

Harris County Department of Education



Request for Information

17-RFI-JA-1

**Treatment Support and Counseling Services
for the
HCDE Recovery High School**

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1 EXECUTIVE SUMMARY

In order to provide counseling services to the students at HCDE's new Recovery High School, HCDE is interested in engaging one or more treatment support and counseling services providers.

The Harris County Department of Education ("HCDE" or the "Department") intends to develop a request for proposals in order to contract with one or more qualified counseling services firm(s) to provide daily treatment support and counseling services to students who will attend HCDE's Recovery High School.

Respondents are encouraged to provide a "best practice" solution for providing counseling services. At a high level, HCDE has the following goals:

1. Impact education by responding to the evolving needs of Harris County.
2. Deliver value to Harris County by utilizing resources in an ethical, transparent and fiscally responsible manner.
3. Advocate for all learners by using innovative methods to maximize students' Potential.
4. Provide cost savings to school districts by leveraging tax dollars.
5. Recruit and maintain a high quality professional staff.

This RFI is issued as a means of information gathering relating to potential counseling services to be offered at HCDE's Recovery High School. This RFI is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of HCDE to make any purchases or enter into a services contract. This RFI should not be construed as a means to pre-qualify vendors. Harris County Department of Education may utilize the results of this RFI in drafting a competitive solicitation (RFP) for counseling services. Any future contract that may be awarded must comply with HCDE procurement requirements.

Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting through a procurement process which, at HCDE's option, could include but not be limited to: a formal procurement process, using an existing Cooperative contract, procurement via Federal GSA or other cooperative contract(s), or a piggyback off of a contract established as a result of a procurement solicitation of another public agency.

Participation in this RFI is voluntary and HCDE will not pay for the preparation of any information submitted by a respondent or for HCDE's use of that information.

2 AGENCY OVERVIEW

HCDE is a local government entity which operates under certain provisions of former Chapters 17 and 18 of the Texas Education Code. Section 11.301 of the current Texas Education Code provides that “a school district or county system operating under Chapters 17, 18, 22, 25, 26, 27 or 28 on May 1, 1995 may continue to operate under the applicable chapter as that chapter existed on that date and under state law generally applicable to school districts that does not conflict with that chapter.” See TEX. EDUC. CODE § 11.301.

HCDE is governed by a board of trustees who are elected at the general election for state and county officers. See TEX. EDUC. CODE § 17.031. HCDE’s mission is to advance educational opportunities for students in Harris County, providing one source for all learners. To this end, the Department leverages resources to bring value-added services to school districts. One of the ways in which HCDE provides services is through its special schools. HCDE’s Highpoint and Academic Behavior Schools serve over 1,000 students annually. In FY 2017, the HCDE Board of Trustees approved a measure to create a recovery high school. HCDE anticipates opening its Recovery High School in the Fall of 2017.

The proposed HCDE Recovery High School (RHS) is a school of choice for recovering students in Harris County, and it is designed as a services, partnership arrangement among the Harris County independent school districts and charter schools, HCDE, the substance abuse programs in Harris County, and parents. The RHS is intended for students who are recovering from substance abuse, including alcohol and drugs.

The Recovery High School’s goals (which are aligned to HCDE’s goals and the Texas Education Agency Commissioner of Education’s goals) include:

1. To provide a safe educational environment for students, staff and faculty members.
2. To provide our students the very best educational program, using the best practices. In doing so, students could return to their home campuses and become productive citizens in their communities.
3. To prepare students for post high school educational and job placement opportunities.

The objectives for the HCDE Recovery high school are the following:

- A. Primary purpose is to educate students in recovery from substance use or co-occurring disorders while meeting state curriculum and graduation requirements for the award of a high school diploma.
- B. Provide counseling support through the Recovery High School and ensure that students attending the Recovery High School are enrolled in a clinical substance abuse program aimed at providing support to the student.

