

**PORTSMOUTH SCHOOL DEPARTMENT
Portsmouth, NH
REQUEST FOR QUALIFICATIONS**

**To Provide Additional Counseling Services to Students
By Entering into a Room Use Agreement**

JULY 2014

**PORTSMOUTH SCHOOL DEPARTMENT
REQUEST FOR QUALIFICATIONS
COUNSELING SERVICES FOR STUDENTS**

Sealed statements of qualifications, plainly marked “RFQ 08-15, “Request for Qualifications for Counseling Services for Students” for the Portsmouth School Department addressed to Stephen Bartlett, Business Administrator, 1 Junkins Ave., Suite 402, Portsmouth, NH 03801 will be accepted until **1:00 PM on Friday, July 18, 2014**.

Scope of Work: The City of Portsmouth’s School Department is soliciting qualification statements from an individual, firm or firms interested in assisting the School Department to provide student support services on a consistent schedule to one or more of the schools located in SAU # 52; the provider must be available to provide the service for a minimum of one day per week.

Submittal requirement may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <http://cityofportsmouth.com/finance/purchasing.htm>

Requests for additional information should be directed to Amy Donovan, K-12 Guidance Department Chair at (603) 436-7100 or by e-mail at adonovan@portsmouth.k12.nh.us. The deadline for questions and requests for additional information is **4:00 PM on Monday, July 14, 2014**. Addenda to this RFQ, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The Portsmouth School Department reserves the right to reject any or all submittals, to waive technical or legal deficiencies, and to accept any submittal that it may deem to be in the best interest of the Portsmouth School Department.

I. INTRODUCTION

The Portsmouth School Department located in Portsmouth New Hampshire, hereafter referred to as SAU # 52, is interested in providing additional counseling services to children. SAU # 52 seeks to provide office space and an opportunity for 3rd party providers to offer such services in order to make available additional counseling support to students.

To this end, SAU # 52 is seeking to engage an individual, firm or firms to provide students with an opportunity to access counseling services during the school day.

The successful individual or firm will have a demonstrated ability to:

- a. Provide services at one or more schools for a minimum of one day per week
- b. Provide services for a minimum of one year
- c. Demonstrate successful experience with child, adolescence and family therapy
- d. When applicable, provide access to psychiatric services
- e. Provide evidence of liability insurance
- f. Undergo NH DOE background check
- g. Accept and process insurance coverage including Medicaid coverage
- h. Be responsible for own administrative costs
- i. Otherwise, meet the terms and objectives of this RFQ

II. ANTICIPATED SCOPE OF WORK MAY INCLUDE:

- a. SAU # 52 will provide office space for qualified, selected 3rd party individuals or firms to provide additional counseling services as an independent provider for students enrolled in the Portsmouth School Department for a minimum of one day per week throughout the 2014-15 school year.
- b. Provide additional counseling services to children enrolled in the Portsmouth School Department.
- c. The provider will be responsible for its own administrative costs and for accepting and processing insurance coverage, including Medicaid coverage.
- d. When applicable; provide access to psychiatric services.

III. QUALIFICATION SUBMITTALS:

All responses to this RFQ must be received in a sealed envelope and clearly marked “*Request for Qualifications to Provide Additional Counseling Services*” by 1:00 PM on Friday, July 18, 2014 to be eligible for consideration.

Proposals shall be submitted to:

Stephen Bartlett, Business Administrator
Portsmouth School Department
1 Junkins Avenue
Suite 402
Portsmouth, NH 03801

Submit five (5) copies of the Qualifications Submittals.

IV. SUBMISSION, QUESTIONS and ADDITIONAL INFORMATION

Requests for additional information should be directed to Ms. Amy Donovan, K-12 Guidance Department Head at (603) 436-7100 or by e-mail at adonovan@portsmouth.k12.nh.us. The deadline for questions and requests for additional information is 4:00 PM on Monday, July 14, 2014. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth website under the project heading in the form of an addendum. If it becomes necessary to revise any part of the RFQ, an addendum will be posted to the City's website. Proposers are responsible for checking the website for updates.

The City assumes no responsibility or liability for costs incurred by firms in responding to this RFQ.

V. CONTENT FOR QUALIFICATION SUBMITTALS

Firms shall provide the following in their submittal:

- a. Letter of Transmittal including contact information
- b. Executive Summary outlining the individual or firm's ability to meet SAU 52's goals and anticipated scope of work
- c. Brief organizational profile, including background and experience of the firm
- d. Resumes of key personnel who will be assigned to this work; and
- e. Previous project summaries, including reference contact information, that are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included

In order to facilitate evaluation of the proposals, individuals or firms are instructed to be concise and to follow the outline in responding. Submittals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional detailed information may be annexed to the submittal.

VI. SUBMITTAL EVALUATION AND SELECTION

Individual or firms will be evaluated and ranked based on:

- a. The individual or firm's responsiveness to the RFQ (format, capabilities, approach, clarity, etc.)
- b. The qualifications and experience of personnel committed to the work; and
- c. The firm's demonstration of the ability to successfully structure and maintain additional counseling services that meets the terms and objectives of this RFQ

The highest ranked individuals or firms (2 – 5 firms) may be invited to interviews and/or to submit proposals based on a defined scope of work.

VII. RESERVATION OF RIGHTS

The Portsmouth School Department reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the School Department.

The Portsmouth School Department further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the individual or firm and to evaluate its submittal. Individual or firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the Portsmouth School Department.