



**PrairieCare**  
*Child & Family Fund*

**REQUEST FOR PROPOSAL (RFP)**

**2<sup>ND</sup> GRANT AWARD FOR SCHOOL DISTRICTS  
SUSTAINABLE MENTAL HEALTH PROFESSIONAL EDUCATION INITIATIVE**

OCTOBER 15, 2017

PRAIRIECARE CHILD & FAMILY FUND  
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## 1. Summary and Background

The PrairieCare Child & Family Fund is accepting grant applications for funding to support mental health training and programming for local school district staff, professionals and/or students. Eligible applicants may include public school districts, private schools, charter schools and other non-profit entities that have a primary purpose to support or provide educational services to youth in Minnesota (hereafter referred to as “local school district”). Previous applicants are encouraged to re-apply.

The total award amount for 2018 is up to \$100,000, divided among one or more proposals. Grantee(s) will be expected to utilize the awards to increase awareness of mental illness and to promote early identification and intervention of youth who may need treatment.

The purpose of this application process is to solicit proposals from various school districts, to conduct a fair and extensive evaluation based on criteria listed herein, and to select school districts who have the best plan for helping the most children and families based upon the quality, efficiency and sustainability of the proposal.

The PrairieCare Child & Family Fund awarded \$80,000 in grants to five school districts for implementation of mental health training and programming during the 2017-2018 school year: Lakeville Area Public Schools, Nevis Public Schools, Rochester Public Schools, South Washington County Public Schools and School District 622 (North St. Paul-Maplewood-Oakdale).

The PrairieCare Child & Family Fund is a 501(c)(3) non-profit with a mission to improve the health and well-being of children and families in our communities. Founded in 2016 by compassionate clinicians, community advocates and legislators, the Fund is established to increase awareness of the availability of mental health services, advocate for those in need, educate professionals and create opportunities within our communities to advance the delivery of health services.

We believe that Minnesota has the best tools, resources, training programs, and research initiatives available to make the world’s best health care available. However, an all too common failure to align services and interventions has led to the failure to identify and treat many suffering in silence

The PrairieCare Child & Family Fund is dedicated to addressing these problems and gaps in health care delivery, both in words and in action. We are working with community partners to break down barriers, raise awareness and make a positive difference for the children and families in all our communities for generations to come.



## 2. Proposal Guidelines

This Request for Proposal sets forth requirements for an open and competitive process. Proposals will be accepted until 5pm CST March 2, 2018. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the school district submitting the proposal.

If the school district submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work in a good-faith estimate. Any proposals which call for outsourcing or contracting work must include a name and description of the organization and service(s) being contracted. Expenditures by the school district, including expenditures incurred by outsourced or contract work, may not exceed the amount of the award.

Contract terms and conditions will be negotiated upon selection of the winning applicant for this RFP. All contractual terms and conditions will be subject to review by PrairieCare Child & Family Fund legal consultant and will include scope, budget, schedule, and other necessary items pertaining to the project.

Proposals can be emailed to [nburton@prariecarefund.org](mailto:nburton@prariecarefund.org) by the deadline. The submission must include a title page with applicant contact information for any questions. It must have a table of contents and clearly delineated sections and page numbers. Any figures or tables must be clearly labeled. References to any appendices must be clear and in a separate section at the end. The timeline for the submission and review process is:

1. All proposals in response to this RFP are due no later than 5pm CST March 2, 2018
2. Evaluation of proposals will be conducted until March 23, 2018. If additional information or discussion is needed with any applicants during the evaluation period, the applicant(s) will be notified.
3. The selection decision for the winning applicant will be made no later than March 30, 2018.
4. Notifications to applicants who were not selected will be completed by April 6, 2018.
5. Implementation timeline of winning proposal must be no later than October 1, 2018.

\*The aforementioned timeline is subject to change at the discretion of the PrairieCare Child & Family Fund.