- C. Partner with local independent school districts in Harris County to provide support both academically and emotionally to students with drug and alcohol abuse and to ensure that students move toward graduation.
- D. Achieve a ratio of 50% subsidy with local ISD participation.
- E. Eventually expand by opening three more recovery schools, located at four major points in Harris County.

In anticipation of the opening of the Recovery High School, the Department has identified the need to provide treatment support and counseling services to students attending the school. The Department is requesting information from interested vendors that may assist the Department in developing a request for proposal (RFP) for treatment support and counseling services.

3 PROJECT OVERVIEW

Purpose

1. Provide counseling support through the Recovery High School and ensure that students attending the recovery high school are enrolled in a clinical substance abuse program aimed at providing support to the student.

Benefits

1. Students will be provided with support in order to make sure that they continue with their individual recovery plan.
2. Assist the school in dealing with students who may need assistance in dealing with their respective addiction challenges.
3. Collaborate with support systems to include parents, recovery facilities and the student's home school district to better serve the student's needs.

Scope

- The primary effort of this initiative is about providing support to the student through preventive and supporting counseling services.
- Counselors will serve as mentors to students to guide them through their challenges.
- Counselors will be able to coach students in dealing with day-to-day challenges and to assist with deescalating situations and providing safe ways in dealing with challenges.
- Counselors will maintain performance data for students to assist them in their involvement with peers, teachers, counselors and parents.
- Counselors will be able to work with academic counselors to coordinate the graduation plans and other success plans.
- Counselors will be able to spot challenging behavior and encourage students to modify behavior as needed.
- Counselors will be able to provide individual and group counseling.
- Counselors will be able to provide case management services to refer students and their parents.
- Counselors will be able to ensure consistent, quality service delivery when interacting with parents, teachers and students.

4 RFI REQUIREMENTS PROCESS

4.1 PARTICIPATION TO RFI

All vendors confirming their participation should send a Letter of Interest to:

RFI Coordinator and contact: Bill Monroe, HCDE Procurement Director

RFI@hcde-texas.org

4.2 RFI SCHEDULE

RFI key dates are the following:

May 1, 2017	RFI made available to the responders
May 8, 2017	Deadline for submission of questions
May 15, 2017	Response to all questions
May 30, 2017	Deadline for receiving responses (all materials)
June 1 to June 15, 2017	Responses to be evaluated. Respondents may be invited to present solutions/information to HCDE (presentation meetings, not negotiation meetings). Live demonstrations may be held during this time.
June 30, 2017	Decision to advertise an RFP or other procurement solicitation/method

4.3 RFI RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All questions related to this RFI should be directed to:

Bill Monroe, HCDE Procurement Director

713-696-8242

RFI@hcde-texas.org

Respondent must ensure that the information is sent to the following email address on or before **May 30, 2017 @ 4:00 P.M.** RFI@hcde-texas.org

4.3.1 HCDE Liabilities

This RFI is only a request for information about potential services and no contractual obligation on behalf of the Harris County Department of Education whatsoever shall arise from the RFI process.

This RFI does not commit the Harris County Department of Education to pay any cost incurred in the preparation or submission of any response to the RFI.

4.3.2 Confidentiality & RFI Ownership

RFI Ownership: All responses to the RFI will become the property of the Harris County Department of Education and will not be returned.

Public Records Act: HCDE is a governmental body subject to the Texas Public Information Act. Responses submitted to HCDE as a result of this RFI may be subject to release as public information after contracts are executed or the procurement is terminated. If a respondent believes that its response, or parts of its response, may be exempted from disclosure under Texas law, the respondent must specify page-by-page and line-by-line the parts of the response which it believes are exempt. In addition, the respondent must specify which exception(s) to the Texas Public Information Act are applicable and provide detailed reasons to substantiate the exception(s). Vague or general claims to confidentiality will not be accepted. HCDE assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by respondents.

Respondent further also acknowledges that HCDE is subject to the Texas Public Information Act, and Respondent waives any claim against and releases from liability HCDE, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or pursuant to this RFI or otherwise created, assembled, maintained, or held by Respondent and determined by HCDE, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.

