



CLOSTER PUBLIC SCHOOLS

REQUEST FOR PROPOSAL

MENTAL HEALTH SUPPORT & COUNSELING **SERVICES PROVIDER**

PROPOSALS DUE: June 25, 2025, at 10:00 AM

NOTICE FOR REQUEST FOR PROPOSALS

Notice is hereby given that pursuant to the requirements of N.J.A.C. 6A:23A-5.2 (a)(5), the Closter Board of Education is requesting proposals (RFP) to obtain from interested and qualified firms a proposal to act as the District Mental Health Support and Counseling Services Provider as outlined in the RFP.

A copy of the RFP may be inspected or picked up at the Board offices between the hours of 8:30 AM and 1:00 PM, Monday through Friday, except holidays. All vendors submitting proposals must use and complete all forms and include all information required in the RFP. An original and two (2) copies of the Proposal must be submitted, in a sealed envelope with "RFP – Mental Health Support and Counseling Services Provider" marked on the front of the envelope.

Proposals must be submitted to the Closter Board of Education no later than Tuesday, July 2, 2024 at 10:00 AM. If sent by mail, it should be clearly marked as "Proposal for Mental Health Support and Counseling Services Provider". The proposals should be addressed to Business Administrator, Closter Public Schools, 340 Homans Avenue, Closter, New Jersey 07624.

CLOSTER PUBLIC SCHOOLS
OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
340 Homans Avenue, Closter, NJ 07624
PHONE: (201) 768-3001 ext. 41112 FAX: (201) 768-1903
www.closterschools.org

The Closter Board of Education invites applications from interested individual or firm to provide mental health support and counseling services per the following:

Request for Proposal

MENTAL HEALTH SUPPORT AND COUNSELING SERVICES PROVIDER

Closter Public Schools is a K-8 school district comprised of 2 schools with approximately 1,200 students.

I. Purpose:

In accordance with N.J.S.A. 19:44A-20.4 et seq., the Closter Board of Education is requesting proposals from individuals or firms in the State of New Jersey that wish to provide services for mental health and support to the Closter Board of Education as directed by the Superintendent of Schools. Proposals and qualifications for Mental Health Support Service provider will be evaluated as a whole. The Closter Board of Education intends to make this appointment for SY 2025-26. Pursuant to Title 18A-18A-5(1), professional services are not required to be bid or advertised, and the Board is not required to award based on lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

II. Scope of Service – Mental Health Support and Counseling Services Provider

The successful individual or firm will have a minimum of three years of experience.

The successful individual or firm shall provide the Closter Board of Education with mental health support and services as follows:

1. Dedicate a licensed, Master's level clinician to our project. To ensure the strongest collaboration possible, the staff member selected for this position will be approved by both the agency and the district.

2. Support emotionally/behaviorally challenged students: Clinical specialists will also provide consultation for specific situations, particularly in the areas of Asperger's/Autism Spectrum Disorder, ADHD, Depression, and Anxiety. Any safeguards needed for confidentiality will be utilized during this process.
3. Screen students through a process agreed upon and worked on together between the Agency and Closter.
4. Assistance in dealing with the post-pandemic transition back to school.
5. Crisis intervention regarding special and general education students who require emotional de-escalation. Agency personnel will intervene in crisis situations that arise during the school day.
6. Additional counseling ability. Sessions will be provided to the students during the school day. Family counseling, parent coaching sessions, educational workshops, or parents' support groups will also be conducted.
7. Coordination with other external entities/organizations with whom the student may be involved, when appropriate, such as Family Court, Bergen's Promise etc.
8. Complete necessary school clearances for at-risk students.
9. Additional clinical observations for at-risk students.
10. Substance Abuse Coordination, if necessary with regard to substance abusing students.
11. Diagnostic evaluations and medication monitoring for at-risk students.
12. Professional Development relating to current mental health needs.
13. Prevention Workshops.