## 2. Award Purpose, Description and Scope

The PrairieCare Child & Family Fund is seeking partnerships with local school districts who can help advance the mission and vision of the PrairieCare Child & Family Fund by increasing awareness of the prevalence of mental illness in schools. Educators are the “front lines” for interactions with our youth and are uniquely positioned to 1) Identify youth who may be at-risk or are presenting symptoms of mental illness, and 2) Empower all youth to manage their mental illness and practice healthy habits to improve their overall mental health. Training educators and professionals in the area of mental health increases the likelihood students with mental illness will be identified earlier. Providing school staff the tools they need to identify students in crisis will help these youth succeed. Comprehensive transition planning back to school following mental illness treatment reduces the possibility of additional referrals.

With a Twin Cities metro population of nearly 2.82 million residents, it is estimated nearly 136,000 of our youth may be experiencing diagnosable symptoms of a mental illness. It is estimated that nearly 27,000 could develop symptoms that require intensive treatment if not identified and addressed early. Shockingly, studies have shown only 25% to 35% of children and adolescents suffering from a psychiatric disorder will receive treatment. Researchers at the National Institute of Mental Health have found that half of all lifetime cases of mental illness present before the age of 14. Mental health education and awareness provides critical tools to staff to strengthen the network of prevention and intervention to our students. The engagement of staff in this area and support from school districts is crucial in establishing a foundation for a successful learning.

This grant encourages school districts to design mental health education programs that leverage both internal and external resources. Contracting with third parties or using technology such as tele-video and online coursework are examples of methods that have the potential to educate staff on mental health. Training programs, whether conducted internally or by sending staff to external training programs and sharing knowledge among colleagues, must be practical and create noticeable improvements in staff competencies in mental health. The use of creative tools and innovation, as well as the inclusion of as many staff as possible while not compromising quality, is strongly encouraged. All proposals should be balanced with a focus on in-depth specialist knowledge to better equip staff with the tools they need to help students who may have a mental illness.

The scope of this project should include not only the proposed educational activities within the school district, but also anticipated impact(s) within the educational milieu and/or the greater community. The proposal should describe the impact of the program by illustrating the depth and breadth of staff and professional involvement, how many students and families may be directly impacted, and reflect the individuals and agencies involved in the program and how their contributions will help address the purpose.



### **3. Required Proposal Contents**

Responses to this RFP must consist of all of the following components. Each of these components must be separate from the others and uniquely identified and labeled:

1. Proposal Cover Sheet
2. Table of Contents
3. Executive Summary
4. Description of the School District
5. Project Goals and Objectives
6. Sustainability
7. Implementation Plan and Timeline
8. Evaluation Plan (including ongoing measurements)
9. Budget Proposal
10. Contact Information and signature from organization representative
11. Appendix (If applicable)



#### 4. Budget

The total award amount may be up to \$100,000 for this grant. Awards may be made to one or more school districts, but the total amount of all awards shall not exceed \$100,000. If multiple awards are made, no school district will receive more than the amount of their individual award. The total amount of any award is at the discretion of the PrairieCare Child & Family Fund. Budget proposals shall be made in good-faith with the understanding that certain expenses (in particular third-party contracts) may be in flux until finalized. Any or all components of estimated budgets may be approved and finalized in contract discussion. All proposals must include an estimated budget that will include, but not be limited to the following:

- Learning materials (i.e. books)
- Third-party professional services/training
- Tuition
- CEU fees
- Technology & Equipment
- Curriculum
- Travel expenses:
  - Mileage
  - Lodging
  - Meals

NOTE: All costs and fees must be clearly described in each proposal.



## 5. Proposal Evaluation Criteria

The PrairieCare Child & Family Fund will evaluate all proposals based on several areas and has sole decision-making authority on the winning award. To ensure maximum consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall proposal suitability:** A proposed program must meet the scope and needs included herein and be presented in a clear and organized manner.
- **Experience and capabilities:** Applicants will be evaluated on their experience as it pertains to the scope of this project.
- **Creativity and innovation:** Applicants will be evaluated on their proposals inclusion of creative and innovative ideas and solutions.
- **Value and cost:** Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project. This should include practical ways to measure the value of the proposal.
- **Overall impact and sustainability:** Applicants must provide a clear description of the impact that their program will have on the community. Both the quality and size/scale of the impact are equally important. It is also important that this program have a sustainable and lasting impact.

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