

CITY OF SOMERVILLE
SCHOOL DEPARTMENT
42 CROSS STREET
SOMERVILLE, MA 02145

PROPOSAL FOR: **WRAP AROUND COORDINATION: SUPPORT FOR
ENGLISH LEARNERS AND THEIR FAMILIES**

RFP OPENING: **3:00 p.m., Friday, October 9, 2015**

CONTACT PERSON: **PATRICIA DURETTE, FINANCE DIRECTOR
SOMERVILLE SCHOOL DEPARTMENT
617-629-5236**

CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL DEPARTMENT
42 CROSS STREET
SOMERVILLE, MA 02145

PROPOSAL INSTRUCTIONS FOR RFP # S2016-03

Enclosed you will find an RFP for:

WRAP AROUND COORDINATION: SUPPORT FOR ENGLISH LEARNERS
AND THEIR FAMILIES

When submitting your proposal, please identify proposal clearly.

In two separate, sealed envelopes "RFP Price Proposal" and "RFP Non-Price Proposal" # S2016-03" Proposal for Evaluation Services - Time – "3:00 P.M. " Date "Friday, October 9, 2015" and "Proposer's Name and Address" on the outside of your sealed proposal.

PROPOSAL SUBMITTED MUST BE AN ORIGINAL.

The completion of the following forms is necessary for consideration of a potential contract/lease award.

WHEN SUBMITTING PROPOSAL DOCUMENT, PLEASE RETAIN ORDER OF DOCUMENTS AS ORIGINALLY PROVIDED.

Form #RFP#1 – "Notice to Proposers" signed by person submitting proposal.

Form #33 - "Signature Form" complete when submitting your proposal.

Form #55A - Certificate of Non-Collusion.

Please review and return with your sealed proposal as sent. Also, insure that all forms are completed and your proposal response is submitted as requested.

Your cooperation is greatly appreciated.

NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL (RFP) # S2016-03

All RFP's must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed RFPs for: **A WRAP AROUND COORDINATION: SUPPORT FOR ENGLISH LEARNERS AND THEIR FAMILIES** will be received at the Office of the Finance Director, Somerville School Department, 42 Cross Street, Somerville, Middlesex County, 02145 no later than Friday, October 9, 2015 at 3:00 p.m. at which time and place a register of submitted proposals will be created.

SECTION B. Forms, specifications and terms of proposal can be obtained at the above office on or after Tuesday, September 22, 2015.

SECTION C. The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal" and "RFP Price Proposal" #S2016-03" Proposal for Evaluation Services - Time – "3:00 p.m. " Date "Friday, October 9, 2015" and "Proposers' Name and Address" on the outside of your sealed proposal.**

SECTION D. The copy of the RFP deposited with the City of Somerville will be accompanied by an RFP Guarantee – Bid Bond in the amount of \$ N/A .

RFP guarantees will be returned within ten (10) days to all unsuccessful proposers. The copy of the RFP deposited with the City of Somerville will also be accompanied by an RFP Guarantee – Bid Bond, Certified Treasurer's or Cashier's Check payable to and to become the property of the City of Somerville if the RFP is accepted and the successful proposer either neglects or refuses to comply with the terms of the RFP.

SECTION E. The awarded vendor will be required to complete the "Somerville Living Wage Ordinance Form" attached as Form #4.

SECTION F. A Performance Bond in the amount of \$ N/A
A Payment Bond in an amount of \$ N/A

INSURANCE: (To be submitted by awarded vendor only.)

Worker's Compensation.	See Form 19A.
Automobile Liability Insurance.	See Form 19A.
General Liability Insurance.	See Form 19A.

NOTICE TO PROPOSERS (continued)

SECTION G. The requirement in Section D or F will be waived if the words "Non-Applicable" (N/A) are inserted in the space designated.

SECTION H. The City of Somerville's School Department reserves the right to accept or reject any or all RFPs, to waive any informalities or to amend any specifications, if in their judgment, through the issuance of an addendum to all proposers, the best interest of the City of Somerville's School Department would be served by so doing.

SECTION I. The City of Somerville's School Department reserves the right to cancel a contract, if awarded proposer does not respond to all necessary documents and required signature forms within twenty (20) working days of receipt of contract.

SECTION J. The selected proposer will be required to submit a disclosure of beneficial interests as required by M.G.L. c.7, §40J.