Closter Board of Education shall award a contract to an individual(s) or firm(s) that best meet(s) the needs and interests of the Board.

Qualifications of Respondents – all submissions shall include the following minimum information:

- Name of the individual(s) to be assigned to perform the tasks required.
- Professional experience and education of the individual(s) to be assigned including a listing of experience with New Jersey Boards of Education. The Board is requesting a minimum of three (3) years of professional experience with New Jersey Boards of Education.
- A statement concerning the firm's/individual's ability to perform tasks assigned by the Closter Board of Education in a timely fashion.
- Professional licenses and certifications held by the individual(s) to be assigned.
- A description of the support staff available to the individual(s) to be assigned.
- Upon award of the contract, a copy of a Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the firm/individual showing a minimum amount of \$1MM/\$2MM professional liability insurance and all other insurance coverage in place shall be required.
- A list of four (4) professional references with addresses and telephone contact numbers.
- A copy of your New Jersey Certificate of Employee Information Report approval pursuant to N.J.A.C. 17:21-1.1 et.seq. or a completed Form AA-302 Initial Employee Information report.
- A copy of your New Jersey Business Registration Certificate.

Contract Period:

- SY 2025 – 2026

Format of Response:

The Closter Board of Education seeks from all participating respondent's information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Closter Board of Education.

The letter of transmittal is to be addressed and mailed to:

Mr. Floro M. Villanueva Jr.
School Business Administrator/Board Secretary
Closter Board of Education
340 Homans Avenue
Closter, New Jersey 07624

All proposals are due on Wednesday, June 25, 2025, at 10:00 A.M. Submittals received after the date and time specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

B. Description of Services

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided based on the items listed on item II Scope of Service – Mental Health Support and Counseling Service Provider. By submitting a proposal, the firm/individual acknowledges that he/she fully understands the scope of work, activity and service.

C. Qualifications; Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

D. Fee Proposal and Services

Provide the total cost of the contract for the services requested, as well as a description on any additional days when students are not in session.

- E.** The firm acknowledges that he/she has read this Request for Proposal, has full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**
- F.** The Closter Board of Education reserves the right to reject any or all proposals in whole.
- G.** The Closter Board of Education reserves the right to contact references provided with the proposal.
- H.** Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.
- I.** Include any additional information which you believe will be useful to the Closter Board of Education in its selection process.

References

Provide a list of the boards of education for which you have provided mental health support and services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

Award of Contract

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on price and the qualifications of the firm and other factors considered.

Technical Criteria and Qualifications

The following criteria will be considered by the Board in evaluating the proposals submitted in response to this Request for Proposals:

1. Compliance with the RFP – a detailed review for compliance against our solicitation materials.
2. Demonstrated Capabilities – Has the submitted proposal adequately demonstrated the company’s capabilities in providing the solution required to meet the District’s requirements?
3. A Complete and Compelling Response which will ensure there is a compelling argument relating to the District’s needs and that the Agency’s solution addresses the District’s concerns.
4. Contract amount.

Laws

The Professional shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

Law Against Discrimination

During performance of this contract, the Professional and his sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf or will be provided to you upon request.

Indemnification

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of legal services to the Board.

Insurance

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

- Workers' Compensation – In compliance with the Workers' Compensation Law of the State of New Jersey.
- Professional Liability – claims made basis in the annual aggregate \$2,000,000.00
- Errors and Omissions – A minimum limit of liability of \$1,000,000.00 per incident.
- Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.
- For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Owner from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

Annual Political Contributions Disclosure

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Attorney may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Attorney's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

- Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

- Pursuant to N.J.A.C 6A:23A-6.3 (a2,3) Contributions During Term of Contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

- Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

Termination

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

Checklist

The following documents must be submitted for your proposal to be considered:

1. Proposal Details (following guidelines set forth on "Format of Response")
2. Business Registration Certificate
3. Disclosure of Investment Activities in Iran & Belarus
4. Affirmative Action Documentation or Questionnaire
5. Non-Collusion Affidavit