

REQUEST FOR PROPOSALS

PROVISION OF MENTAL HEALTH RELATED SERVICES FOR HIGHLAND COMMUNITY COLLEGE

Issue Date: January 31, 2024

RFP Response Deadline: March 15, 2024

INTRODUCTION AND OVERVIEW

Highland Community College (HCC), a comprehensive community college serving approximately 2,500 students in northwest Illinois, is seeking proposals from qualified providers of mental health services to provide student education, assessment, crisis intervention, consultation, program development and oversight, and training services on the Freeport campus. The provider will assist HCC in progressing toward meeting the Mental Health Early Action on Campus (MHEAC) Act. HCC is inviting responsible Vendors (hereinafter "Contractor" or "Provider") to submit proposals for the provision of mental health related services for Highland Community College. A more complete description of the services sought is provided in the proposal Specifications/Scope of Work of this Request for Proposals (RFP). If you are able to meet these requirements, we welcome a proposal.

This RFP will set forth any evaluation criteria to be used in determining service acceptability. 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.

Highland Community College reserves the right to accept or reject any proposal.

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.

BACKGROUND

Highland Community College is addressing the mental health needs of students as outlined in the Mental Health Early Action on Campus Act and is seeking a provider to implement several aspects of the Act. Additionally, the College is seeking to contract with a provider for the provision of on-campus, face-to-face therapy, evaluation, and referral services on a part-time basis.

SCOPE OF WORK/BID SPECIFICATIONS

Mental Health Early Action on Campus Projects include the following:

- **Peer Support Program** - Develop and implement a structured plan for the provision of a peer support program utilizing student peers to support individuals on campus that follows best practices for peer support as required within the Act and using the selected provider's education, skills, and experience.
- **Mental Health Awareness** - Develop and implement a student outreach plan to raise awareness about mental health and resources available including messaging, social media, group meetings and workshops, and other internal communication tools.
- **Evaluation** - Develop and implement a process for monitoring and evaluation of the programs as identified in the Act, including local partners and linkage agreement service providers.

On-campus Therapy and Referral Services (To be determined - estimated 10 – 20 hours per week) include the following:

- Assist the Behavioral Intervention Team by consulting with the members on cases.
- Provide on-campus, face-to-face therapy and referral services.
- Serve on the expert panel to assist with the identification of and implementation of training, policy review and procedures.
- Coordinate, provide training, and supervise the peer support program and students including weekly on-campus contact, training, and/or oversight during the academic semesters.

Overview and Specifications:

All interested providers are expected to include a proposal that responds to the needs indicated below. If any major changes to the frequency or cost of the program occur during the timeframe of the contract, the changes will need to be agreed upon in writing.

Rationale/Need:

- Implement the peer support program outlined in the MHEAC Act;
- Provide qualified mental health professional to provide program development and oversight for peers;
- Implement awareness program;
- Develop and implement a process for monitoring and evaluation of the programs in the MHEA Act;
- Provide qualified mental health professional to deliver on-campus, face-to-face therapy, evaluation, consultation, and referral services;
- Provide ongoing oversight and supervision for the Peer Support Program

Primary Goals:

- Improved response to student mental health needs as determined by student evaluation.
- Impact student engagement.
- Implementation of the MHEAC Act components outlined in the RFP.

Services Requested (NOTE: Proposals should include a project cost for each project component and timeframe for completion of each project component.)

- **Project Component 1: Peer support program**
 - Understand HCC goals and MHEA Act requirements;
 - Develop or identify and recommend a peer support recovery model;
 - Hire and train peer mentors as described in the MHEAC Act
- **Project Component 2: Student Outreach**
 - Plan a program and calendar of student outreach to build awareness of mental health resources and reduce stigma;
 - Implement the outreach program utilizing peers and other campus resources
- **Project Component 3: Evaluation**
 - Develop a process for evaluation and monitoring linkage agreements, peer support program, and other campus mental health services in compliance with the MHEAC Act
- **Component 4: Counseling Support** (NOTE: Proposals should include an hourly fee for summer 2024, fall 2024, and spring 2025 semesters to include services outlines below. Hours per week expected to be 10 – 20 hours to be determined.):
 - On-campus, in-person provision of evaluation, therapy, and referral services to include 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;
 - Provider coverage of insurance and training for assigned mental health therapist;
 - 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 Title IX and the College policy on sexual misconduct and violence with regard to reporting or collaboration with the confidential advisor;
 - On-going training and supervision of peer support program and participating student employees to include:

- Facilitate mental health workshops as part of the College First Year Experience Seminar and mental health awareness program;
- Supervise and facilitate on-going training for peer team;
- Attend behavioral intervention team meetings and provide professional input;
- Serve on the expert panel to assist with the identification of and implementation of training, policy review and procedures.

INSTRUCTIONS TO VENDORS

Key Dates

The following dates are set forth for informational and planning purposes; however, the Highland reserves the right to change the dates if necessary.

RFP Issued	January 31, 2024
Optional Provider Meeting	February 16, 2024 at 10:00 am CST
Last Day for Questions from Providers	February 23, 2024
Addendum for Response to Questions from Providers	March 1, 2024
Proposals Due	March 15, 2024 at 5 pm CST
Finalist Interviews Conducted	March 22 and 26, 2024
Finalists Selected and Contacted	March 29, 2024
Notification of Selection Sent to Finalist; Contract Discussed	April 8, 2024
Recommendation to Board of Trustees	April 23, 2024
Contract Start Date	May 20, 2024
Contract End Date	May 16, 2025

Providers may attend the optional meeting via Zoom. Click the link below or request the link electronically by contacting Stacey Moore, Executive Assistant at 815-599-3582 or Stacey.Moore@highland.edu.

Join Zoom Meeting:

<https://highland.zoom.us/j/83909730100?pwd=024PnlbOeG9fUpOnbqnCRlQrRoO2rk.1>

Meeting ID: 839 0973 0100

Passcode: 272216

Proposal Format and Requirements

- Cover Letter;
- Operational Plan (including timeline and schedule of progress updates);
- Description of the provider's qualifications and relevant work experience, particularly with college students;
- Summary of why the provider is a good fit for this project;
- Resume of staff assigned to carry out contract duties;
- Total cost for work with budget for each project component 1 - 3;
- Hourly fee and hours per week expected for Component 4;
- Full project cost, as well as breakdown of costs by components (peer support program, student outreach, evaluation, and counseling support);
- Listing of current insurance policies and amounts;
- References (3); and
- Attached Forms

Packaging of Response

Proposal may be submitted by US mail or email, due to the College by the deadline, to include the following information:

- Complete name and address
- Date and Time submitted
- Reference Name/Subject Line for Email: **"HCC Mental Health Services"**

Late Proposal

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.

Proposal Preparation Costs

The costs for developing and delivering responses to this RFP are entirely the responsibility of the proposer. HCC is not liable for any expense incurred in the preparation and presentation of their proposal or any other costs incurred prior to execution of a Purchase Order or Contract.

Third Party Specifications

If it is the intent of the provider that a third party perform any part of this contract, the HCC reserves the right to know the identity of the third party before any contract is awarded. The provider receiving this contract, however, is responsible for meeting deadlines, fulfilling specifications and for the quality and execution of the program.

Minority, Female, and Persons with Disabilities Participation

Highland Community College strives to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Consideration will be given as part of the vendor evaluation and selection process.

CONTACT INFORMATION

The contact identified below is the point of contact for questions regarding the RFP from the date of issuance until the selection of the successful vendor.

Liz Gerber, Vice President/CSSO, Student Development and Support Services
Highland Community College
2998 West Pearl City Rd.
Freeport, IL 61032-9341
Phone: 815-599-3531
Email: liz.gerber@highland.edu

PROPOSAL SUBMISSION

Printed or electronic proposals must be delivered no later than 5 p.m. CST on March 15, 2024.

Submit proposals to:

Highland Community College
c/o Executive Assistant Stacey Moore
2998 West Pearl City Rd.
Freeport, IL 61032-9341

Personal delivery: Stacey Moore, Highland Community College, Marvin-Burt Liberal Arts Center, room M-103

Email: Stacey.Moore@highland.edu

EVALUATION/SELECTION CRITERIA

In evaluating the proposals submitted, HCC will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Purchase price/overall cost is not the only criteria that will be used in the evaluation process. Any award resulting from this proposal will be made to that vendor whose offer conforms to the specifications and it is determined to be the most advantageous, or "best value" to HCC and this project, in the sole judgment of HCC. The selection process will include, but not be limited to, the following considerations and requirements:

- The quality and range of services the provider proposes.
- Prior, equivalent work experience within higher education, preferably in-state and rural experience.
- The ability to provide service in an expedient and efficient manner.
- The provider's overall experience, reputation, expertise, stability, and financial responsibility.
- The extent to which the services meet HCC's needs.
- The provider's ability to assist in meeting the overall goals of the RFP.
- The provider's locale.
- The provider's past relationship with organizational members of HCC, if any.

- The experience of the staff who would work on the project.
- Any other relevant factor that a business entity would consider in selecting a 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.

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.

PROPOSAL FORM

PROPOSAL SUBMITTED BY _____

DATE _____

BASE PROPOSAL

The undersigned agrees to perform at a minimum, all items listed in “Scope of Work” for the sum of:

_____ DOLLARS (\$ _____).

ADDENDA RECEIVED

The undersigned acknowledges receipt of Addenda _____ to _____ inclusive.

VENDOR _____

ADDRESS _____

BY: _____

TITLE: _____

DATE: _____

Certification Form

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Pertaining to the proposal for: _____

I/We as the Provider certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the "Criminal Code of 1961".

I/We also hereby certify that we conform to the current rules and regulations of the Illinois Fair Employment Practices Commission and comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission.

I/We also hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

Name of Provider

Title

Date

Business Enterprise Act Form

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Provider may qualify as a business owner as defined in the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act under the following criteria. Check all boxes that apply (if Provider does not qualify, check “Not Applicable”):

- ☐ Female: shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender
- ☐ Person with Disability: means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled
- ☐ Minority Person: shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Hispanic or Latino
 - ☐ Native Hawaiian or Other Pacific Islander
- ☐ Not Applicable

Certifying Organization (if Provider does not qualify, check “Not Applicable”)

- ☐ DCMS (Department of Central Management Services) Business Enterprise Program
- ☐ Other (Please Explain)_____
- ☐ Not Applicable

Name of Provider

Title

Date