

Specifications
RFCQ 020-2026
Psychological Services for United ISD Employees

General Information

United Independent School District (UISD) of Laredo, Texas, is soliciting quotations from qualified individuals to provide Psychological Services for the United Independent School District Employees. Services will be recurring and on an “as-needed basis. District reserves the right to recommend one, more than one, or none of the vendors for this proposal. Services will be requested by the UISD Human Resources Department. The District has the right to disqualify any vendor that does not meet the specifications. UISD expects the awarded vendor(s) to provide the full range of services based upon the requirements and specifications listed in this RFP.

Purpose

The primary objective is to conduct psychological assessments, diagnostic evaluations, and develop treatment plans for the identification and management of mental health disorders requested through the Human Resources Department. The objective is to facilitate employees' return to work by ensuring they receive proper diagnoses and appropriate mental health support. The employee population receiving these services includes teachers, administrators, counselors, custodians, security officers, cafeteria staff, transportation staff, and other regular employees of the education entity. Our school district serves a total of 6,000 plus employees who speak both English and Spanish.

Requested Services

Counseling Services **must** be in person – Face-to-Face, and be provided by a licensed mental health professional, and include:

- General Mental Health Support to identified district employees
- **In Person** - Face-to-face counseling sessions to address mental health concerns such as, but not limited to: depression, stress, anxiety, worry, substance abuse, and insomnia.
- Comprehensive psychological assessments, diagnostic evaluations, and developing treatment plans.

Scope of Work

A. Psychological Assessments and Diagnostic Evaluations:

- Conduct comprehensive psychological assessments and diagnostic evaluations to identify mental health disorders.
- Utilize multiple sources of data, including evidence-based assessment tools and techniques, to gather relevant information.
- Administer assessments in both English and Spanish, ensuring cultural competence and sensitivity. Scope of work for counseling and psychological services aimed at promoting mental health and well-being.

B. Treatment Planning:

- Develop individualized treatment plans based on assessment findings.
- Collaborate with employees to establish treatment goals and objectives.
- Select evidence/research-based therapeutic modalities and interventions for each employee's specific needs.

C. Counseling and Therapy:

- Provide individual counseling and therapy sessions to employees as indicated and agreed upon (by employee and therapist) in the treatment plan.
- Utilize evidence-based interventions to address mental health concerns effectively.

- Ensure counseling services are accessible and culturally sensitive to meet the needs of English and Spanish-speaking employees.

D. Return to Work Evaluations:

- Conduct evaluations to determine employees' readiness to return to work.
- Assess employees' progress in treatment and their ability to fulfill job responsibilities.
- Provide recommendations and necessary documentation to support return-to-work decisions.

E. Consultation and Collaboration:

- Collaborate with the HR department.
- Offer consultation on mental health-related matters and provide guidance on promoting employee well-being.

F. Confidentiality:

- Protected by the Standards of Care and by legal mandate (The Health Insurance Portability and Accountability Act- HIPAA Compliant).
- As required by legal mandates, provide confidentiality exceptions, based upon safety determinations, such as the client is a threat to themselves, and/ or reports thoughts of suicide.
- Other confidentiality exceptions include, as mandated by the law, child abuse, neglect, and harm to vulnerable populations (i.e., individuals living with disabilities).

Qualifications and Requirements:

- A minimum of 5 years of experience in providing mental health counseling to adults
- Experience in conducting psychological or diagnostic evaluations
- A master's degree from a state-approved college or university in counseling
- Licensed Professional Counselor or Licensed Psychologist
- Strong foundation and background in various therapeutic counseling techniques that are rooted in evidence and/or research based practices.

Evaluation and Selection:

Proposals will be evaluated on the basis of the following criteria:

- Qualifications and Experience
- Bilingual Capability (English and Spanish)
- Cultural Competence
- Approach and Methodology
- Pricing and Cost-effectiveness
- References and Past Performance
- Timeframe to conduct the evaluation and to clear employees

The school district reserves the right to conduct interviews or request additional information from shortlisted individuals before final selection.

Response Submittals

The statement of qualifications shall address in detail the following:

- Firm name, address, phone number, and person(s) to contact regarding the statement of qualifications.
- Qualifications of each staff member that would be assigned to this engagement.
- Include a proposal on how you plan to implement this program at United ISD.
- Include a detailed cost sheet of the services your company may provide.
- Include documentation to address all evaluation criteria.