5 HIGH LEVEL BUSINESS REQUIREMENTS

5.1 OVERVIEW OF FUNCTIONAL REQUIREMENTS

The respondent is to provide treatment support and counseling services and have counselors who are certified and/or licensed by a license issuing organization.

Counselors must possess the following credentials and abilities:

- Some type of license/certificate in counseling
- Possess at least 3 years' experience of counseling services
- Adhere to federal, state and local laws
- Adhere to HCDE policies

5.2 OVERVIEW OF VARIOUS LAWS

The respondent must adhere to all federal, state and local laws. In particular, the respondent should be aware of all applicable federal, state, and local laws, statutes, ordinances, standards, orders, rules, and regulations, including, as applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, prompt payment and licensing laws and regulations, the DAVIS-BACON ACT (40 U.S.C. § 276a / 29 CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. § 874 / 29 CFR Part 5), the Equal Opportunity Employment requirements (Executive Orders 11246 and 11375 / 41 CFR Chapter 60), the McNamara-O'Hara Service Contract Act (41 U.S.C. 351), Section 306 of the Clean Air Act (42 U.S.C. § 1857h, Section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR Part 15), the Contract Work Hours and Safety Act (40 U.S.C. § 3701-3708; 29 C.F.R. Part 5), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Education Department General Administrative Regulations, 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81 ("EDGAR"), mandatory standards and policies contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), and all applicable requirements and regulations, including those related to reporting, patent rights, copyrights, data rights and those mandated by federal agencies making awards of federal funds to HCDE. Respondent understands that Respondent is ineligible to receive a contract award with HCDE if Respondent is listed on the government wide exclusions in the System for Award Management (Debarment and Suspension Orders Executive Orders 12549 and 12689) or is 30 days or more delinquent in paying child support (Tex. Fam. Code § 231.006).

Respondent shall agree to secure the confidentiality of all information and records in accordance with applicable federal and state laws, rules, and regulations. Respondent understands that the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, governs the privacy and security of educational records and information and agree to abide by FERPA rules and regulations, as applicable.

5.3 OVERVIEW OF PERFORMANCE REQUIREMENTS

The respondent shall be able to provide services for a 12-month period and have the ability to extend a contract annually, as deemed necessary by HCDE.

5.4 OVERVIEW OF AVAILABILITY REQUIREMENTS

The respondent shall be able to provide confirmation that all providers have undergone a background check.

The respondent shall be able to provide insurance coverage to include errors and omissions, professional liability and general liability.

6 RESPONDENT RESPONSE FORMAT

Question	Response
Respondent Information	
Name of person responsible for the information contained in this RFI	
Telephone number Fax number Email address Web page	
Have you provided counseling services to recovery schools? If so, please provide reference information.	
Have you provided counseling services to any public or charter school? If so, please provide reference information.	
Describe any third party alliances, relationships, or dependencies.	
Please provide information on your program methodology.	Attach as required.
What services are provided as part of your counseling services program?	
Administration	
What are the type and complexity of supervision and administration roles involved?	
What do you anticipate would be the school support requirements for the services?	
Training	
Do you offer counseling coordination?	
What types of professional development do you require for the counselors assigned?	
Coordination	
What kind of coordination services do you offer?	
Consulting Services	
Describe any recommended program development services.	Attach as required.
Have you provided consulting services to other public or charter schools in the past?	
Describe your experience with recovery schools.	
Detailed Cost Model	
Estimate of scoped requirements	
What is included in the estimated cost? What is excluded from the estimated cost?	Attach as required.
Please provide any other applicable information	

PROJECT REFERENCES -- (APPENDIX -- I)

The Respondent should provide at least three references and include the following information for each reference:

- Name of client, including contact information.
- Name of school(s) (if any) receiving services
- Size of the client/school receiving services
- Description of supported population
- Were bilingual counseling services provided?
- Years providing the services to this client
- Success rates or other performance metrics