

WASHOUGAL SCHOOL DISTRICT

4855 EVERGREEN WAY
PH: 360.954.3000



WASHOUGAL, WA 98671
FAX: 360.835.7776

Onsite Mental and Behavioral Health Services **Request for Qualifications #2019-01**

- A. REQUEST FOR QUALIFICATIONS NOTICE..... Pages 1
- B. CONDITIONS, INSTRUCTIONS, SPECIFICATIONS..... Pages 2 – 12
- C. SIGNATURE FORM..... Pages 13 - 16
- D. ATTACHMENTS..... Page 17
 - 1. Debarment Certification
 - 2. Qualifications Evaluation Matrix

August 23, 2019

REQUEST FOR QUALIFICATIONS (RFQ)
2019-01

**Onsite Mental and Behavioral Health
Services**

Notice is hereby given that Washougal School District will receive sealed qualifications at the District Special Services Department, 4855 Evergreen Way, Washougal, Washington 98671, up to 4:00 PM on Friday, August 23, 2019 at which time qualifications will be reviewed for Onsite Mental and Behavioral Health Services to work with district students and their families within school buildings to increase student access to services for mental health, behavioral health, and chemical dependency counseling.

Subject to the terms and conditions set forth in the special conditions, instruction to bidders, general specifications, and proposal forms enclosed herein. Proposals must be sealed and marked:

ONSITE MENTAL AND BEHAVIORAL HEALTH SERVICES

DUE BY 4:00 PM ON FRIDAY, AUGUST 23, 2019.

DATE OF PUBLICATION: August, 9, 2019

WASHOUGAL SCHOOL DISTRICT

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ONSITE MENTAL AND BEHAVIORAL HEALTH SERVICES

REQUEST FOR QUALIFICATIONS # 2019-01

CONDITIONS, INSTRUCTIONS, AND SPECIFICATIONS

TABLE OF CONTENTS

1. Description of Services
2. General Information
3. Schedule of Activities
4. Minimum Provider Qualifications
5. Evaluation Criteria
6. Evaluation Process
7. Content and Form of Qualifications
8. Submitted Qualifications
9. Instructions to Proposers
 - A. General
 - B. Acceptance or Rejection of Qualifications
 - C. Interpretations
10. Public Disclosure
11. Nondiscrimination
12. Insurance
13. Employees Who Have Been Convicted of Crimes Involving Children
14. Incorporated by Reference
15. Protests
16. Independent Contractors
17. Procedures
18. Period of Performance
19. Termination

REQUEST FOR QUALIFICATIONS (RFQ) 2019-01
FOR ONSITE MENTAL AND BEHAVIORAL HEALTH

PART 1 – INFORMATION FOR REQUEST FOR QUALIFICATIONS (RFQ)

1. **Description of Services**

The Washougal School District (District) is requesting qualifications from qualified mental health providers to work with District students and their families within school buildings to increase student access to services for mental health, behavioral health, and chemical dependency counseling. One or more providers will be selected to provide services on school sites throughout the District.

2. **General Information**

To be considered, the written qualifications must be submitted by mail or courier to the District’s administrative office **no later than 4:00 p.m. on Friday, August 23, 2019**. Qualifications received by facsimile or electronic mail are **not** acceptable. Questions regarding services may be directed to Aaron Hansen, Assistant Superintendent via email at aaron.hansen@washougalsd.org.

Agencies can download complete copies of the Request for Qualifications (RFQ) from the District website. The qualification forms and any enclosed pages requiring signatures or other requested information shall be submitted to the District as a sealed proposal to:

Washougal School District
Attn: Special Services Dept.
4855 Evergreen Way
Washougal, WA 98671

Sealed qualifications must be received and date stamped by the District’s Administrative Offices located at 4855 Evergreen Way, Washougal, WA 98671 no later than 4:00 PM on Friday, August 23, 2019

3. **Schedule of Activities**

Request for Qualifications ("RFQ") Issued: **August 9, 2019**

Qualification Submission Deadline: Must be received by **4:00 p.m. (PDT) August 23, 2019**.