Firm: _____

By: _____ Title: _____

Date: _____ Tel No. _____

Signature _____



Somerville Public Schools

Education • Inspiration • Excellence

September 10, 2015

Request For Proposals Wrap Around Coordination: Support for English Learners and their Families

Background

The primary goal of this procurement is to provide needs assessment, coordination of services, and direct support to Somerville Public School English Learner students whom staff has identified as having significant barriers to academic success due to extenuating home/family circumstances. The purpose of this work is to relieve family stressors in order to allow English Learner students to focus on learning and to improve overall wellness and engagement with these students.

There are currently English Learner students in the Somerville Public Schools who are not able to fully reach their potential academically and socially due to situations in their home lives that prevent them from being healthy and ready to learn. With support and connection to local and community resources, these young people will increase their ability to participate more fully and succeed at higher levels as students. This proposed activity supports our community's commitment to academic advancement for all students and nurturing the whole child. The Wrap-Around vendor will bring new expertise and perspective to address emerging needs among our school-age children and youth will provide us with consultation to staff and direct support services provided to students and families one-on-one and in groups.

The target beneficiaries include students new to Somerville and our school system; students known to have unstable home environments; students who have experienced significant interruptions to their formal educations; and other students for whom providers have determined needs that extend past existing department scopes. Secondary beneficiaries of this contract will be the students' families who will increase knowledge of and access to resources and information.

Scope of Work

Contract type and explanation:

This contract to be based on an hourly rate for work successfully completed on time and within the scope delineated. Contract to begin in early October 2015 and run through August 2016.

General overview of the vendor's responsibilities:

- Collaborate with Public School staff to identify English Learner students in need of social and emotional support services.
- Contact students and families identified by SPS staff
- Assessment of student need, both within school and family contexts
- Information and referral for a broad range of educational, health, legal, and social services
- Provision of interpretation and translation, as needed, of assessment, information, and referral
- Collaboration and coordination across providers (City Departments, local community-based organizations, family, other resources) to ensure continuity of care when addressing student issues
- Strict maintenance of confidentiality when dealing with any and all sensitive information
- Documented follow up of referrals and, when possible, documentation of outcomes

- Communicate with school personnel about student needs, plans to address the needs, and the impact on student learning and success
- Provide individual and small group support sessions for students and families
- Provide workshops and trainings for school staff and families on social and emotional issues related to the immigration and adjustment process.

Specific Requirements

Specification:

- Seeking bilingual professional (Spanish/English) with social work training
- Knowledge of education issues (both academic and social) facing students with home instability
- Experience communicating with families in very difficult times of need
- Excellent professional standards, judgment and boundaries
- Ability to work independently and with others is essential
- Knowledge of local resources
- Prior experience addressing issues unique to adolescence
- Whole child/systems approach to support and interventions.

Quality Requirements

The following quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2 or 3, or a failure to respond to any of the following minimum standards will result in disqualification of your bid.

QUALITY REQUIREMENTS		YES	NO
1.	Three (3) to Five (5) years or more of experience in providing similar services to similar population as requested in specifications.		
2.	Knowledge of local resources and ability to work on site in and around Somerville in response to student needs.		
3.	Bilingual (Spanish/English)		
4.	Bidder must meet at least one of the following qualifications: <ul style="list-style-type: none"> • MSW • LCSW • In process of obtaining MSW or LCSW • Comparable credentials 		

Comparative Evaluation Criteria

The Comparative Evaluation Criteria set forth in this section of the RFP shall be used to evaluate responsible and responsive proposals. The Comparative Evaluation Criteria are:

Factor 1: Documented experience working with children and youth (particularly high school age) and the adults in their lives in educational, health, legal, and/or social services contexts.	
Highly Advantageous	5-10 years of experience with specified population in two or more target realms (education, health, legal, social services)
Advantageous	3-5 years of experience with specified population in two or more target realms (education, health, legal, social services)
Not Advantageous	Less than 3 years of experience with specified population in two or more target realms (education, health, legal, social services)

Factor 2: Documented experience in providing coordination of supportive, streamlined wraparound services to address educational, health, legal, and social service needs in order to increase students' capacity to be ready to learn.	
Highly Advantageous	5-10 years of experience
Advantageous	3-5 years of experience
Not Advantageous	Less than 3 years of experience

Factor 3: Documented experience 1) working with new immigrants; 2) working in Somerville/Greater Boston area; 3) in urban public school environments; 4) with community partners	
Highly Advantageous	5-10 years of experience in three or more target realms
Advantageous	3-5 years of experience in three (3) or more target realms OR 5-10 years of experience in two (2) or more realms
Not Advantageous	Less than 3-5 years of experience in three (3) or more target realms OR 5-10 years of experience in two (2) or more realms

In order to provide verification of affirmative responses to items 1, 2 and 3 under the quality requirements listed above, proposers must submit written information that details the general background, experience, and qualifications of the organization.

