

**Date: 1/29/2024**

**RFP: CS2024-01**

# City of Hyattsville – RFP



**Mental Health Services  
Professionals Needed to  
Support Children and  
Youth Programs**

**City of Hyattsville**

4310 Gallatin Street  
Hyattsville, MD 20781

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## **REQUESTS FOR PROPOSALS**

The City of Hyattsville, Maryland, invites sealed responses to this Request for Proposal (RFP).

### **BACKGROUND AND OBJECTIVE**

#### **The City of Hyattsville is Seeking Licensed Mental Health Credentialed and Experienced Mental Health Professionals to Support the Children and Youth Center Initiative.**

Children and youth mental health challenges are the leading cause of disability and poor life outcome. The nation and state of Maryland have seen a significant increase in mental health needs that include anxiety, depression and suicidal ideation.

According to the Centers for Disease Control and Prevention (CDC), the number of young people visiting the emergency department for mental health needs, particularly for deliberate self-harm, has increased nationwide. Rates of childhood mental health concerns and suicide rose steadily between 2010 and 2020, according to the American Academy of Pediatrics. Millions of students across America are affected by mental illness, with 1 out of 5 students suffering from some form. Most students go untreated because they either cannot afford care, lack access, or do not know where to turn for help. The Centers for Disease Control and Prevention indicate that without access to mental health care, students with mental disorders can have increased problems at home, in school, and in forming friendships and relationships, which can interfere with their healthy development into adulthood.

In Maryland, data indicate that in 2021, Maryland had 20.1% of adolescents (ages 12-17) reported having a major depressive episode in the past year. In 2021, 12.7% of adolescents (ages 12-17) in the U.S. also reported having severe thoughts of suicide in the past year. Nationally, suicide deaths by firearms accounted for 55% of all suicide deaths in 2021. (MD, Mental Health in MD, 2021).

The City of Hyattsville's Children and Youth Programs offer various services to children, youth, and their families. These programs provide a range of services and activities to support elementary-age children during after-school hours. These include seasonal camps that offer qualified recreation activities such as arts and crafts, sports and games, STEM learning, and special trips. Additionally, the youth center provides programming for students in grades 6-12 aimed to help students connect and gain valuable experience for school and navigating adolescent life. These programs include civic engagement, leadership development, college and career readiness, health and wellness, and extracurricular and recreational activities.

The Children and Youth Mental Health Wellness initiative aims to bridge care gaps for the most vulnerable children and youth with limited behavioral health care services. The initiative will provide overall wellness and educational success for K- 12th grade students in Hyattsville. The Children and Youth Mental Wellness Initiative is designed to offer preventive mental health methods, social-emotional workshops, educational opportunities, and

counseling services at no cost for children/youth and their families experiencing mental health challenges. These resources aim to prevent or support behavioral health challenges to help individuals navigate the unique stressors of daily life.

**If interested in applying to this RFP opportunity, applicants must meet the following criteria:**

1. Agency is required to have up to date insurance and follow the Health Insurance Portability and Accountability ACT and HIPPA rules and regulations.
2. Be an agency that primarily serves children, youth and families **OR** an individual who works independently as a licensed social worker or similarly credentialed behavioral health professional.
3. Have at least three years' experience treating children, youth and family groups and be licensed to practice in Maryland.
4. Be an independent licensed behavioral health specialist willing to work as a sub-contractor under a lead clinical agency, if necessary.
5. Have the ability to utilize a digital scheduling tool so each participant can schedule their own one-on-one session. If participants don't have access to technology, the agency will be required to assist with the scheduling process.
6. Have access to and is well-versed in using a secure, confidential video meeting platform for on-camera sessions.
7. Have experience using video and audio meeting platforms.
8. Can provide one point of contact who will collaborate with the City of Hyattsville Community Services Department to coordinate all logistics required to ensure the contracted entity is clear of all requirements and expectations.
9. Can provide written support material for distribution to participants as needed.
10. Be able to access knowledge gained through the educational and wellness groups' cohort sessions.
11. Can provide a quarterly or annual report that includes data on service inputs and outcomes.
12. Can provide an annual report with qualitative and quantitative data that includes outcomes, growth, and satisfaction of the clients served.
13. Can meet monthly and as needed with the designated Community Services representative to assess the program's efficacy and advise on any immediate changes.

**RFP Solicitation Schedule:**

The purpose of this solicitation is for the City of Hyattsville to select at least one (1) RFP Respondent (hereafter Contractor) that provides the most responsive response and competitively priced service. The Contractor selected will work according to all Federal, State, and local requirements and using industry-accepted best practices to work toward optimal outcomes in this project.

The City will select at least one (1) Contractor for this RFP according to the proposed schedule.

**RFP Solicitation Schedule:**

Posting of solicitation: January 26, 2024

Pre-proposal questions deadline: 8:00 a.m. EST, January 29, 2024

City's response to questions will be posted on the city website at 5 p.m. EST, January 30, 2024

**Proposals due: 12 noon EST, February 9, 2024**

The recipient will be notified no later than February 19, 2024

**Council Review and Approval: February 20, 2024**

These durations and dates are for information purposes only, and the owner reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all the solicitation steps.

## **RECORDS & REPORTS**

The City's Children and Youth Mental Wellness Initiative will require the vendor to maintain an original set of records on work performed, including daily reports, assessment reports, certifications, and any other documents as may be required in the performance of this work. The City will be provided a duplicate set of records but, upon request, may require the vendor to provide specific records for the purpose of confirming city records or use in litigation.

