



2998 W. Pearl City Road, Freeport, IL. 61032

REQUEST FOR PROPOSAL

Highland Community College, a comprehensive community college serving approximately 6,000 students in northwest Illinois, is seeking a proposals from qualified providers of mental health services to provide student education, assessment, crisis intervention, consultation, and training services on the Freeport campus.

This document is a Request for Proposal (RFP) for the services described below and does not obligate HCC to accept responses from eligible Providers. The RFP establishes minimum requirements a Provider must meet in order to be eligible for consideration as well as information to be included in the Provider's proposal response. Carefully examine the specifications, conditions and limitations.

CONFIDENTIALITY

Provider's proprietary proposal information will be kept confidential by the Proposal Review Committee and any other involved Administrators or Board of Trustees members until such time as a final decision is made. All proposals and supporting documentation shall become the property of HCC and will not be returned.

PROPOSAL SUBMISSION AND QUESTIONS

Providers shall send via US Post Office mail or hand deliver 3 copies of their proposal to:

Stacey Moore, Executive Assistant for Student Services, Highland Community College

2998 West Pearl City Road

Freeport, Illinois 61032

815-599-3582

Responses to this RFP are due by noon on July 15, 2019. Proposals that do not follow the RFP format, do not include all the minimum requirements specified, including the required documentation, are not submitted by the due date and time may not be considered. HCC retains the right to accept, reject, or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposals in the best interests of HCC.

REQUIRED STATEMENTS

The attached Certification Form and Business Enterprise Act Form must be signed, notarized and returned with your proposal. Failure to do so may result in the rejection of your proposal.

SIGNATURE ON PROPOSALS

Highland Community College requires the signature on proposal documents to be that of an authorized representative of said Vendor with authority to bind the Vendor contractually with respect to this RFP. Each vendor, by making a proposal, represents that the proposal documents and instructions to vendors are part of the specifications.

QUESTIONS

Any questions regarding this RFP should be directed to Liz Gerber, Vice President of Student Development and Support Services at 815-599-3531 or to Executive Assistant Stacey Moore at 815-599-3582. Providers may not contact other Administrators, Board of Trustees members, or employees of HCC without the permission of the above individual.

EVALUATION CRITERIA AND PROCESS

Award criteria may include, but is not necessarily limited, to Provider's:

- Background and experience in performing requested services;
- Availability of resources;
- Proposed cost for services;
- Overall value of services; and
- Competency and responsibility of Provider

After the review of proposal submissions, a review team will consider all of the proposals and may select providers for interview if deemed necessary.

HCC may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more Providers.

Proposals will be valid for 120 days from the date of the submitted proposal.

SCOPE OF SERVICES (BASE PROPOSAL)

Services required include but are not necessarily limited to the following:

- Conduct mental health assessments and provide appropriate referrals to community services;
- Provide crisis intervention counseling;
- Assist students transitioning to a longer-term care plan and provide guidance on sliding fee services or other insurance options;
- As required, provide risk assessment documentation to College official;

- Maintain appropriate documentation, record keeping protocol, and confidentiality of student mental health records;
- Assist with an emergency or campus crisis response according to the College Post-Crisis Support Plan;
- Provide emergency services in the event of a campus crisis;
- Facilitate appropriate access and referrals to therapy and psychiatry services as needed;
- Respond in a timely manner to counseling@highland.edu email and the counseling center phone messages;
- As required, follow the College policy on sexual misconduct and violence with regard to reporting or collaboration with the confidential advisor;
- Facilitate mental health workshops as part of the College First Year Experience Seminar;
- Build rapport with students to reduce stigma and encourage self-initiated appointments;
- Conduct staff in-service training;
- Consult with behavioral intervention team regarding ongoing training needs;
- Attend behavioral intervention team meetings and provide professional input;
- Consult via phone, email, and in person with faculty and staff regarding student behavior concerns;
- Provide input and assistance in the development of anti-stigma efforts

Services would be provided beginning August 19, 2019 through December 13, 2019 and beginning January 13, 2020 through May 13, 2020 at a contracted rate for no less than 8 hours per week and a maximum of 15 hours per week to be determined on a month to month basis. The provider is responsible for billing the College for services on a monthly basis.

DOCUMENTATION TO BE PROVIDED

In addition to the information required in the “attachments” portion of the proposal, Providers should include a document that contains the following:

- Description of the firm;
- Description of firm’s qualifications and ability to fulfill the above mentioned “scope of services”;
- A fee structure and an estimate of any additional expenses that would be incurred by the College;
- Description of how the time and fees would be documented and reported to the College;
- Listing of current insurance policies and amounts;
- Resumes of all providers who would be involved in the project; and
- Provide three non-profit references where Provider has performed similar work

ATTACHMENTS

Attached are the required proposal forms and statements to be filled out completely, signed, and notarized (statements only) and should be accompanied by any supporting material that Provider would like to have considered.