

 <p><b>Berkeley</b> PUBLIC SCHOOLS Berkeley Unified School District</p>	ADDENDUM B
	Mental Health Needs Assessment
	Date: Feb 24th 2023

**ADDENDUM TO BID DOCUMENTS**

**The following clarifications are provided based on questions received or changes in District requirements and must be added/considered when completing your submittal:**

<b>question</b>	<b>answer</b>
I would like to confirm that the Proposal Questionnaire that begins on page 13 of the RFP is a complete copy, and that the first question on that form is entitled "I. Description of Bidder's Organization." I am attaching a copy of the RFP so you can see what I am seeing.	This is the complete copy of the proposal request. Please share a description of your organization, and tell us how you plan to conduct the needs assessment, and analyse the data, make programmatic suggestions and share them out.
On page 2, under the definition of "Proposal," it states that a proposal consists of items a - f. This list of items is inconsistent with items listed on page 6 under Proposal Preparation, items 1-5 (of which #5 has been stricken via addendum). Could you please clarify which items are required for this RFP?	On page 6 under "Proposal Preparation," item #1 includes all of the items listed under Proposal on page 2 (items a-f).
On page 7, the RFP states that "[i]n order to preserve uniformity and to facilitate the award of Contracts, no proposals will be considered unless made upon forms furnished by the District." If the complete forms are included with this RFP, could you please clarify where we would include narrative regarding approach, experience, and design, etc.?	Please attach your narrative regarding approach, experience and design. Please share who you are and what and how you conduct your needs assessment. That narrative can be at the end of the proposal, or attached separately.
On page 8, under Contract, it states "The successful Proposer(s) will be required to sign the District's standard contract for services. A copy of the contract is attached and must be signed and returned with the proposal." Would a statement from a Principal of our organization stating that our organization is taking no exceptions to the standard contract be sufficient to satisfy this requirement?	All contracts with BUSD must be completed using the BUSD contract template.

<p>Has a similar assessment been done previously in BUSD? If so, can the findings be shared?</p>	<p>Yes, we have a study conducted in 2015, of the whole district, and a slightly more recent site specific study of BHS. Both will be available and our hope is that our selected agency will build on that data, to conduct a deeper dive into what we currently have, what we need, and creative methods of program creation.</p>
<p>Will the selected contractor need to complete an IRB process or other additional data security processes?</p>	<p>No, the selected contractor will not need to complete an IRB process or other additional data security process beyond what is stated in the BUSD contract template.</p>
<p>Will the District support with participant recruitment through existing communications channels?</p>	<p>Yes, we will support participant recruitment and we have suggested stakeholders to interview.</p>
<p>Are there any guidelines around page limits or word counts for the “proposal summary and timeline for the work”?</p>	<p>No</p>
<p>Does the District have any requirements or preferences around having clinicians on the project team?</p>	<p>We are looking for an agency that has clinical expertise, and a deep understanding of providing mental health and SEL programming in a public school.</p>
<p>Can you say more about what is meant by “level of granularity of the data” in the description of scope of work?</p>	<p>BUSD currently does not have a fully integrated, consistent and coherent approach to mental health programming K-12. We need your expertise to assess our students' current social-emotional needs, evaluate the services we currently offer and make data-based suggestions for creative programming moving forwards, ideally with some suggestions for funding to develop and execute your recommendations.</p>
<p>Given the short timeline between project award and the end of the school year, is the District open to a timeline that includes completion of data collection by the end of the school year, with results to be finalized, shared, and disseminated over the summer?</p>	<p>Please outline your ideal timeline and we will take that into consideration in our decision.</p>
<p>Will the data collection tools (including surveys, focus group and interview guides) need to be reviewed or approved by the District before data collection begins?</p>	<p>Yes. Our grant has a Governance Board to review your data collection tools and our district has a BREA department that provides oversight on data collection.</p>

<p>The RFP asks for proposers to include “A description of identified trends” - what trends is this referring to?</p>	<p>Current trends around mental health needs and provision. For example, common emotional challenges our youth are experiencing, and national trends around a shortage of counselors.</p>
<p>What current systems exist (and could be used) to collect data within the school district that we could have access to? For example those that offer data on:</p> <p>Discipline</p> <p>Attendance</p> <p>Health and mental health</p> <p>Culture climate</p> <p>Other city agency</p> <p>Medical data</p> <p>SPSA (School Plan for Student Success)</p>	<p>Our district uses Illuminate and Infinite Campus. We could use these systems to get data on discipline, attendance and medical data. Health and mental health is not consistently tracked; each school has unique methods to track these needs. Culture and climate can be addressed by our Teacher on Special Assignment for Culture/Climate, and by meeting with each school's Positive Behavior and Intervention Support teams. We have relationships with a number of city and non-profit agencies who provide mental health services via MOUs and also without MOUs. For example, Youth and Family Services, BACR, and Child Therapy Institute all have MOUs and provide services in our schools. We also have students/ families who access BYA, Family Paths, Better Way and other non profits in the community.</p>
<p>Will school system partners support data collection in terms of obtaining needed consents or will this be expected of the consultant?</p>	<p>We can collaborate on collecting some of the data, for example data that is in our system, and would also expect the consultant to obtain the needed consents for additional data collection.</p>

