Office on Mental Health

Core Service Agency of Harford County, Inc.

REQUEST FOR PROPOSALS

For School Based Mental Health

Issued by the Office on Mental Health/Core Service Agency of Harford County, Inc. (OMH/CSA)

REQUEST FOR PROPOSAL

Harford County Public Schools

Project Title: School-Based Mental Health

Original Issue Date: July 7, 2026

Period of Performance: 2026-2027 School year. One year, with annual automatic renewal.

Proposal Due Date: ***Via email*** no later than 5:00 p.m. on July 28,2026; services to start 8/31/26 or date to be determined by HCPS.

Submit Completed Proposals to:

Harford County Public Schools
Attention: Christina Alton, LCSW-C
Mental Health Specialist
Phone : 410-809-6243
Fax : 410-638-4341
Email : Christina.Alton@hcps.org

The Harford County Public Schools (HCPS) will accept questions via email regarding the submission of proposals to Christina Alton christina.alton@hcps.org

The Harford County Public Schools will not reimburse any candidate for charges that are incurred in preparation of the proposals or during any stage of the negotiations with HCPS. All candidates are responsible for their own expenses.

INTRODUCTION:

The Harford County Board of Education invites mental health providers to submit a Proposal to implement school-based child and adolescent mental health preventative and treatment intervention services with access to HCPS. The Board of Education, in cooperation with the Office on Mental Health/Core Service Agency of Harford County, is in the process of identifying a public/private mental health agency to provide school-based services. The provider shall be responsible for developing a clinical services program funded by a combination of fee for services, insurance claim reimbursement, or other financial sources obtained by the agency.

Each school will establish a separate Memorandum of Understanding (MOU) between the school and **one or two providers** based on the need of the school.

The agency will operate as an **Outpatient Mental Health Center in Harford County** as defined under the Code of Maryland Regulations of the Department of Health and Mental Hygiene Subtitle 21 (COMAR) and is responsible for all administrative requirements mandated by the regulations for an Outpatient Mental Health Clinic as contained in COMAR 10.21.03, 10.21.16, 10.21.17; 10.21.20 and other applicable codes, requirements and COMAR regulatory ordinances of mental health practice.

The program shall be annually reviewed for sufficiency and shall be subject to annual termination. The following information is provided regarding the scope and requirements of the project.

This RFP is in no way intended to be exclusive and you are encouraged to provide creative solutions in your proposal.

OVERVIEW:

The Harford County Public Schools have an enrollment of 37,902 students attending 55 county schools. The school in this project includes the following:

Roye Williams Elementary School 2025-2026; Projected Enrollment: 465

GOALS:

To provide all students in the identified school an opportunity to access mental health services.

GENERAL CONDITIONS:

Roye Williams Elementary School will:

- Provide the agency with facilities of such extent, quality, and range as will make possible the attainment of the objectives of the Program.
- Ensure that available space on the school premises is established by mutual agreement and made available to the program.
- Provide the agency a single central point of contact for referrals.

The agency will provide, at a minimum, the following services:

- The agency will operate as **an Outpatient Mental Health Center in Harford County** as defined under the Code of Maryland Regulations of the Department of Health and Mental Hygiene Subtitle 63 (COMAR) and is responsible for all administrative requirements mandated by the regulations for an Outpatient Mental Health Clinic as contained in COMAR 10.63.01, 10.63.02, 10.63.03, 10.63.04 and other applicable codes, requirements and COMAR regulatory ordinances of mental health practice and telehealth guidelines.

- Mental health clinician(s) to offer traditional school-based mental health programming serving the student population at large to provide individual, family, group, crisis intervention and consultation services, medication evaluations, diagnostic assessments, attendance at meetings related to students (SST, IEP, etc.), referral to other in-school and community services.

- Operate as a licensed **Outpatient Mental Health Center** and *maintain an office in Harford County.*

- Comply with applicable laws and regulations regarding multidisciplinary teams.

- Provide Clinicians who are sanctioned to provide mental health services under COMAR, Maryland Code – Health Occupations. Every effort should be made to maintain the same clinician(s) in the same school throughout the school year.

- Fingerprint and conduct a background check on all Clinicians. This will be on file with the Agency certifying no convictions for misdemeanors or felonies.

- Malpractice liability insurance for Clinicians in the minimum amount of One Million Dollars ($1,000,000.00).

  General Limits:
  a) $1,000,000 each occurrence
  b) $1,000,000 personal and advertising injury
  c) $2,000,000 general aggregate, and
  d) $1,000,000 products/completed operations aggregate

  Professional Liability:
  a) $1,000,000 each occurrence
  b) $1,000,000 aggregate

  Sexual Abuse and Molestation (SAM):
  Liability policies must include coverage arising from physical and/or sexual abuse or molestation.

  Umbrella or Excess Liability Limits:

The applicant shall purchase and maintain throughout the term of this agreement, its use or occupancy of the Board of Education of Harford County's premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

a) $1,000,000 per occurrence;
b) $1,000,000 aggregate for other than products/ completed operations and auto liability,
c) $1,000,000 and products/completed operations aggregate and including all of the following coverage on the applicable schedule of underlying insurance:
    (1) Commercial general liability;
    (2) Business auto liability;
    (3) Employer's liability.

Workers' Compensation Limits:

The applicant, and their employees, shall purchase and maintain throughout the term of this agreement, or its use or occupancy of the Board of Education of Harford County's premises, worker's compensation insurance, or its equivalent, with statutory benefits as required by any state or Federal law, including standard "other states" coverage, and employer's liability insurance or its equivalent with minimum limits of:

a) $100,000 each accident for bodily injury by accident;
b) $100,000 each employee for bodily injury by disease;
c) $500,000 and policy limit for bodily injury by disease.

- Manage all aspects of billing for clients, including collection.

- Provide all office material necessary to see clients.

- Regularly scheduled supervision for Clinicians from a licensed supervisor.

- Establish a process to panel clinicians with private insurance companies; and make all efforts to serve referred youth with private insurance.

- Obtain parent permission for services and authorization for communication between the school staff and the agency.

- Maintain a positive working relationship with Harford County Public School administration to evaluate efficiency and quality of services. Provide quarterly reports to the Office on Mental Health-Core Service Agency of Harford County regarding caseload and frequency of services; cases discussed with Student Services (SST) /IEP team, as appropriate, with feedback on identified cases.

- Conduct annual Performance Appraisals/Evaluations for its employees based on the clinician's ability and credentialing to meet his/her job description.

- Provide school-based clinician ready access to consultations with a Board Certified (eligible) Psychiatrist or Psychiatric Nurse Practitioner in accordance with applicable regulations.

- Provide one (1) hour direct gratis treatment to a non-billable student for every 20 hours of billable service (for the traditional school-based mental health program).

- Establish contact with referred family or student within 10 school days

- Allow for appropriate staffing to meeting the needs of the school so that referrals are enrolled in a timely manner.

- Submit data as determined to OMH/CSA & HCPS as requested.