

Questions for RFP #251-25-269 – Evaluation of Mental Health Matters Initiative

Reference	Vendor Question	Answers
Background, p. 4	Has WCPSS previously worked with an external evaluator (vendor) as part of developing the Mental Health Matters initiative or planning this evaluation?	Not for the Mental health Matters initiative, but we have for our School Based Mental Health Pilot.
Scope of Work, p. 4	The RFP indicates that a project logic model is attached as Appendix A but we did not see a logic model attached. Would it be possible to share the logic model or any additional information about the Mental Health Matters initiative?	There is no Appendix A. That should have been deleted from the RFP document prior to posting.
Cost Proposal, p. 7	Is there a suggested or maximum budget for this evaluation, either total or per year?	Not that we will share at this time.
Scope of Work, p. 5	Can we have a copy of WCPS' grant application to better understand the program components?	<p>Information about the grant application and WCPSS abstract can be located at: https://www.google.com/url?q=https://www.ed.gov/grants-and-programs/grants-birth-grade-12/safe-supportive-schools/school-based-mental-health-services-grant-program%23Current-Year-Awards&sa=D&source=docs&ust=1731451206694248&usg=AOvVaw3UyVaoGKmeTKR3epeJ8J_z</p> <p>A link to the WCPSS application narrative is located at: https://www.google.com/url?q=https://drive.google.com/file/d/1duwyD-Tl8fQy6YK6eC-5p6Jf9nJVzogP/view?usp%3Dsharing&sa=D&source=docs&ust=1731616528520939&usg=AOvVaw0NatHjAGcskbVNwPQ8pfXE</p>
Scope of Work, p. 5	To what extent can meetings and data collection be executed virtually?	Most meetings for this service can be done virtually, but some in-person meetings will be necessary.
Scope of Work, p. 5	Does WCPSS currently collect mental health assessment data on participating students such as Child Trauma Screen tool, Youth Risk	The vendor would have access to any data sets that we currently use for support of the NCDPI Mental Health Plan We do participate in the Youth Behavior Risk Survey

	Behavior Survey, Teacher-Child Rating Scale, etc.? If so, will the vendor have access to this data with appropriate IRB approval?	
Attachment B, p. 16	Is there an MBE/WBE requirement? If so, what % of the budget?	No. This information is for data collection purposes only.
Proposal requirements, p. 6	Will the Vendor be penalized for exceeding the page numbers?	No.
	Do you have a list of bid takers so I can possibly partner with another person?	No.
	Are you open to out of state vendors? If so, are there additional or alternate forms required?	The preference is to have a local vendor since some meetings will be in-person.
	I have a MBWE and HUB certification in Texas. Will you recognize those certifications?	All vendor MBWE and HUB information will be noted. This information is for data collection purposes only.
	Where can I find out more information about the Mental Health Matters Initiative services in (WCPSS)?	This grant was just awarded and is in the process of being developed for implementation in WCPSS. Information about the grant can be located at: https://www.ed.gov/sites/ed/files/2024/03/SBMH-Brochure_FY24.pdf
	Does that budget for these services include participant incentives?	No.
Scope of Work, p. 5	Can the following data be collected virtually? - Surveys - Interviews - Focus groups	Yes.
Scope of Work, p. 5	Can the following dissemination activities be conducted virtually? - Formative meetings with the project director - Summative findings presentation	Yes.
Scope of Work, p. 5	Is the agency required to reissue this work for bid after the first three years of the evaluation, or will the selected vendor be selected for the entire five years (contingent on available funding)?	Another Request for Proposals is required after the first three years.

Scope of Work, p. 5	Who are the essential partners with whom the vendor should plan to share formative findings?	The WCPSS Counseling and Students Services Department and senior leadership in the school district including the Assistant Superintendent of Student Support Services. Other partners may be added as needed.
Scope of Work, p. 5	To collect data from students as suggested in the RFP, does the district require active or passive consent for students to participate in surveys or focus groups?	Active consents are required.
Scope of Work, p. 5	How many community partners should be included in the respondent group and what is the nature of their relationships with the school district?	The exact number is not known at this time, but may include groups that have a connection to the services being provided such as external health and mental health providers, advocacy groups (i.e. NAMI) to name a few.
Scope of Work, p. 5	To facilitate survey administration and scheduling interviews, will the selected vendor be provided with emails addresses for school administrators, staff (e.g., counselors), and teachers?	Surveys likely will be sent by a WCPSS representative through the WCPSS email system as needed with links to arrange for scheduling interviews or focus groups.
Scope of Work, p. 5	What role will the Wake County Project Director play in facilitating contact between the selected vendor and essential partners for: - Establishing data sharing agreements - Data collection - Reporting	The WCPSS Project Director will play a central role in facilitating connections. There will be a Program Manager who will coordinate this work.
Scope of Work, p. 5	Regarding the condition that the selected “vendor should also plan to share formative data regularly with essential project partners (including the Project Director)”, does the agency have a preferred timing for these updates? E.g., monthly, quarterly as needed?	That has yet to be determined.
Cost Proposal, p. 7	Should travel expenses be baked into data collection and reporting costs, or listed separately in the budget as expenses?	Travel expenses need to be included in the cost of services and not listed as a separate budget expense.
Qualifications, p. 7 & Insurance, p. 11	What, if any, proof of insurance are prospective vendors required to submit with the proposal (versus upon selection)?	Please refer to Exhibit B in the RFP.