WAYNESBORO AREA SCHOOL DISTRICT

Request for Proposal

Mental Health/Social Worker

2026-2027 School Year

I. PURPOSE OF SOLICITATION

This Request for Qualifications Based Proposal (RFP) was advertised by Waynesboro Area School District ("the District") as follows:

Waynesboro Area School District Request for Qualifications Based Proposal (RFP)

Eric Holtzman
210 Clayton Avenue, Waynesboro, PA 17268
717-762-1191 x1131 - eric_holtzman@wasdpa.org

At time of opening, the proposals will be acknowledged, but will not be read aloud nor any information disclosed. Submissions received after the receipt deadline will not be accepted. Proposals will be held in strict confidence until reviewed and a contractor is selected. Upon review of qualifications and award of contract, qualifications will become public knowledge to anyone who submits a request.

Proposals must be submitted in the format required by the RFP and must comply with all applicable minimum qualifications, laws, and regulations. All Proposals submitted are valid for acceptance by the District and may not be withdrawn for a period of ninety (90) days after the actual date of opening thereof.

Following receipt and review of the proposals, interviews may be conducted with the responsible offerors who submitted proposals. The District reserves the right to select for contract negotiations, the responsible offeror whose proposal is determined to be most advantageous to the District. The RFP may be canceled or any or all proposals may be rejected, in whole or in part, when the District determines that it is in their best interest to do so.

Respondents should note that this project utilizes funding from the Pennsylvania Commission on Crime and Delinquency funds, which carries additional Federal requirements as described later in this RFP.

This project is subject to the Pennsylvania Prevailing Wage Law, approved August 15, 1961 (Act No. 442), as amended, and reference is made to the prevailing minimum wage rates applicable to this project which has been promulgated by the Secretary of Labor and Industry.

The District reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted and will be returned to the submitting company unopened. The District is not liable for any cost incurred by any person or firm responding to this RFP. The District reserves the right to reject as non-responsive any submissions that do not contain the information requested in this RFP. Additionally, the District reserves the right to reject as non-responsive any submissions that are not organized and formatted as described in this RFP.

Sealed bids must be submitted to:

KS, Business Office Accounting Manager
210 Clayton Avenue, Waynesboro, PA 17268

Questions regarding this RFP and the program it represents must be submitted in writing to:

Stephanie States
210 Clayton Avenue, Waynesboro, PA 17268
717-762-1191 x1127 - stephanie_states@wasdpa.org

All questions will be answered by email to all parties that have contacted the District with interest in responding. If there is a state or federal mandate to limit in-person meetings due to a pandemic, the district will follow that requirement, which could preclude in-person meetings. Respondents and their agents are not to contact any other administrators or the members of the Board of School Directors. Non-compliance will result in the proposal of the offending firm being rejected as non-responsive.

II. REQUESTED SERVICES

The purpose of this RFP is to identify and implement measures to improve mental health services and support by providing a social worker to support learners at the Middle School and High School.

The focus of this RFP is to enter into a contractual agreement with an agency to provide a social worker to support learners at the Middle School and High School. This individual will work closely with administrators, counselors, and MTSS coordinators to support our learners in overcoming mental health challenges.

The respondent must possess a valid Pennsylvania Social Worker license, a valid Pennsylvania driver's license, and meet all necessary clearance requirements to work within a school setting.

The Respondent is responsible for all certification and documentation of personnel necessary to comply with the laws to perform work in the District and in the Commonwealth of Pennsylvania.

III. SELECTION PROCESS

1) Qualification Evaluation

   Interested Respondents must provide the information required to complete the RFP response. The District will evaluate responses and choose the most highly qualified Respondent based on experience and education. Interviews of one or more respondents may be held at the sole discretion of the District. The determination and selection of the most qualified Respondent will be at the sole discretion of the District following all state and federal purchasing requirements.

2) Final Contract

   Upon selection, the Respondent/Agency will complete a Memorandum of Understanding to contract services for the duration of the contracted time allotted with the grant funding.

IV. SCHEDULE

The schedule below is expected to be followed during the procurement period of this RFP:

Release of RFP:	April 24, 2026
Receive Sealed Proposals:	May 15, 2026 until 12:00 PM
Review by District:	Time for review will be dependent of the grant status
Approval of Selected Vendor:	Time for review will be dependent of the grant status

This is a tentative schedule, and dates are subject to change. Time is of the essence. Late responses will not be accepted and will be returned to the submitting company unopened. The District reserves the right to reject, as non-responsive, any qualifications that do not contain the information requested.

The District is not liable for any cost or expenses incurred in making a proposal or for attendance at any conferences and meetings related to this RFP. If it becomes necessary to revise any part of this RFP, an amendment will be issued to all proposers who notify the District that they have received the RFP and are interested in submitting qualifications. To the extent allowed by law, qualifications will be held in confidence by the District.

V. PROPOSAL EVALUATION CRITERIA

Qualification of all business entities that respond to this solicitation, including any subcontractors to be used, will be evaluated using the following selection criteria.

1) Experience and Qualifications – 20 points

a) Preference will be given to respondents demonstrating strong capabilities, experience, and reputation in undertakings similar to those described in this RFP.
b) Quality of personnel assigned to this project and degree of pertinent experience.

2) Financial Terms/Pricing Structure – 70 points

a) Costs to include providing a licensed social worker with all necessary licenses and clearances to meet this RFP.

3) Other Considerations – 10 points

a) Local experience with references.
b) Legal action information.
c) Other unique qualifications.

VI. FORMAT OF RESPONSE

The responses to this RFP must be completed, **sealed** and returned in the order indicated below with each section divided and tabbed with the appropriate section title. The District may, during the evaluation process, request additional information to supplement and/or clarify the information provided by any respondent.

Any additional information not specifically requested in this RFP must be put in a separate Appendix at the end of the response. Additionally, all supplemental materials not specifically tailored to this response must be placed in the Appendix.

Section 1: Cover Letter

Include a cover letter at the beginning of the submission summarizing the information presented in the qualifications; names, telephone and email addresses of persons authorized to provide any clarification required; and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. Include the name and title of the person(s) authorized to conduct final contract negotiations on behalf of the Respondent.

Section 2: Introduction

- Executive Summary: Provide an executive summary highlighting the Respondent's unique qualifications and capabilities for this project.

Section 3: Personnel

- Attach a listing of all qualified licensed social workers or licensed clinical social workers.

Section 4: References

Provide references of at least three.

VII. FEDERAL REQUIREMENTS

This project is anticipated to utilize funding from the Pennsylvania Commission on Crime and Delinquency. As a result, specific Federal laws, regulations, and requirements shall apply in addition to those under Pennsylvania law. This includes the procurement standards of the Federal Uniform Guidance Regulations, 2 CFR Part 200, Appendix II, which include, but is not limited to, compliance with the following:

1. Specific Contract Termination Provisions
2. Equal Employment Opportunity
3. Davis-Bacon Act
4. Contract Work Hours and Safety Standards Act
5. Rights to Interventions Made by Nonprofit Organizations and Small Business Firms
6. Clean Air Act
7. Federal Water Pollution Control Act
8. Debarments & Suspensions (Executive Orders 12549 & 12689)
9. Byrd Anti-Lobbying Amendment