

# **REQUEST FOR PROPOSALS**

**RFP No. 032923**

**External Evaluator for Evaluation of the  
School-Based Mental Health Services (SBMH)  
Grant Program**



**Sandon Schwartz  
Deputy Superintendent**

**Susan Harautuneian  
Director of Purchasing  
1205 South Madera Avenue  
Madera, CA 93637  
559-675-4609**

**[susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org)**

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**MADERA UNIFIED SCHOOL  
NOTICE INVITING PROPOSALS  
DOCUMENT 00020**

Notice is hereby given that the Madera Unified School District ("MUSD") will receive sealed proposals for **RFP No040423-External Evaluator for Evaluation of the School-Based Mental Health Services (SBMH) Grant Program.**

**Sealed Proposals must be received no later than April 18, 2023 @ 10:00:00 a.m. at MUSD Purchasing Department, 1205 Madera Avenue, Madera CA 93637. (2<sup>nd</sup> Floor)**

RFP must be sealed, marked with the RFP number and title and returned to the Purchasing Department of Madera Unified School District. RFP must conform and be responsive to the Request for Proposal documents. RFP received later than the designated time and date will NOT be accepted. Facsimile (FAX) copies of the RFP will not be allowed.

Each organization submitting a proposal shall submit an original, signed document and four (4) copies.

Copies of the RFP documents may be downloaded from **Madera Unified School District Purchasing Department Website** <http://www.madera.k12.ca.us/Page/6706>

Refer questions to Susan Harautuneian via email @ [susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org) no later than April 10, 2023 @ 10:00:00 am. Only question received via email will be responded to.

Published: March 29, 2023  
April 5, 2023

## **GENERAL INFORMATION**

### **SECTION 1 - GENERAL INFORMATION**

**One (1) original and five (5) copies of qualification must be submitted in a sealed envelope with the words “RFP No.040423- External Evaluator for Evaluation of the School-Based Mental Health Services (SBMH) Grant Program” clearly marked on the outside, no later than 10:00: 00a.m. to the following address:**

**Madera Unified School District  
Susan Harautuneian  
Director of Purchasing  
1205 S Madera Avenue (located on the 2<sup>nd</sup> floor)  
Madera, CA 93637**

RFPs received later than the aforementioned date and time will be returned to firm unopened. Facsimile (FAX) copies or e-mailed RFPs will **not** be accepted.

In order to control information disseminated regarding this Request for Proposals bidders interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees. Failure to do so may result in the revocation of the submitted proposal from review.

**All questions are to be directed to Susan Harautuneian, Director of Purchasing via E-mail: susanharautuneian@maderausd.org no later than 10:00:00 a.m. April 10,2023**

The District reserves the right to accept or reject any or all RFPs, to select a qualified candidate with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing qualifications. Responses received from this RFP will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

The DISTRICT reserves the right to accept or reject any and all proposals and to waive any informality in bidding as deemed to be in the best interest of the DISTRICT. Proposals will remain open and valid for sixty (60) days after the date set for the opening. Any bidder may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

or by written request, at any time prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning,

**Contact with District Personnel**

In Order to control information disseminated regarding this RFP, organizations interested in submitting proposals are directed NOT to make personal contact with District Employees or Board Members. Questions regarding this RFP may be Submitted in writing to: Susan Harautuneian at: [susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org).

**Introduction & Background:**

Madera Unified School District needs an External Evaluator for the 2022 School Climate Transformation Grant and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide an evaluation of grant activities. Our goal with an external evaluator is to:

1. Collaborate with the Director of School Culture and Climate to implement and oversee a data collection and management plan that aligns with the research and evaluation plans;
2. Assess SBMH grant fidelity and implementation
3. Conduct pre-/post-testing;
4. Conduct observations and interviews;
5. Analyze data;
6. Develop and present evaluation reports and make program improvement recommendations
7. Develop and present formative and summative evaluation reports and research studies;
8. Collaborate with the Director of School Culture and Climate to prepare and submit evaluation reports to the Office of Safe and Supportive Schools/US Department of Education.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Madera Unified. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the *Evaluation Factors* section of this Request for Proposal below.

#### Submission Guidelines & Requirements:

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least two projects that are substantially similar to this project as part of their response. Examples of work should be provided as well.
3. A technical proposal must be provided that is not more than thirty pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and budget.
4. A price proposal must be provided that is not more than two pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should Madera Unified decide to award a contract on an hourly rate basis.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

## **Project Description:**

The purpose of this project is to evaluate Madera Unified School District's 2022 School Based Mental Health (SBMH) Grant Program.

