middle School and South Hagerstown High School and four (4) additional schools which will be determined by agreement between the service provider and Washington County Public Schools with the approval of the Local Management Board (LMB).

Option B - In addition to the six (6) schools included in Option A, funding is being sought to provide services at an additional four (4) schools, bringing the total number of schools served under Option A and B to ten (10) schools, which will be determined by agreement between the service provider and Washington County Public Schools with approval of the LMB.

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 seven (7) hours per week at each school. In addition to the time allotted for the Clinician, an additional one (1) hour per week per school shall be allotted for administrative time spent coordinating/collaborating services with the Health and Wellness Center staff or School staff, for a total of eight (8) hours of services. 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-party 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, OGM staff and SBHC staff in a matter that is consistent with professional standards. All standard LMB, WCPS, OGM and GOC contract conditions and reporting standards shall be adhered to as a condition of this grant award.
7. Performance measures will be provided as part of an Evaluation Contract which will be determined by the OGM 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 OGM in consultation with the

Contractor with the concurrence of the LMB.

A. Parameters of the Award of Funds

1. The contract services resulting from the award of funds for School Based Mental Health Services will tentatively begin on September 1, 2022 and end June 30, 2023 with an option by the OGM to renew the awarded Contractor for up to two (2) consecutive one-year period through fiscal year 2025. The maximum award to be expected for FY 2023 Option A is \$276,560. The maximum award to be expected for FY 2023 Option B is \$120,000. The County reserves the right to award either Option A or Option B or both.
2. The maximum award to be expected for FY 2020 Option A is \$211,560. The maximum award to be expected for FY 2020 Option B is \$120,000. The County reserves the right to award either Option A or Option B or both.
3. Renewal of this contract is at the discretion of the OGM 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 continual award of funds from the Washington County Board of Commissioners, (3) the performance of the contractor and (4) the goals/outcomes desired from GOC, OGM, LMB and WCPS.

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 Washington County Public Schools.