Vendor Personnel Requirements

- LSW/MSW/LCSW/LICSW or higher credentials strongly preferred (PSYD License Eligible)
- Bilingual (English/Spanish) required.
- Knowledge of local and/or regional resources.
- Excellent organizational, time management, computer skills.

Vendor Submission Requirements

The following schedule is proposed and may change during the project.

RFP Phase

- Issue RFP: September 21, 2015.
- Written inquiries accepted from prospective consultants until October 5, 2015.
- Proposals due October 9, 2015.
- Proposal Review and Selection of Consultant, including possible interviews with finalists: October 13-15, 2015.
- Contract Discussion and Approval of Contract, October 16.

Work Phase: October, 2015– August 30th, 2016

Qualifications: Only contractors who can clearly demonstrate the necessary experience, skills and capacity to meet the scope of work as defined by this RFP will be considered.

Proposal Process: Proposals must be received at the address below on or before 3:00 p.m. on October 9, 2015.

Somerville Public Schools
Attn: Patricia Durette
42 Cross Street
Somerville MA 02143

All inquiries should be submitted by email or by phone and directed to:

Patricia Durette
Finance Director
pdurette@k12.somerville.ma.us
617-629-5216

Budget: Provide the total cost of providing the identified services and an anticipated payment schedule.
(This portion of the Proposal should be provided to SPS in a separate, sealed, envelope.)

Award of the Contract: SPS will consider all applicants if they meet the following qualifications:

- a. Proposal submitted on or before the time specified in the Request for Proposals
- b. Follow the format published in the RFP
- c. Include all information requested
- d. Demonstrate the experience and capacity to perform the services required in the scope of work

SPS reserves the right to waive any technicality or informality in the proposal process which is not of substantial nature.

Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the Somerville Public Schools. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or results from the performance of this SOW.

All documents, photocopies, computer data and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the Somerville Public Schools upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the Purchasing Director or as otherwise agreed by Purchasing Director and the Vendor).

The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the Somerville Public Schools. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the Purchasing Director. Requests to make such disclosure should be addressed in writing to the Purchasing Director.

Deliverables (please see attached):

- Documentation of work with students and ongoing work with staff and providers. Evidence of progress that students are accessing wraparound services.
- Evidence that such wraparound services are resolving barriers to students' well-being and success in school.
- Tracking of types of issues facing students and referral sources tapped in order to identify emerging community needs, volume of such needs, and capacity to address such needs.

Objective	Required Service	Method of Evaluation / Inspection	Timeline
<p>Determine student needs, both within school and family contexts of students who meet wraparound coordination criteria, as indicated by school administrators/staff</p>	<p>Meet with students Meet with key adults in students' lives Assess students</p>	<p>Develop and use tracking tools to document:</p> <ul style="list-style-type: none"> • Assessment • Intervention/support plan • Follow up • Outcomes <p>Include in brief monthly report particular successes, challenges, and themes</p> <p>Include in a final report recommendations on:</p> <ul style="list-style-type: none"> • Need for ongoing services/resources • Optimal delivery approach 	<p>October 2015 and then ongoing as needed</p>
<p>Connect students and their families with resources that will help remove barriers to learning</p>	<p>Provide information and referral for a broad range of educational, health, legal, and social service needs</p>	<p>Develop and use tracking tools to document:</p> <ul style="list-style-type: none"> • Referrals (inc. ex. type, frequency, rate of successful follow through) <p>Include in brief monthly report particular successes, challenges, and themes</p> <p>Include in a final report</p>	<p>Ongoing</p>

<p>Ensure that language/familiarity with systems does not interfere with accessing needed resources</p>	<p>Provide interpretation, translation and navigation support as needed</p>	<p>summary of progress in connecting students to local and regional resources and document gaps in resources</p>	
<p>Increase collaboration and coordination across providers (Schools and City Departments, local community-based organizations, family, other resources) to ensure continuity of care when addressing student issues</p>	<p>Communication, meeting facilitation and documentation</p>	<p>Observed/document activity</p> <p>Include in brief monthly report extent of interpreter/translation needs</p> <p>Include in a final report summary of language capacity needs in meeting student needs</p> <p>Develop and use communication tools /strategies that can help measure increases in cross-sector collaboration and coordination</p> <p>Develop and use tracking tools to document:</p> <ul style="list-style-type: none"> • Referrals (inc. ex. type, frequency, rate of successful follow through) <p>Include in brief monthly report particular successes, challenges, and themes</p> <p>Include in a final report summary of progress in</p>	<p>Ongoing</p> <p>Ongoing</p>