## **SCOPE OF PROPOSAL**

The selected Contractor for the City's Children and Youth Mental Health Wellness Initiative will be required to provide the following:

- Evidence-based mental health services that increase individual knowledge of mental health, tools for healthy coping methods, increase resilience, and foster protective factors that help build skills such as conflict resolution, and ways to identify risk behaviors.
- Access to comprehensive, inclusive and culturally appropriate on-site mental health services for individuals in the city of Hyattsville.
- Ability to meet with individuals who provide counseling services or group family counseling.
- Ability to offer three different educational mental health cohorts to adolescents attending City of Hyattsville programming. Cohorts will be held during the Summer, Fall, and Winter programming sessions.
- Community information sessions to create awareness/educate community members about mental health.
- Offer or help facilitate additional resources for served clients. The contracted provider must collaborate with the Community Services Department's case manager to address other client resources as needed.
- Be able to offer approximately 25 one-on-one counseling sessions, 20 youth per group cohorts/workshops, and 30 community members per educational session on a quarterly basis.
- Per mandated reporter and HIPAA regulations, discussions with clients would only be reported to the City's emergency communications dispatch center if a participant is deemed a danger to themselves or others. Personal participant disclosures are never to be reported to any other member of HPD.

**All support services and sessions will be provided free of charge to clients, youth, families and other participants.**

## **AMERICANS WITH DISABILITIES ACT (ADA) ACKNOWLEDGEMENT**

The Contractor, in performance of this public project, or where there is an ADA component involved, acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product, and/or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act.

### **COMPENSATION FOR SERVICES (FEE)**

The City intends to enter a service contract(s) for one year with the possibility of annual renewals not to exceed five years. Compensation for the services rendered will be based upon a contract and will be based on a per hour rate or flat fee for rendered services. The city is to be billed monthly.

### **EVALUATION CRITERIA AND SELECTION PROCEDURES**

Evaluation of proposals will be conducted by City staff and final selection of the contractor will be based on a scoring system.

### **GENERAL CONDITIONS FOR PROPOSALS**

Failure to read the RFP and comply with its instructions will be at the provider's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the provider contractually. Submission of a signed proposal to the city will be interpreted to indicate the Contractor's willingness to comply with all terms and conditions set forth the herein.

### **SUBMISSION OF PROPOSALS**

Proposals will be received by the City Clerk, no later than **12:00 NOON EST on February 9, 2024**, and shall be mailed or hand delivered to:

**The City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, **contact Sandra D. Shephard, Director of Community Services and Programs, at [sshephard@hyattsville.org](mailto:sshephard@hyattsville.org)**. Questions specific to this solicitation will be accepted until 8:00 A.M. EST, January 29, 2024. Responses will be posted on the City's website on January 30, 2024, by 5 PM EST.

### **PROPOSAL DOCUMENTS**

A vendor responding to this RFP for **"Children and Youth Mental Health Wellness Initiative"** must submit the Proposal Documents included at the end of this document. Failure to comply with these requirements may result in a disqualification of the vendor. The city will base the selection of a Vendor on documentation submitted in the Proposal Documents.

Applicants must submit **six (6) total copies of their Proposal. These copies must adhere to the following format: four (4) bound, one (1) unbound, and one (1) digital pdf copy of the proposal on a thumb drive.** Each Contractor will be evaluated, rated and/or ranked, based on information provided in their Proposal.

### **OPENING OF PROPOSALS**

The Proposals will be publicly opened and read on **4 p.m. EST, February 9, 2024**, during a virtual Zoom meeting that can be accessed on the City's website <http://www.hyattsville.org>. The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

### **PRICE TO REMAIN VALID**

All Proposals must be valid for a period of **120 days** from the due date of the RFP.

### **AMENDMENT OR CANCELLATION OF THE RFP**

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

### **PROPOSAL MODIFICATIONS**

No additions or changes to any Proposals will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The city, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

### **SUSPENSION AND/OR DEBARMENT**

Developers, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland, are prohibited from submitting an application under this program. Should a provider or contractor that submits a proposal be found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, the provider will be reported to the State's Attorney General and Comptroller's Office.

### **PRESENTATION OF SUPPORTING EVIDENCE**

Contractors responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their Proposal that the City of Hyattsville deems to be necessary or appropriate.

### **ERRONEOUS DISBURSEMENT OF FUNDS**

The City of Hyattsville reserves the right to correct any inaccurate awards of monies made to an applicant under this program. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

### **PROPOSAL PREPARATION COSTS**

Contractors are responsible for all costs and expenses incurred in the preparation of a Proposal to respond to this solicitation.

### **THIS SOLICITATION IS NOT A CONTRACT**

This solicitation is not a contract and will not be interpreted as such.

### **SUB-CONTRACTORS**

The Contractor submitting a proposal certifies and warrants that all payments of fees charged by any sub- Contractors pursuant to that contract are the sole responsibility of the Contractor.

### **SEQUENCING AND SCHEDULING**

Upon acceptance of the Proposal and execution of a contract, the Contractor shall begin work within 10 calendar days of the date of the notice to proceed.

The City shall facilitate the Contractor's work by providing reasonable access to all work areas. The City shall facilitate the Contractor's services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s).

### **LIQUIDATED DAMAGES**

There will be no liquidated damages for this RFP.

### **LEGAL TERMS**

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

**The City of Hyattsville will not agree to terms that are not consistent with this policy.**

**END OF RFP**