## **Project Scope:**

The SBMH Grant Program's evaluation plan will include two primary components to conduct formative and summative evaluations that include quantitative and qualitative assessments to determine the program's success in achieving target goals, objectives, outputs, outcomes, and impacts.

:

- A formative evaluation (process evaluation) will determine the degree to which MUSD successfully completed all SBMH Grant Program deliverables in accordance with the Project Implementation Timeline.
- A summative evaluation (outcome evaluation) will determine the impact of the SBMH Grant Program on MUSD students and schools. The evaluation plan will enable MUSD to Project Design & Project Services:
  - **Goal 1:** Increase the number and diversity of MUSD school-based mental health services providers, with an emphasis on employing bilingual and bicultural social workers;
  - **Goal 2:** Increase retention among MUSD school-based mental health services providers;
  - **Goal 3:** Increase the number of MUSD students who access mental health services and the number of parents engaged in mental health awareness trainings;
  - **Goal 4:** Increase MUSD students' behavioral/mental health and overall wellbeing;
- The evaluator will meet with the Director of School Culture and Climate to formalize a data management plan that aligns with the evaluation plan and identifies:
  - (1) how data will be collected,
  - (2) when data will be collected,
  - (3) who is responsible for collecting data, and (4) how data will be stored.

The criteria set forth below should be met to achieve successful completion of the project:

1. SBMH Grant Program's formative evaluation includes multiple measures for frequently assessing fidelity of implementation, determining the strengths and weaknesses of activities, and providing ongoing feedback useful for program monitoring, accountability, and improvement.



2. Throughout the grant period, the evaluator will collaborate closely with the Director of School Culture and Climate to document progress toward meeting program goals and lead all stakeholders in determining program strengths and weaknesses and making improvement decisions to be implemented in the year.
3. Collaborate with the Director of School Culture and Climate to implement and oversee a data collection and management plan that aligns with the evaluation plans;
4. Assess the quantity and quality of school-based mental health services delivery and the fidelity of Tier II and Tier III implementation across all MUSD K-8 schools;
5. Conduct observations and interviews; analyze data; develop and present formative and summative evaluation reports and make program improvement recommendations;
6. Collaborate with the Director of School Culture and Climate to prepare and submit evaluation reports to the Office of Safe and Supportive Schools.

### Evaluation Factors:

Each of the criteria will be ranked using a numerical scoring system (ex:1-10)  
The point total for each will then be added together to obtain an overall RFP point

CRITERIA	POSSIBLE POINTS
Responsiveness to the requirements set forth in this Request for Proposal	10
Samples of Work	10
Cost, including an assessment of total cost of ownership	10
Technical expertise/experience of the bidder and bidders staff	10

Madera Unified reserves the right to award to the bidder that presents the best value to Madera Unified as determined solely by Madera Unified in its absolute discretion.

## **GENERAL TERMS AND CONDITIONS**

### **Project Meeting:**

### **Required Insurance:**

The selected bidder shall be required to obtain and /or maintain a policy of professional liability insurance, written on an "occurrence" basis, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. The selected bidder shall file a certificate of insurance evidencing such policy with the District prior to the execution of the Agreement and bidder shall maintain such insurance throughout the term of the Agreement.

### **Cover Letter:**

Include a cover letter signed by an individual authorized to bind the firm. Include a statement that warrants the truth and accuracy of the information included or representations made in the RFP.

### **Description of Firm:**

Provide specific information regarding the size, financial strength, location, nature of work performed, years in business and approach that will be used in meeting the District's needs.

### **Background of Bidders Personnel:**

Identify all personnel employed by Bidders who will work on the Project, including staff from other offices, as well as the executives who will support and provide oversight for them. Describe the role and responsibilities of each individual listed. Include a resume for each person assigned to the Project, specifying that person's education background, experience and continuing education. Resumes must in be included with RFP.

### **Project Plan and Methodology:**

Briefly describe the procedures your firm will use in conducting each phase of the project to insure that the needs of the District will be satisfied and that project will be completed in a cost effective and timely manner. Use this section to address the ability of your firm to undertake projects, keeping in mind the other workload in your office. Firms located outside the Fresno area should also use this section to describe how the geographical issues will be mitigated.

