

TOWN OF COLCHESTER, CONNECTICUT



REQUEST FOR PROPOSALS #2022-009

FOR ADOLESCENT COMMUNITY BASED COUNSELING SERVICES

JULY 8, 2022

COMMUNITY BASED COUNSELING SERVICES

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INTRODUCTION

The Town of Colchester is seeking proposals from qualified agencies or Licensed Clinicians to provide Community Based Counseling Services for the Department of Youth & Social Services in accordance with this Request for Proposal.

BACKGROUND AND GENERAL INFORMATION

The Department of Youth & Social Services provides programs and services designed to improve the quality of life for youth, families, and individuals so that they may reach their full potential as healthy members of society.

Our community-based counseling program will support this mission by providing no-cost mental health and substance abuse services to community members. This program is designed to address the growing demand for mental health services amid the shortage of available providers.

SCOPE OF WORK

The Town of Colchester Youth & Social Services Department is soliciting proposals from Mental Health Agencies and Licensed Clinicians to provide community-based mental health services for residents ranging from elementary school age to senior citizens. Services will begin by August 8, 2022, and continue for 60 weeks, 15 hours per week, not to exceed 900 hours. The Town expects to award a contract for a 60-week term with an option to renew based on need and available funding.

PROPOSAL PROCESS

Proposals must clearly articulate how those services identified in the scope of work will be provided, costs for services, and include qualifications, experience, and references for each person who would be involved in performing direct services. **Proposals should not exceed 20 pages including any graphics and/or attachments, and should be submitted as one signed original and two copies.** The services provided, qualifications, experience, and reference portions of the proposals will be weighted more heavily than the costs. Proprietary data or trade secrets should be clearly identified as such in your proposal.

Legal Issues/Conflicts of interest: Proposals should also include for your agency or Licensed Clinician:

- Any violations of Federal, state or local regulations/laws within the past 3 years
- Any pending or current litigation

- Arrangements with other parties that could pose a conflict of interest
- If none of the above applies, then a statement to that affect should be included.

Costs: Proposals should include all costs associated with providing the services described in the Scope of Work. Proposals may include a compensation approach that includes the hourly rate for each individual who would be assigned to the Town of Colchester or a cost by category for all major activities. Your agency or Licensed Clinician's normal compensation method, which may include minimum hourly rates for assigned personnel, should also be proposed. Cost proposals should be included in a separate, sealed envelope marked "Dollar Cost Proposal" (refer to "Submission of Proposals" section below). Cost proposals should specify which fees are proposed on a "not-to-exceed" basis, describe any conditions attached to the fee proposal and explicitly state which costs are included in the fee proposal versus those that are to be reimbursed.

Vendor Qualifications & Experience: Proposals must contain a statement as to qualifications of the proposing agency or Licensed Clinician, identify the primary Clinician and other staff that will be assigned to work with the Town under this agreement, and provide resumes that fully describe their qualifications and experiences. Qualifications include:

- LCSW, LMFT or LPC with at least 5 years' experience working with children, teens and adults

References: Provide the names, phone number, contact person and mailing address of at least three references for which similar services have been provided in the last three years.

EVALUATION OF PROPOSALS AND NEGOTIATIONS

The Town will review all proposals submitted and may select up to three proposals for further evaluation. The final three agencies or Licensed Clinicians may be invited to make a presentation to the Town, at a location to be determined, at no cost to the Town. Based upon this further evaluation, the Town will select the proposal which best fulfills the Town's requirements. The Town will negotiate with that agency or Licensed Clinician to determine final pricing, and contract form. There will be no public opening and reading of bids. Overall responsiveness to the Request for Proposals will be an important factor in the evaluation process.

Proposals will be evaluated on the basis of:

- Agency or Licensed Clinician's overall qualifications and experience the field of mental health
- Qualifications of the proposed primary clinician and other staff members, depth of the agency or Licensed Clinician and experience providing similar services to other entities.
- Agency or Licensed Clinician's legal issues and conflicts of interest, if any.
- Responsiveness to the Request for Proposal process and general provisions, and

understanding of the scope of work as evidenced by the services offered in the proposals and during the evaluation period.

- References.
- Costs.

