

**NOLA Public School  
Procurement Department  
2401 Westbend Parkway, Suite 5076,  
New Orleans, LA 70114  
Paul A. Lucius, Executive Director of Procurement**

**May 16, 2024**

**Addendum No. 1**

**REQUEST FOR PROPOSAL NO. 24-0076**

**THERAPEUTIC SETTING BEHAVIORAL AND MENTAL HEALTH SERVICES**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued April 18, 2024. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so may subject proposal to disqualification.

This Addendum consists of 8 Page(s)

**CLARIFICATION:**

**DELETE PAGES 22-23**

**7.0 PROPOSAL FORMS/SUBMISSIONS**

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**7.1 PROPOSAL SUBMISSION REQUIREMENTS**

In addition to the requirements stated above, the proposal must address the following:

1. Three (3) to Five (5) client references (see attached form) from school districts to show evidence of past Therapeutic Setting For Behavioral and Mental Health Services. References must include the complete name of the district and individual contact name, title, phone, and email information.
2. A summary of any litigation filed against your company or any of its employees in the past three (3) years which is related to the service that the company provides in its regular course of business. The summary should state the nature of the litigation, a brief description of the case, the outcomes or projected outcomes, and the monetary amounts involved.
3. A summary of any litigation filed against any entity by you or any of your principals or employees in the past ten (10) years.

## 7.2 SUBMITTAL REQUIREMENTS/SPECIFICATIONS:

To enable the Orleans Parish School Board to efficiently evaluate the Request for Proposals packages, it is requested that Respondents use the following format in preparing their proposals. **Electronic proposals that DO NOT conform to the prescribed format may be rejected and may not be evaluated.**

**Responses to this RFP will detail applicant's ability to address the Proposal Requirements using the following outline:**

Proposals submitted for consideration should follow the format and order of presentation described below:

**A. Tab 1 – Executive Summary – *Illustrates the mission and vision of the organization (2 Pages)***

- a. Must be on Firm's Letterhead
- b. Signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS
- c. Include primary contact person

**B. Tab 2 – Proposal Narrative** that delivers the theory of change, data, and research supporting the proposal and approach, relevant history of the organization, student outcome data, future growth plans, structures in place to ensure the Scope of Services can be deployed successfully, and an evidenced-based student re-entry plan that includes specific timelines (**limit 15 pages**)

**C. Tab 3 – Facility Outline** that clearly demonstrates that the proposed building(s) has/have current fire, health, and safety inspections and will allow the organization to successfully deploy its proposed services, as outlined in the *Proposal Narrative*

**D. Tab 4 – Partnerships** that are currently established that enhance, or supplement, the services and meet the needs of students and families

**E. Tab 5 – Cost Estimate**, to include all major costs broken out to reconcile the proposed overall cost of the program with established revenue sources demonstrating program sustainability (Cost Form attached)

**F. Tab 6 – Firm's Financial & Compliance Standing**

A statement of the firm's financial stability and ability to complete all services. In addition, provide an explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and telephone number of the party. If NO such termination occurred for default, declare it. The District will evaluate the facts, and may, at its sole discretion, reject the vendor's proposal.

**G. Tab 7 – Staffing Plan** detailing estimated resource allocation for the program, including:

- a. proposed team structure, including staff titles and workstreams
- b. resumes or relevant backgrounds of staff members

**H. Tab 8 – Firm’s Organizational Chart**

- a. Include Key Members and Titles

**I. Tab 9 – References – (Provide three (3) to Five (5) References of similar scope)**

- a. Include organization’s name
- b. Industry Type
- c. Contact name, title, phone number, and email address
- d. Contract Date (s) or Years of Service(s)

**J. Tab 11 – DBE and Partnerships (Appendix B)**

- a. DBE Responsiveness Form 1
- b. DBE Responsiveness Form 2
- c. DBE Certification Letter (for each company)
- d. DBE Professional Services Compliance Certification Checklist

**K. Tab 12 – Appendices**

- a. NOLA-PS Forms (Completed and signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS) – **(Appendix A)**
- b. Resumes or CVs of project participants
- c. Sample Work (if requested)

**REPLACE WITH:**

## **7.0 PROPOSAL FORMS/SUBMISSIONS**

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### **7.1 PROPOSAL SUBMISSION REQUIREMENTS**

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- 4. Three (3) to Five (5) client references (see attached form) from school districts to show evidence of past Therapeutic Setting For Behavioral and Mental Health Services. References must include the complete name of the district and individual contact name, title, phone, and email information.
- 5. A summary of any litigation filed against your company or any of its employees in the past three (3) years which is related to the service that the company provides in its regular course of business. The summary should state the nature of the litigation, a brief description of the case, the outcomes or projected outcomes, and the monetary amounts involved.

6. A summary of any litigation filed against any entity by you or any of your principals or employees in the past ten (10) years.

