

## 1. PURPOSE:

North Penn School District (the "District") is soliciting proposals from qualified firms to provide consulting services on the subject of Behavioral Threat Assessment.

The District is located in the north-central section of Montgomery County, Pennsylvania, and a small portion of the southern central Bucks County, Pennsylvania and is comprised of the municipal subdivisions of the Boroughs of Hatfield, Lansdale and North Wales and the Townships of Hatfield, Montgomery, Towamencin and Upper Gwynedd, all located in Montgomery County and a small portion of the Townships of Hilltown and New Britain located in adjacent Bucks County, Pennsylvania.

The School District operates thirteen elementary schools, three middle schools, one high school, an alternative education school, a Support Services Center and the Educational Service Center. The District has approximately 12,600 students and 1,900 permanent staff members. Additional information may be obtained by visiting the District's website at [www.npenn.org](http://www.npenn.org)

## 2. SCOPE OF SERVICES:

In collaboration with NPSD staff the selected consultant will:

- 2.1. Perform a strategic review of current North Penn School District practices, policies, resources, organizational structures, and related items in order to identify key gaps relative to leading behavioral threat assessment programs.
- 2.2. Lead the development of a District-wide multidisciplinary behavioral threat assessment program consistent with leading research-based practices by providing recommendations and resources including but not limited to:
  - Organization and makeup of threat assessment team(s)
  - Confidential reporting methods and management
  - Policy language and the formal authority to conduct investigations
  - Process and protocols including guidance for rapid assessment of immediate threats
  - Case documentation and management
- 2.3. Provide training consisting of:
  - Eight (8) hours of on-site basic training for threat assessment team members and key stakeholders. Training should include:
    - An overview on the basic principles of school threat assessment
    - A comprehensive review of the newly formed North Penn threat assessment process
    - Steps for investigating and evaluating threats and other concerning behavior
    - Strategies for managing individuals that may pose a threat of harm
    - Sharing of information amid FERPA, HIPAA and potential Title IX concerns.
  - Eight (8) hours of on-site advanced training for threat assessment team members. Training should include:

- Table-top exercises involving fictitious threats allowing the team to handle specific threat cases from start to finish in order to develop skill with trainer feedback and guidance.
  - Discussion of advanced strategies for interviewing, red flags for deception in interviewing
  - Common problems and solutions in implementing school threat assessment programs.
  - Deliver a written executive summary “hot wash” of observations and recommendations.
- A basic curricula, materials, and documentation for use by North Penn School District to conduct general awareness training for students, staff, and parents.
- 2.4. Provide individual case consultation, if requested, including assessment of threats, development of risk reduction plans, and assistance with ongoing case management.

### **3. DELIVERY OF SERVICES**

- 3.1. Consulting services, with the exception of training, may be conducted on site in the North Penn School District or virtually via phone conference or online web meeting. North Penn will designate a liaison to facilitate communication and coordination between the selected consultant and required District personnel and resources.

### **4. TIMEFRAME**

- 4.1. The successful consultant will be expected to commence work on or about August 1, 2018 and the term of the resultant contract will be for one (1) year. However, the District reserves the right to terminate the engagement at any time, without cause, with sixty (60) days prior notice.
- 4.2. Successful consultant will provide a suggested work-plan / timeline for deliverables.

### **5. QUALIFICATIONS**

The selected consultant will:

- 5.1. Demonstrate subject matter expertise in the field of behavioral threat assessment including leading research based models such as the Virginia Model for Student Threat Assessment and the Federal model developed by the U.S. Secret Service and Department of Education.
- 5.2. Have recent verifiable experience working on actual behavioral threat assessment cases in an education setting and will ideally have experience working with K-12 public school systems.
- 5.3. Have verifiable experience in threat assessment team development and training.

### **6. PROPOSALS**

- 6.1. All proposals and questions regarding this RFP must be e-mailed to Chris Doerr, Coordinator of Emergency Management & Safe Schools, at [doerrcj@npenn.org](mailto:doerrcj@npenn.org). Proposals are due no later than June 4, 2018 at 4:00 pm.

- 6.2. Respondents shall submit a letter which provides an overview of the respondent's offer, as well as the name, title, and phone number of the person to whom the District may direct questions concerning the proposal.
- 6.3. Respondents shall provide a summary of their experience on similar types and sizes of engagements with emphasis on school districts and K-12 educational environments. This summary must include experience in the areas described in Section 2, Scope of Services and Section 5, Qualifications. Respondents are encouraged to provide resumes of persons proposed to work directly with the District inclusive of educational qualifications and previous work assignments that relate to this RFP.
- 6.4. A minimum of three (3) client references, which encompass the areas outlined in this RFP, should be submitted. The client references must include the name of the organization, address, telephone number, individual contact person, contact person email address, the dates services were performed, and a description of the services provided.
- 6.5. All respondents are required to complete and submit a detailed itemized fee schedule, proposed project timeline, and expected schedule of payment to perform all services. A suggested fee response form is attached. Proposed fee schedules for on-site work shall be inclusive of any and all travel expenses. The District is exempt from payment of excise taxes, transportation and sales taxes imposed by the Federal Government and/or State of Pennsylvania. Such taxes must not be included.
- 6.6. All proposals must include a completed copy of the attached non-collusion affidavit.

## **7. EVALUATION**

The following criteria will be used, without limitation and in no particular order of importance, in evaluating proposals:

- 7.1. The consultants technical understanding of behavioral threat assessment and the proposed services as evidenced by their submission
- 7.2. The background and experience of the consultant in providing similar services as well as specific background, education, qualifications and relevant experience of key personnel to be assigned to this project.
- 7.3. Proposed fees and costs, although the District is not bound to select the consultant who proposes the lowest fees. The District reserves the right to negotiate fees with the selected consultant.
- 7.4. Information obtained by the District from references or other clients
- 7.5. Best interests of the District

# RESPONSE FORM

## Main Proposal

Company Name: \_\_\_\_\_

Total consulting hours anticipated for project completion:

On Site: \_\_\_\_\_ hours at \$\_\_\_\_\_ per hour

Not on site: \_\_\_\_\_ hours at \$\_\_\_\_\_ per hour

On-site training fee per day ( 8 hours including travel): \$\_\_\_\_\_

Other costs: \$\_\_\_\_\_

Total project cost: \$\_\_\_\_\_

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## Supplemental Services

Additional program development consulting per hour: \$\_\_\_\_\_

Additional on-site training per half day (4 hours): \$\_\_\_\_\_

Individual case consulting per hour: \$\_\_\_\_\_

**North Penn School District**  
Lansdale, Pennsylvania 19446-3807

**Non-Collusion Affidavit**

**Instructions:**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

**Non-Collusion Affidavit**

State of \_\_\_\_\_ County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

**I state that:**

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

**Non-Collusion Affidavit (con't.)**

5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and employees are not currently under  
under (name of my firm)  
investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material and  
and (name of my firm)  
important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Name)

and

\_\_\_\_\_  
(Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires