

# **Request for Proposal Level IV CTSS Services**

Date: 1-11-24

## **INTRODUCTION**

Freshwater Education District (FED) is soliciting proposals from agencies that have the necessary qualifications to provide CTSS services in Wadena, Minnesota, for students attending a Level IV education facility.

FED is not obligated to award a contract in response to this RFP. FED reserves the right to cancel the solicitation if it is considered to be in the best interest of any or all collaborative partners.

Please submit an electronic copy of the proposal by **3 pm on February 28, 2024**. Proposals received past the due date and time will not be eligible for consideration. It is the duty of the submitter to ensure proposal is received.

The proposal and any additional requests for information should be submitted to:

**Jamie Wothe, Director of Special Education**  
**Freshwater Education District**  
**2222 Industrial Drive**  
**Wadena, MN 56482**  
**[jwothe@fed.k12.mn.us](mailto:jwothe@fed.k12.mn.us)**  
**218.629.6077**

(Confirmation of receipt of proposal will be sent by Freshwater Education District)

## **DESCRIPTION OF NEED**

FED is seeking applicants to provide mental health services for our educational program for students, grades K-12, who have a diagnosed severe emotional disturbance and are in need of therapeutic support to succeed at school. Goals:

- to provide individual mental health services for participants
- to offer skill building in a safe and secure setting
- to increase the stability of the student in the school system
- Staffing included would be 2 FTE Mental Health Professionals to serve up to 32 students with varied amounts of service time.

## **HOURS OF OPERATION**

Service would be provided following the FED School Calendar and daily schedule. Extended School Year programming as per student IEP's would be contracted on an hourly rate agreed upon.

## **REQUIRED SERVICE COMPONENTS**

### **Collaboration with families and other service providers**

Agency shall encourage and support family involvement and will work cooperatively with all service providers involved.

### **Individual Case Plans**

Individual case plans shall be developed collaboratively by CTSS staff, students and parents and reflect student needs/strengths as determined by the assessments and related collateral information. The case plans will be used to guide goals, objectives and assignments for the youth/family to maximize the youth's progress and success in the program. The provider would also be responsible for the development and implementation of transition plans.

### **IEP Billing**

The agency should have experience with IEP billing for the named services.

## **REQUIRED PROVIDER QUALIFICATIONS**

- Therapist(s) Licensed as an L.P., L.I.C.S.W. or L.M.F.T. and third party reimbursable by insurance and Medical Assistance.
- Staff trained and experienced in working students grades K-12 with severe emotional disturbance. (assessment, evaluation and treatment)
- Provider interested and experienced in collaborating with FED and local school districts.
- Provider practiced in and able to bill for IEP services.

## **TIME FRAME**

The contract will be developed between FED and the agency for school year, August 19, 2024 through June 2, 2025 with expectation of start date of August 19, 2024.

## **COMPONENTS OF THE PROPOSAL**

Each provider should provide a brief summary that includes at least the following elements in the submitted proposal.

- A. Ability to provide staff needs as indicated: 2 FTE Therapist.**
- B. Certificate of Insurance (professional liability, workers compensation)**
- C. Copies of Licensures of staff**
- D. Budget/cost of program-including staff and materials**

**E. Description of how they will use data to monitor and report student progress in the program.**

**PROPOSAL REVIEW**

A team will convene to review the proposals and select the provider using the following criteria:

- Experience in providing CTSS services to a broad range of students with a severe emotional disturbance in a Level IV educational setting.
- Cost effectiveness (including ability/experience in IEP billing).

**REJECTION OF PROPOSALS**

FED reserves the right to reject any and all proposals as a result of this RFP.

**DEADLINE AND RESPONSE**

Deadline for receipt of proposals is 3 pm on February 28, 2024. Agencies will be notified by March 18, 2024 if awarded the contract.