RFQ PostingAugust 9, 2019
Questions due (in writing by 2pm local time).....August 20,2019
Addendum issued (if necessary).....August 20,2019
Proposals due (4pm local time).....August 23, 2019
Notification to Approved Providers: No later than August 27, 2019

Qualifications received after the date and hour specified above will not be accepted under any circumstances and will be returned to the proposer unopened. Qualifications must be submitted by mail or in person; qualifications submitted by facsimile transmission will not be accepted.

4. **Minimum Provider Qualifications:**

Providers must demonstrate the ability to:

- A. Provide masters level clinical staff (Licensed Mental Health Providers) for onsite behavioral and mental health services for students who are Medicaid eligible, private pay, or covered by health insurance.
- B. Provide behavioral and mental health treatment in individual, group, and family modalities for students and their families within the school-based setting.
- C. Screen, evaluate and provide intake for students and families to determine eligibility.
- D. Provide language translation in student's/family's native language or provide interpreter services.
- E. Attend meetings with school personnel, as needed, to provide appropriate services for students.
- F. Abide by the District's protocol for entry and exit of the school premises and safety procedures, including:
 - 1. Signing in and out of buildings, and wearing a school visitor's badge at all times;
 - 2. Escorting students and families to and from the main office;
 - 3. Provide school staff with a list of personnel and notify school staff of changes in personnel;
 - 4. Learn school building procedures for safety, lock-down and emergency situations.
- G. Abide by the District's protocol for providers of onsite behavioral and mental health services to students, including, but not limited to:
 - 1. Completing an orientation to the building, as determined by the school principal;
 - 2. Maintaining student/family confidentiality in compliance with all state and federal laws;
 - 3. Informing the appropriate school staff of the student's name, date of birth, the time of onsite services and the name of the service provider;

- 4. Appropriately maintain District resources and facilities used during the provision of onsite services; and
- 5. Maintaining an accurate log of dates and times of school-based services.
- H. Provide District a signed parent/guardian release of information allowing provider and District to share student information.
- I. Establish and maintain effective, professional and respectful work relationships with school staff, counselors and students and demonstrate professional conduct while on school premises.
- J. Manage private billing or Medicaid reimbursement independently.
- K. If selected, agree that behavioral and mental health care will **only** be provided onsite for students or families enrolled at the school site where service is provided.

5. **Evaluation Criteria**

Awarding of a proposal will be based upon a qualifications-based selection process. A Qualification Review Group will read, review and evaluate each proposal, and selection will be made on the basis of the criteria listed below:

- A. Agency profile, including proven professional skills, experience and competence in Washington State.
- B. Understanding of task and requirements as depicted in the RFQ.
- C. Credentials of Washington mental health professionals proposed to perform services (i.e., resumes of mental health professionals who will be responsible for servicing the District's students). Provider must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitutions must have prior approval from the District.
- D. Overall quality and completeness of proposal.
- E. Experience providing behavioral and mental health services to youth and their families for at least five years.

6. **Evaluation Process**

Each member of the Qualifications Review Group will independently read and rate each submission and complete a qualification evaluation matrix form. A composite evaluation rating will be developed, which indicates the group's collective ranking of the approved providers in descending order. Successful candidates will be notified of their selection in writing.

7. **Content and Form of Qualifications**

Interested mental health providers are directed to provide in their qualifications as much detail as possible pertaining to their capabilities, experience and approach to the services outlined in this RFQ.

At a minimum, each proposal must address each of the following areas:

- A. Profile of your organization, including background, and full legal name, address, telephone number and email address of the provider submitting the proposal;
- B. A summary of how your organization satisfies the minimum provider qualifications of this Request for Qualification;
- C. A description of the organization's capabilities and years of experience delivering the required services, including onsite school building services;
- D. A statement of experience and professional capability for each person who will be assigned to provide services. Include resumes for the named staff, including information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information;
- E. A description of the experience of provider's mental health professionals working with schools, children, adolescence and their families;
- F. Describe your organization's collaboration with community partners;
- G. A statement summarizing your organization's capacity to provide and previous experience providing language translation in a family's native language, or interpreters;
- H. A description of your work plan of how your organization will envision providing site-based school services: include tasks, working collaboratively with teams, collaborative problem-solving strategies, services and activities;
- I. Documentation of liability coverage of no less than \$1,000,000 per occurrence for acts and omissions of your employees and organization;
- J. A list of names, addresses, telephone numbers and e-mail addresses of two (2) business references. Do not include current or former staff as references; and
- K. Provide evidence of criminal background checks for mental health professionals.