### **Fees:**

Describe the method you propose for charging fees for the project described in this Request for Qualifications. Identify if your fee will be based on time and materials or a combination of both.

**Interest Statement:**

Briefly describe the particular or main interest your firm has in the projects for which you have submitted qualifications.

**Other:**

Each bidder is encouraged to provide any additional information or description of resources the firm feels is pertinent to the Request for Proposals

**SECTION 2-SELECTION PROCESS:**

The process that will be used by the District in selection firm to perform services as outline in this Request for Proposals will be as follows:

A. Screening Committee:

The District Superintendent or designee will appoint a Screening committee made up of District administrators, and other individuals with Development of Database experience.

B. Selection Committee:

An Interview Committee may interview the most qualified of the firms ranked by the Screening committee. This committee will be appointed by the Superintendent or designee and will include district personnel.

The Selection committee will recommend one bidder to the Governing Board

**PRIME POINT OF CONTACT  
DOCUMENT 00200  
RFP No. 032923**

**External Evaluator for Evaluation of the  
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*Each proponent's qualification must contain a statement indicating the name of their prime point of contact for the resolution of difficulties with the vendor's proposed offerings.*

_____ Name of Company	_____ Address
_____ Signature	_____ City      State      Zip Code
_____ Print Name	_____ Phone Number      Fax Number
_____ Title	_____ Email Address

**COMPENSATION  
DOCUMENT 00490**

**RFP No. 032923  
External Evaluator for Evaluation of the  
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Grant Program**

State how much you expect to be compensated for all your services, time and materials.

\$\_\_\_\_\_

Written Amount\_\_\_\_\_

**REQUEST FOR REFERENCES  
TO BE EXECUTED AND SUBMITTED WITH RFP**

All Bidders are to submit with their RFP at least three (3) previous jobs of similar scope and size completed in the last three years. They must include a contact name and phone number for verification purposes. Failure to provide reference may result in your RFP being determined non-responsive.

- |    |  |   |
|----|--|---|
| 1. | <div> <div>Name of Reference</div> <div>Address</div> <div>Scope of Work:</div> </div> | <div> <div>Contact Person</div> <div>Phone</div> </div> |
| 2. | <div> <div>Name of Reference</div> <div>Address</div> <div>Scope of Work:</div> </div> | <div> <div>Contact Person</div> <div>Phone</div> </div> |
| 3. | <div> <div>Name of Reference</div> <div>Address</div> <div>Scope of Work:</div> </div> | <div> <div>Contact Person</div> <div>Phone</div> </div> |

**DOCUMENT 00495**  
**NON-COLLUSION DECLARATION**

**RFP No.032923**-External Evaluator for Evaluation of the 2019-2023 School Climate Transformation Grant

The undersigned declares:

I am the \_\_\_\_\_ (*Title*) of \_\_\_\_\_ (*Firm*), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

\_\_\_\_\_ (*Date*), at \_\_\_\_\_ (*City*),

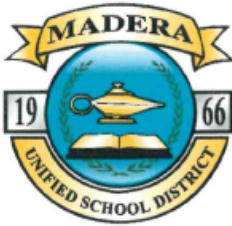
\_\_\_\_\_ (*State*).

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





**MADERA UNIFIED  
SCHOOL DISTRICT**  
1902 Howard Road  
Madera CA 93637  
(559) 675-4500  
(559) 675-1186 Fax  
[www.madera.k12.ca.us](http://www.madera.k12.ca.us)

**Board of Trustees:**

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Ed McIntyre

Clerk:  
Lucy Salazar

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Ray G. Seibert

**SUPERINTENDENT:**  
Todd Lile

**NOTICE**

April 26, 2022

**To: Contractors and Vendors**

**From: Sandon Schwartz, Deputy Superintendent**

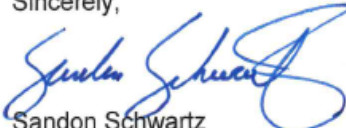
**Re: Contractor and Grantee Compliance with Economic Sanctions  
Imposed in Response to Russia's Actions in Ukraine**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-ExecutiveOrder.pdf>

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website <https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>. Failure to comply may result in the termination of contracts or grants, as applicable. Please note that for any agreements or grants valued at \$5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Sincerely,

  
Sandon Schwartz  
Deputy Superintendent

Signature signifies acknowledgement of E.O. N-6-22

Signature \_\_\_\_\_