Build trust with new students and families so as to increase their participation in wraparound services	Culturally sensitive, confidential relationship building that reflects understanding of strengths and needs	connecting students to local and regional resources and document gaps in resources	
Documented follow up of referrals and, when possible, documentation of outcomes	Take notes, develop tracking systems, provide written and oral reporting of challenges, progress and outcomes	Share (ongoing, written and verbal) with school personnel lessons learned, successes and challenges in meeting student needs within this context	October 2015 and then ongoing
		Deliver products (ongoing and at end of contract) developed with school personnel for dissemination to SPS and other stakeholders as appropriate	Daily/weekly as needed to produce brief monthly summary of activity and larger final report by conclusion of contract

**CITY OF SOMERVILLE
SCHOOL COMMITTEE
SIGNATURE FORM**

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

SIGNATURE OF AUTHORIZED CONTRACTING OFFICIAL: _____

NAME: _____ TITLE: _____

RESIDENCE: _____

IF COMPANY IS A PARTNERSHIP:

FULL NAME AND RESIDENCE OF EACH PARTNER:

IF COMPANY IS A CORPORATION:

THE CORPORATE NAME IS: _____

THE CORPORATION IS ORGANIZED UNDER THE LAWS OF: _____

THE PRESIDENT IS: _____

THE TREASURER IS: _____

THE CLERK/SECRETARY IS: _____

NAME OF CORPORATION THAT WILL APPEAR ON A POTENTIAL CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

NAME AND TITLE OF PERSON WHO WILL BE RESPONSIBLE FOR THE SIGNING OF A POTENTIAL CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

NAME: _____ TITLE: _____

NAME OF CLERK/SECRETARY WHO WILL ALSO BE SIGNING FOR A POTENTIAL CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:



Non-Collusion Form and Tax Compliance Certification

Instructions: Complete each part of this two-part form and sign and date where indicated below.

A. NON-COLLUSION FORM

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____
(Individual Submitted Bid or Proposal)
Duly Authorized

Name of Business or Entity: _____

Date: _____

B. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: _____
(Duly Authorized Representative of Vendor)

Name of Business or Entity: _____

Social Security Number or Federal Tax ID#: _____

Date: _____

INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENT FOR AWARDED VENDOR ONLY:

Prior to commencing performance of the Contract, the Vendor shall furnish to the School Department a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form			
General Aggregate	<u>\$2,000,000</u>	Each Occ.	<u>\$1,000,000</u>
Products - Comp/OP Agg.	<u>\$ N/A</u>	Fire Damage	<u>\$ N/A</u>
Personal Injury	<u>\$ N/A</u>	Medical Exp.	<u>\$ N/A</u>

B. ERRORS & OMISSIONS (PROFESSIONAL LIABILITY)			
General Aggregate	<u>\$2,000,000</u>	Each Occ.	<u>\$1,000,000</u>

C. SEXUAL ABUSE/CHILD MOLESTATION			
General Aggregate	<u>\$ N/A</u>	Each Occ.	<u>\$ N/A</u>

D. COVERAGE FOR PAYMENT OF WORKERS' COMPENSATION BENEFITS PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

E. WORKERS' COMPENSATION - EMPLOYER'S LIABILITY STATUTORY

F. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY \$50,000-\$100,000

1. A contract will not be executed unless a certificate(s) of insurance evidencing the above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:
 "CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

**CITY OF SOMERVILLE
c/o SCHOOL DEPARTMENT
42 CROSS STREET
SOMERVILLE, MA 02145**

NOTE: IF DURING TERM OF THIS CONTRACT YOUR INSURANCE EXPIRES, YOU SHALL BE RESPONSIBLE FOR SUBMITTING A NEW CERTIFICATE(S) COVERING THE PERIOD OF THIS CONTRACT. NO PAYMENT WILL BE MADE ON A CONTRACT WITH AN EXPIRED INSURANCE CERTIFICATE(S).

3/16/00

Form #19A