

**The Goodwill Excel Center, Public Charter School  
Request for Proposals –  
Psychological and Behavioral Support Services for Students  
July 26, 2019**

**I. Background**

The Goodwill Excel Center, Public Charter School (GEC) operates a public charter high school directed to adults (but serving some students who are as young as age 14) at 1776 G Street, NW, Washington D.C., 20006. GEC is seeking proposals for contractors that can provide both: (1) licensed Psychologists to provide psychological services; and (2) licensed Social Workers to provide emotional, social and behavioral/therapeutic counseling services to students, all on an hourly or fixed fee basis and as specified in the scope of work below.

**II. Scope of Work**

**A. Behavioral Support Services**

- Provide therapeutic counseling services to approximately 25-30 students.
- Conduct formal and informal assessments to identify the student's emotional, social and behavioral disabilities as it relates to the educational environment.
- Participate in special education service delivery by providing emotional, social and behavioral input about each student on the caseload.
- Provide students with an individual therapy program as related in the IEP via direct, indirect or consultative services with identified strategies.
- Conduct observations and support the School Psychologist and/or Special Education Director with testing and evaluations needs.
- Develop weekly therapy schedules for all students. Share weekly therapy schedules with the Director of Special Education and/or the School Director.

**B. Psychologist Services**

- Conduct initial evaluations and complete reevaluations based on designated timelines. Communicate with the Director of Special Education about recommendations for each student evaluated.
- Write all relevant reports from evaluations.
- Collaborate with the Director of Special Education to create a calendar of evaluations, observations, and meetings as necessary depending upon the scope of work (caseload size and need).

**C. General Requirements Applicable to Both Types of Services**

- Crisis counseling as needed and available to consult with the GEC crisis team.
- Participate in the development of Individual Education Plans (IEP) in conjunction with other team members.
- Participate in IEP meetings as scheduled by the Director of Special Education and GEC Special Education Instructors.
- Participate in weekly (at a minimum) meetings with the Director of Special Education and/or the School Director around progress, needs, and questions.

- Monitor for therapeutic counseling services on a yearly basis.
- Develop strategies and methods to implement short and long-term goals and objectives.
- Consult with appropriate GEC staff members regarding emotional, social and behavioral therapy needs.
- Complete all necessary record keeping as required by the program (in all necessary systems including, but not limited to SEDS, Easy IEP, PowerSchool, etc.).
- Consult with Student Support Team (SST), when needed, regarding specific situations and meetings
- Provide in-service training upon request of the School Director and/or the Director of Special Education.
- Work within the Goodwill Excel Center calendar.
- Follow all ethical guidelines and timelines required by law for all student data, meetings, and evaluations.
- Start date estimated to be September 9, 2019. Term of contract will be from start date until July 31, 2020. GEC will have two option years; renewals of the contract will be in one year increments with term of August 1 to July 31.
- Must be fully licensed in Washington D.C. and insured (general liability, professional liability, auto liability and workers comp if applicable).
- Contractor must conduct background check on all staff providing services under this contract in accordance with the requirements of Section 103 of Washington D.C.'s School Safety Omnibus Amendment Act of 2018 (Act A22-0624) and the requirements it incorporates from the Criminal Background Checks for the Protection of Children Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.).

### **III. RFP Response Outline**

Responses to the RFP should consist of six parts:

(1) *Organization profile*

- (a) General information on the responding individual or organization, including; name, address, telephone number, email address, and contact person for the proposal
- (b) A short statement of the history and current business operations of bidder
- (c) Resume/CV and bio for staff who will be providing services to GEC
- (d) Confirmation that all staff who will be providing services to GEC meet the criminal background requirements stated in the scope of work

(2) *Financial Proposal* – Firm fixed hourly rate or fixed fee, inclusive of all taxes and fees. Hourly rates for some services and fixed fees for other services is acceptable. If there will be additional charges for expenses, list the types of expenses and rates. Also provide pricing for two option years.

- (3) *Copy of License(s) and Insurance Certificate showing the insurances required by the scope of work*
- (4) *Three References*
- (5) *Responding organization's standard contract/terms and conditions (if any)*
- (6) *Any exclusions, qualifications or exceptions to the scope of work*

**IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, August 9, 2019. **Responses must be submitted by email to [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not responsible for any cost incurred in responding to this RFP.

**V. Questions**

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).

**VI. Selection Criteria**

The organization selected will meet required basic qualifications and represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in person presentation and/or to provide their best and final offer.