8. **Submittal of Qualifications**

Each provider must submit two (2) copies of their qualifications in a sealed envelope.

9. **Instructions to Proposers**

A. **General** Providers must submit a complete and concise response to this RFQ. All qualifications received in response to this RFQ will be retained by the District. Qualifications should provide complete details concerning the proposer's ability to meet the requirements of this RFQ. The District reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the students and families of the District.

B. **Acceptance or Rejection of Qualifications** The District will accept the qualification(s) which, in its estimation, will best serve the interests of the students and families, and reserves the right to award a contract(s) that shall be best for the public good. The District reserves the right to accept or reject any or all proposals received as the result of this RFQ, to negotiate with all qualified sources, and/or cancel all or part of this RFQ at any time. Until such time as a contract is executed with the successful applicant(s), the District may cancel all or any part of this RFQ. This RFQ does not commit the District to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal, which is late, incomplete, obscure, or irregular, may be rejected. Any qualification accompanied with an insufficient or irregular qualification response may be rejected.

C. **Interpretations** No oral interpretations shall be made to any proposer as to the meaning of any of the qualification documents. Every request for an interpretation shall be made in writing and addressed to Aaron Hansen, Assistant Superintendent (aaron.hansen@washougalsd.org) as addressed in the General Information above. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its qualifications as submitted. All addenda so issued shall become as much a part of this RFQ document as if bound herein.

10. **Public Disclosure**

All information contained in the qualifications and received in response to this RFQ are subject to the State of Washington public disclosure laws RCW Chapter 42.56 and may be subject to public inspection.

Any information the provider desires to claim as proprietary and exempt from disclosure under Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, must be clearly identified and the particular exemption clearly cited. Each page containing information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information"

printed on the lower right-hand corner. Requests to exempt the entire proposal from disclosure will not be honored.

11. **Nondiscrimination**

The Washougal School District is an Equal Opportunity district in education programs, activities, services, and employment. Washougal School District does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal. We comply with Section 504 of the Rehabilitation Act of 1973, Boys Scouts of American Equal Access Act, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the American with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and other state, federal, and local equal opportunity laws.

The successful provider agrees that in performing the work called for by this RFQ and in supplying services not to discriminate against any client, employee or applicant for employment or for services because of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, or the presence of any sensory, mental or physical disability with regard to but not limited to the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation, selection for training, and rendition of services. It is further understood that any individual who is in violation of this clause shall be barred forthwith from performing services for the District, unless satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

12. **Insurance**

The provider shall, at its sole cost and expense, secure and maintain such insurance as will protect the District, its successors and assigns and the respective directors, employees and agents of each of the foregoing (such as naming them as additional insureds), from and against any and all claims, losses, harm, costs, liabilities, damages and expenses arising out of (1) general liability including (a) bodily injury (including death) and property damage in the amount of no less than \$1,000,000 combined single limit, and (b) Employer's Liability (Washington Stop-Gap) in the amount of no less than \$1,000,000 per occurrence.

13. **Employees Who Have Been Convicted of Crimes Involving Children**

RCW 28A.400.330 prohibits a contractor, or any of his subcontractors, from utilizing any employee at a public school who has contact with children at a public school during the course of his or her employment, and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under RCW 9A.42, the physical injury or death of a child under RCW 9A.32 or 9A.36 (except motor vehicle violations under RCW 46.61),

sexual exploitation of a child under RCW 9.68A, sexual offenses under RCW 9A.44, where a minor is the victim, promoting prostitution of a minor under RCW 9A.88, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Failure to comply with this section shall be grounds for the school District to immediately terminate the contract.

14. **Incorporated by Reference**

The selected qualification shall be incorporated by reference, with modification as agreed to by the District, into the final contract and shall be binding upon the successful provider(s).

15. **Protests**

Providers protesting awards made under this RFQ must follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to applicants under this RFQ.

Protests may be submitted by e-mail, but must be followed by a document with an original signature. The protest must state the grounds for the protest with specific facts and complete statements of the actions being protested. A description of the relief or corrective action being requested should also be included. Protest can only be made for procedural matters. Protests will be rejected as without merit if they address issues such as an evaluator's professional judgment or the quality of a proposal, or the District's assessment of its own needs or requirements.

Upon receipt of a protest, the District employee designated by the Superintendent to evaluate the protest, who was not involved in the initial review process, will consider the record and all available facts and issue a decision within five (5) business days. If additional time is required, the protesting party will be notified of the delay.

If the District determines the protest is without merit, the District will enter into a contract with the successful provider(s). If the protest is determined to have merit the District will review options, including, but not limited to, correcting the errors and re-evaluating all qualifications, reissuing the RFQ and beginning a new process and/or making other findings and determining other courses of action as appropriate.

16. **Independent Contractors**

The selected providers are independent contractors. Selected mental health providers will not be considered employees or agents of Washougal School District for any purpose. Each mental health provider shall be solely responsible for its employees during the providing of services.

17. **Procedures**

The extent and character of the services to be performed by the provider shall be subject to the general control and approval of the Superintendent of Washougal School District or the authorized representative. The provider shall not comply with requests and/or orders issued by anyone other than the Superintendent or his/her authorized representatives acting within their authority for the District.

18. **Period of Performance**

The resulting contract shall cover a two (2) year period through June 30, 2020, with annual renewals based on a performance review unless terminated sooner, pursuant to the provisions contained herein.

19. **Termination**

The contract executed as a result of this RFQ may be terminated by either party upon sixty (60) days advance written notice to the other party; but if any work or service is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval by the District until said work or service is completed and accepted.

20. **District Employee Disclaimer**

No employee of the District shall be admitted to any share of or part of this contract, or to any benefit that may arise from this contract unless it is made with a corporation for its general benefit.

21. **Hold Harmless**

Vendor shall protect, defend, indemnify, and save the District harmless from and against any claims, damage, cost, or liability for any or all injuries to persons or property to the extent resulting from negligent acts or omissions of vendor, its employees, agents, or subcontractors, howsoever caused.

22. **Debarment And Suspension**

Bidder certifies by submission of a bid that to the best of their knowledge/belief its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of purchase agreements by a Federal and/or Washington State governmental agency or department. Further, bidder certifies that they are not presently indicted for or have not within a three-year period preceding this Invitation to Bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or purchase agreement. Bidders are encouraged to show evidence they are not part of the Excluded Parties List System at <https://www.sam.gov/portal/SAM/#1> by printing the EPLS Results Screen for their business name and submitting a copy with their bid. If a bidder is unable to certify such information, the bidder

shall submit an explanation of why certification cannot be provided. Such information will be used to determine whether the bid shall be deemed responsive. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this purchase agreement for default.

If a bidder is unable to certify such information, the bidder shall submit an explanation of why certification cannot be provided. Such information will be used to determine whether the bid shall be deemed responsive. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this transaction for default.

23. **Severability**

Each clause of this RFQ stands independent of all other clauses. If any clause of this RFQ or the application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. Should any clause be adjudged invalid, that judgment shall not invalidate the total agreement; only clauses judged invalid shall not be enforced.

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ONSITE MENTAL AND BEHAVIORIAL HEALTH SERVICES

REQUEST FOR QUALIFICATIONS # 2019-01

Signature Pages

SIGNATURE FORM

Washougal School District No. 2019-01 – Onsite Mental and Behavioral Health Services

FROM: (Company) _____
(Address) _____
(City, State, Zip Code) _____

TO: WASHOUGAL SCHOOL DISTRICT

In accordance with the Request for Qualifications, the undersigned agrees to the terms and conditions in this Request for Qualifications documents. **Objection to terms and conditions set forth in these documents have been noted and submitted in written as part of the sealed bid package.**

Under the penalties of perjury of the State of Washington, we make the following certifications and assurances as a required element of our Proposal. We affirm the truthfulness of these facts and acknowledge our current and continued compliance with these certifications and assurances as part of our Proposal and any resulting contracts with the Washougal School District.

1. The undersigned certifies that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor, or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids of any other bidder or competitor; that the above statement is accurate:
2. We declare that all answers and statements made in the Proposal are true and correct.
3. Our Proposal is a firm offer for a period of 180 days following receipt, and may be accepted by the District without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, our Proposal will remain valid for 210 days or until the protest is resolved, whichever is later.
4. We have not been assisted by any current or former District employees whose duties relate (or did relate) to this procurement and who assisted in other than his or her official, public capacity. If there are any exceptions to these assurances or we have been assisted, we will identify on a separate page attached to this document each individual by: (a) name, (b) current address and telephone number, (c) current or former position with the District, (d) dates of employment with the District, and (e) detailed description of the assistance provided by that individuals.

5. We acknowledge that the District will not reimburse us for any costs incurred in the preparation of our Proposal. All Proposals become the property of the Washougal School District and we claim no proprietary right to the ideas, writings, items or samples.

6. We acknowledge that if awarded a contract with the District, we are required to comply with all applicable state and federal civil rights and other laws. Failure to comply may result in contract termination. We agree to submit additional information about our nondiscrimination policies, at any time, if requested by the District.

7. We made no attempt, nor will make any attempt, to induce any other person or firm to submit, or not submit, a proposal for the purpose of restricting competition.

8. We acknowledge and authorize the District to conduct a financial assessment and/or background check of our organization if they consider such action necessary or advisable.

9. We acknowledge our obligation to notify the District of any changes in the certifications and assurances above.

DATE: _____

BY: _____

Signature

Title

Name (Print/Type)

E-MAIL: _____

TELEPHONE: _____

FAX: _____

During the open bidding period, prospective bidders may be advised by addenda which modifies or clarifies the bid documents by additions, deletions, changes, or modifications. Receipt of each addendum shall be considered a part of the bid documents. Failure to acknowledge receipt of addenda may invalidate a bid as incomplete.

Acknowledge Receipt of Addendum

Addendum #1 _____	Date: _____
Addendum #2 _____	Date: _____
Addendum #3 _____	Date: _____
Addendum #4 _____	Date: _____
Addendum #5 _____	Date: _____

WASHOUGAL SCHOOL DISTRICT
4855 EVERGREENWAY
WASHOUGAL, WA 98671

CERTIFICATION

By responding to this solicitation, providers agree to be bound by all legal requirements and contract terms and conditions contained in this document and the resulting contract.

A completed copy of this form, signed by an individual authorized to legally commit the provider must be submitted with each proposal.

Handwritten signature of Authorized Principal

Signature: _____

Printed Name: _____

Title: _____

Name of Provider/Corporation: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail _____

Date: _____

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ONSITE MENTAL AND BEHAVIORAL HEALTH SERVICES

REQUEST FOR Qualifications # 2019-01

Attachments

ATTACHMENT #1

DEBARMENT CERTIFICATION

DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective bidder is providing the certification set out on the next page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective bidder knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective bidder shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “bidder covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective bidder agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the district with which this transaction originated.
6. The prospective bidder further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion” without modification, in all covered transactions and in all solicitations for covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the district may pursue available remedies, including suspension and/or debarment.

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Washougal School District No. 2019-01 – Onsite Mental and Behavioral Health Services

- (1) The prospective bidder certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal and/or Washington State department or agency.
- (2) Where the prospective bidder is unable to certify to any of the statements in this certification, such prospective bidder shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature(s)

Date

ATTACHMENT #2

**QUALIFICATIONS EVALUATION
MATRIX**

QUALIFICATIONS EVALUATION MATRIX

AGENCY/FIRM NAME _____

	<u>MAXIMUM POINTS</u>	<u>SCORE</u>
1. Management skills, financial stability and competency	25	_____
Rationale for point award _____ _____		
2. References Documentation _____	15	_____
Rationale for point award _____ _____		
3. Credentials of qualified mental health professionals	15	_____
Rationale for point award _____ _____		
4. Understanding of tasks and requirements	25	_____
Rationale for point award _____ _____		
5. Overall quality and completeness of proposal	10	_____
Rationale for point award _____ _____		
6. Experience providing services to children/adolescents Rationale for point award ____	10	_____
_____	100	
TOTAL: _____		_____