## **7.2 SUBMITTAL REQUIREMENTS/SPECIFICATIONS:**

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  - a. proposed team structure, including staff titles and workstreams
  - b. resumes or relevant backgrounds of staff members
  
- H. **Tab 8 – Firm’s Organizational Chart**
  - a. Include Key Members and Titles
  
- I. **Tab 9 – References** – (Provide three (3) to Five (5) References of similar scope)
  - a. Include organization’s name
  - b. Industry Type
  - c. Contact name, title, phone number, and email address
  - d. Contract Date (s) or Years of Service(s)
  
- J. **Tab 10 – DBE and Partnerships (Appendix B)**
  - a. DBE Responsiveness Form 1
  - b. DBE Responsiveness Form 2
  - c. DBE Certification Letter (for each company)
  - d. DBE Professional Services Compliance Certification Checklist
  
- K. **Tab 11 – Appendices**
  - a. NOLA-PS Forms (Completed and signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS) (**Appendix A**)
  - b. Resumes or CVs of project participants
  - c. Sample Work (if requested)

1. Question: Page 2 of the RFP names insertion dates of April 18, April 25, and May 2. Are these dates accurate for insertion? If inaccurate, could they be adjusted to the accurate dates?

Answer: The insertion dates of April 18, April 25, and May 2 are correct.

2. Question: In 4.0 Specifications, item 3e it is named “ability to provide services to students from kindergarten through 8<sup>th</sup> grade.” Is it the intent of the district to exclude students from grades 9 – 12?

Answer: The RFP specifies that the intended population to be served are students in grades K-8

3. Question: In 4.0 Specifications, there is no inclusion of “integrated clinical services, inclusive of the following: monitoring and administration of medication by a medical doctor.” Is it the intention of the district not to include medical and psychiatric services in this scope of services?

Answer : Vendors should respond to the specifications listed in the RFP, outlining the behavioral health and educational programming available through the vendor’s proposal.

4. Question: n section 7.2 Submittal Requirements & Specifications there is no tab 10 listed. The list goes from Tab 9 to Tab 11. Could you please clarify what should be included in Tab 10?

Answer: Please see Delete and Replace above.

5. Question: Is the intention of the RFP to identify one operator or multiple operators? Would NOLA-PS consider funding multiple programs?

Answer: NOLA-PS will review and consider all proposals. There is a preference for vendors who can provide all services identified in the RFP.

6. Question: Page 9 What are examples of “value-added” services beyond the scope of work?”

Answer: Page 9 “value-added” services beyond the scope of work?” is determined by individual proposers to share the uniqueness of their individual organizations or company.

7. Question: Page 14-15 Sections 3.13 - 3.15 describe NOLA-PS quantities purchased and freight delivery to the NOLA-PS office. Can we can ignore these specifications?

Answer : If the awarded vendor intends to have freight delivered as a part of their professional services this section is applicable. If there is no intention to have freight delivery as a part of their professional services then the specifications can be ignored.

8. Question: Page 36 Is the vendor registration for the proposer, DBEs, or both?

Answer: Page 36 is the vendor registration for the proposer.

9. Question: Page 46 Can Hudson and Veteran (SE) certifications from the State satisfy the DBE requirements for this competition?

Answer: No, Hudson and Veteran (SE) certifications from the State will not satisfy the DBE requirements for this competition.

10. Question: Page 56 Does the applicant fill out DBE responsiveness for as well as each DBE?

Answer: Page 56 is directed to respondent of RFP and their commitment to participate in the DBE Program .

11. Question :Page 70 Please confirm applicants do not need to complete the Contractor Compliance Certification Checklist (page 70), but should instead complete the Professional Services Compliance Certification Checklist (page 58).

Answer: This RFP is to provide Professional Services. Please review the top note section of page 70 for further clarity.

12. Question: Page 23 Are tabs 3-8 (facility outline staffing plan, partnerships, etc) required to be within the 15-page narrative?

Answer: Yes, tabs 3-8 are required to be within the 15-page narrative.

13. Question : Page None What is the preferred format of the narrative in terms of line spacing, font size, and margins?

Answer: Nola-PS does not have a preferred format as it relates to line spacing, font size, and margins. Please refer to Page 6 of the RFP section entitled “ Proposal Format” for further clarity.

- 14 Question: Will selected vendors be expected to complete both-educational and behavioral health services, or will NOLA-PS possibly select multiple vendors?

Answer: NOLA-PS prefers vendors who provide both behavioral health services and educational programming.

15. Question: Are these services strictly limited to IEP behavioral health services, or also accessible for mental health needs outside of an IEP for students that are in need of mental health services?

Answer: As outlined in the RFP, NOLA-PS seeks a vendor with the ability to provide evidence-based individualized behavioral and mental health services, therapy, counseling, and the necessary support to those students with IEPs whose least restrictive environment requires a more specialized placement. The organization will be required to partner locally with schools, families, teachers, therapists, behavioral and mental health professionals, and

health professionals that result in each student's successful re-entry to his/her original school.

16. Question : Will the organization need to have a physical location/facility or is there option for student home campus on-site as well as during/after school evidence-based teletherapy options for families and students?

Answer: This RFP was developed for the purpose of securing an organization to support students who require more intensive, specialized supports during the school day. The selected organization will be responsible for facility cost and will need to be fully compliant with all fire, health, and safety regulations for a school setting. The organization will also be required to meet or exceed all local, state, and federal policies for the provision of food and transportation.

**END OF ADDENDUM NO.1**