

Winnebago County Mental Behavioral Health Advisory Committee Request for Proposal

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1. Introduction

1.1. Purpose of the Request for Proposal

This Request for Proposal (RFP) invites prospective consultants to submit a proposal to provide consulting service to review and develop an approach to address access and coordination of behavioral healthcare in Winnebago County.

1.2. Scope of Work

The chosen consultant will be expected to review the behavioral health needs and services of Winnebago County as outlined by the Winnebago County Community Mental Health Board to determine a best practice fit including financial investment and sustainability for the coordination and access to mental/behavioral health services in Winnebago County.

Deliverables within the scope of work:

1. Review the existing data regarding the behavioral health needs and services of Winnebago County.
2. Render an opinion regarding the access and coordination needs of the region.
3. Research and recommend potential solutions based upon best practices in other communities to address the needs in items 2 above.
4. Provide a framework for implementation of the solution(s) identified, including a timeline for the implementation of the model(s) recommended.
5. Determine data collection tools/systems necessary to support coordination.
6. Identify cost modeling and sustainability of the frameworks/models proposed for consideration.
7. Identify public policy and regulatory implications of the proposed solution(s) for those involved.
8. Develop outcome measures to be used to assess the efficacy of the model(s) post implementation.

1.3. Confidentiality

Consultant will maintain confidentiality of all information provided through this RFP. Any communication regarding this RFP and its scope of work shall be through the designated contact for the Winnebago County Mental and Behavioral Health Advisory Committee.

2. Vendor Instructions

2.1. Background

Winnebago County has identified mental/behavioral health as a health priority through its Community Health Assessment (CHA) and Community Health Improvement Plans (CHIP) for over twenty years. In 2020, residents of Winnebago County supported a sales tax referendum (½ cent) to fund mental/behavioral health services in Winnebago County. The Winnebago County Community Mental Health Board (WCCMHB) was established by county ordinance and operates pursuant to the Illinois Community Mental Health Act, 405 ILCS 20/0.1.

The Advisory Committee for Winnebago County Mental and Behavioral Health was convened by the Mayor of the City of Rockford and the Chairman of the Winnebago County Board and is comprised of operational leads for the major health systems, mental/behavioral healthcare providers,

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advocacy, first responders, and government. The goal of the Advisory Committee is to identify gaps in the delivery of mental/behavioral health services, identify the root cause of the gaps, and recommend long-term sustainable solutions in alignment and support of the WCCMHB.

Members of the Advisory Committee include:

- City of Rockford
- Community Foundation of Northern Illinois
- Crusader Community Health
- Mercyhealth
- UI Health/Mile Square Health Center
- National Alliance on Mental Health
- OSF Healthcare – St. Anthony Medical Center
- Rockford Fire Department
- Rockford Public Schools
- Rockford Regional Health Council
- Rosecrance Health Network
- University of Illinois College of Medicine – Rockford
- UWHealth Northern Illinois
- Winnebago County Health Department
- Winnebago County Mental Health Board

The mission of the [WCCMHB](#) is to *plan, implement, and monitor a system of mental health and substance use services for Winnebago County residents suffering from serious mental illness and substance use. WCCMHB distributes sales tax proceeds to provide services to individuals whose illnesses prevent their functioning in age-appropriate social roles.*

The WCCMHB has adopted the Community Support System (CSS) Framework for planning and funding services in Winnebago County. The WCCMHB, as the funding entity for mental and behavioral health in Winnebago County, has developed a strategic plan using the Community Support Systems (CSS) Framework. Through its analysis of the strategic plan by the Advisory Committee has identified gaps in the areas of coordination and access.

Communities throughout the United States are working to address mental/behavioral health using a variety of models and strategies for intake into services, screening for the most appropriate mental/behavioral health interventions, crisis care, and coordination among multiple mental/behavioral health service providers. The consultant should review the available data on models and strategies for applicability and fit to Winnebago County including effectiveness of the model/strategy in addressing mental/behavioral health, professional workforce necessary to implement the model/strategy, and initial financial investments and ongoing financial costs associated with the model/strategy. The consultant will provide a final actionable recommendation on overall strategy including projected financial costs.

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2.2. General Instructions

2.2.1. Submission of Proposals.

- 2.2.1.1. Proposals shall be submitted electronically to the following email address:
dross@cfnil.org.
- 2.2.1.2. Proposals must be received no later than **July 31, 2024; 5:00 PM CST**.
- 2.2.1.3. Consultant is responsible for ensuring that their offer is received in accordance with the instructions stated herein. Late proposals will not be considered.
- 2.2.1.4. The proposal must be signed by an authorized officer of the company who is legally authorized to enter into a contractual relationship in the name of the company.
- 2.2.1.5. The Advisory Committee reserves the right to award the contract to the most responsive, responsible bidder whose proposal is determined to be in the best interests of the Advisory Committee and the WCCMHB.
- 2.2.1.6. The Advisory Committee is not bound to accept any proposal and reserves the right to terminate the selection process at any time prior to contract award without incurring any liability to consultants.

2.2.2. Timeline for Completion

The selected consultant will have 90 days from award of contract to complete the work defined in this RFP.

2.2.3. Use of Subcontractors

Consultant may choose to use subcontractors to assist in the development and provision of the proposal deliverables. Subcontractors should have the necessary skills and expertise to support the work. Selected consultant is responsible for vetting the credentials of the sub-contractor and reimbursing them.

2.2.4. Reimbursement

Consultant should provide a budget of costs associated with the scope of work including identification of any subcontractors. Costs of preparing the proposal and of negotiating a contract for services are not reimbursable. Reimbursement for legislative lobbying is strictly prohibited in this RFP. The total amount of the award will be reimbursed when the final product addressing the Scope of Work has been delivered to the Advisory Committee.

2.2.5. Disqualifications

All bidders found to have a conflict of interest shall be disqualified from consideration. A bidder will be considered to have a conflict of interest if a bidder is employed by or has any financial interest in any of the members of the Advisory Committee as outlined in section 2.1.

2.2.6. Compliance with Laws

Selected contractor must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders. Contractor must be authorized to do business in the state of Illinois.

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2.2.7. Insurance

Selected contractor shall maintain General Liability, Auto Liability, and Worker's Compensation Insurance. Minimum limits of liability shall be:

Auto	\$1,000,000	Combined Single Limit; per occurrence
General Liability	\$1,000,000	Combined Single Limit; per occurrence
Worker's Compensation	Statutory	

2.2.8. Communications Regarding RFP

Questions should be directed in writing to Dan Ross at dross@cfnil.org.

Communications regarding this RFP should not be directed to any of the members of the Advisory Committee or their employees or agents.

2.3. Structure of the Response

2.3.1. General

2.3.1.1. The proposal shall provide the following information:

2.3.1.1.1. A brief description of the consultant's organizational structure and an outline of recent experience on assignments of a similar nature.

2.3.1.1.2. A description of the approach, methodology (including data sources – public and proprietary) and work plan for performing the assignment.

2.3.1.1.3. A proposed structure for ranking and/or identifying strength of recommendations.

2.3.1.1.4. A list of proposed professional staff who will work on the assignment including the position and tasks that would be assigned to each staff member.

2.3.1.1.5. A time schedule showing the time proposed to undertake the activities indicated in the work plan.

2.3.1.1.6. A list of professional membership and affiliations including any offices held.

2.3.1.1.7. A description of the resolution process for any conflicts of interest that may arise while working on this proposal.

2.3.1.2. The proposal shall include all costs associated with the assignment. If appropriate, these costs should be broken down by activity.

2.3.1.3. The proposal shall be valid for 45 calendar days. During this period, the consultant is expected to keep available the professional staff for the assignment. The Advisory Committee will use its best efforts to complete negotiations and determine the award within the validity period. If the Advisory Committee wishes to extend the validity period of the proposals, the consultant has the right not to extend the validity of the proposals.

2.3.2. References

2.3.2.1. A list of references including contact information for work that has been completed by the Consultant regarding mental/behavioral health.