

- c. To make referrals to the provider the appropriate WCPS office will be the primary communication conduit between the behavioral health providers and WCPS. WCPS will assist in obtaining consent from the guardian for services to begin and communication to take place.

4. **Service Provider Agrees**

- a. To obtain consent to provide services to students in school that will include permission for communicating with school staff regarding services and student needs. A sample form will be included in the contract agreement signed by both parties.
- b. To provide written reports, results, recommendations and recorded observations to WCPS, as needed.
- c. To participate in school meetings, such as parent conferences and Student Support team, when appropriate and asked.
- d. To provide and complete any data forms needed by the school system for monitoring, evaluation, and coordination of services with other entities.
- e. To provide (as needed) counseling services to students over the summer months at a WCPS facility.
- f. To report to the main office of the school and check in with school staff before providing services.

5. **Procedure For Ordering Services, Billing and Payment Procedures**

- a. WCPS reserves the right to decide when and if behavioral health providers will be utilized and makes no commitment to a minimum or a maximum number of hours or an overall value of work.
- b. Currently, it is anticipated that the provider would provide services approximately twenty-five (25) hours per week. The need could increase or decrease throughout the year depending on student needs and budget.
- c. All work shall be performed at the hourly rate provided on the Form of Proposal.
- d. Hourly rates on invoices shall be calculated in increments of quarter hours.
- e. Rates provided are to be all-inclusive of overhead, profit, administrative fees, direct and indirect costs, travel, and mileage expenses. Separate fees for any of these expenses will not be accepted or reimbursed.
- f. Agencies/individuals shall invoice at least monthly and shall provide, the RFP number, and the WCPS agreement number
- g. WCPS will pay invoices at terms of Net 30 days upon verification of hours worked and receipt of required documentation.