TENTATIVE SCHEDULE DEADLINES

RFP Released	July 8, 2022
Questions Concerning RFP Submitted	July 15, 2022
Proposals Submitted/Bid Opening	July 29, 2022
Evaluations & Interviews Completed	August 1, 2022
Contract Awarded	August 2, 2022

Submission of Proposals: Proposals are to be submitted to:

**Town of Colchester
Attn: First Selectman's Office
127 Norwich Avenue
Suite 201
Colchester, CT 06415**

Proposals must be submitted no later than **2:00 p.m. on July 29, 2022**. Each proposal must be submitted in the prescribed format in a sealed envelope with the title "RFP 2022-009", Proposal for Community Based Counseling Services", the closing date and time listed on the outside. Cost proposals should be submitted in a separate, sealed envelope labeled "Dollar Cost Proposal – Adolescent Substance Abuse Counseling Services."

Information must be complete and in compliance with the terms, conditions, provisions and specifications of the Request for Proposals. The information requested and the manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the Town reserves the right to declare as non-responsive and reject any proposal in which requested material information is not furnished or where indirect or incomplete answers or information is provided.

Proposals, modifications or corrections received after the specified date and time will not be considered.

Proposals that are submitted electronically, telegraphically, by telephone or by facsimile will not be accepted.

Proposal Postponement and Addendum: The Town of Colchester reserves the right to revise or amend the specifications or any other part of the proposal up to the time set for opening. Such revisions and amendments, if any, shall be announced by addendum to this solicitation.

Copies of such addendums can be found on the Town of Colchester website, www.colchesterct.gov under Business, RFP/RFQ. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as in the opinion of the Town shall enable bidders to revise their proposals. In any case, the proposal opening shall be at least five working days after the last addendum; and the addendum shall include an announcement of the new date, if applicable, for the opening of proposals.

Agency or Licensed Clinician's Investigation: Before submitting a proposal, each Agency or Licensed Clinician shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the Town upon which the agency or Licensed Clinician will rely. If the agency or Licensed Clinician receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the agency or Licensed Clinician from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the agency or Licensed Clinician for additional compensation.

Competency of Agencies or Licensed Clinicians: No proposal will be accepted from or contract awarded to a agency or clinician that is not licensed in accordance with applicable laws, who does not hold a license qualifying agency or Clinician to perform work under this contract, to whom a proposal form has not been provided and who has not successfully performed on projects of similar character and scope.

The Agency or Licensed Clinician shall be required, before the award of any contract, to show, to the complete satisfaction of the Town, that it has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory manner. Generally, Agency or Licensed Clinician history and references are required at a minimum. The Town may make reasonable investigations deemed necessary and proper to determine the ability of an Agency or Licensed Clinician to perform the work, and the agency or Licensed Clinician shall furnish the Town all information requested for this purpose.

Nondiscrimination: The successful Agency or Licensed Clinician shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Colchester.

Hold Harmless and Indemnification: The Agency or Licensed Clinician and its agents and assigns shall defend, indemnify and hold harmless the Town of Colchester including but not limited to, its elected officials, its officers, and agents, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim results from the wrongful, willful or negligent performance of services by the agency or Licensed Clinician during the agency or Licensed Clinician's performance of this Agreement or any other Agreements of the Agency or Licensed Clinician

entered into by reason thereof. The Town agrees to give the Agency or Licensed Clinician prompt notice of any such claim.

Waivers of Subrogation: The Agency or Licensed Clinician and its agents and assigns waives all rights against the Town of Colchester for damages caused by fire, injury or other causes of loss to the extent covered by insurance obtained by the agency or Licensed Clinician pursuant to its Agreement with the Town of Colchester. The Agency or Licensed Clinician's policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, or did not pay the insurance premium directly or indirectly. The waiver requirement includes, but is not limited to, insurance coverage provided by private sector insurers and self-insured corporations.

Insurance: The selected Agency or Licensed Clinician shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A or better. Any and all exceptions must be approved by the First Selectman. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

Sole Practitioners and LLC's shall be required to furnish proof of:

Professional Liability: The amount of this insurance shall not be less than one million dollars (\$1,000,000) per claim with an aggregate limit of three million dollars (\$3,000,000). Contractor agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement and any extensions thereof.

Large agencies and community-based organizations will be expected to furnish proof of:

Excess Liability: Excess/Umbrella Liability for a limit of \$5,000,000 and an extended reporting period of three (3) years following its completion.

Each insurance coverage named above shall provide not less than a 30-day notice of cancellation to the Town. All policies shall be on the occurrence form except for Professional Liability which shall be claims made. All insurance is primary and noncontributory. Any and all exceptions shall be reviewed by the First Selectman.

Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default in the terms and conditions of this Agreement. Termination and/or cancellation of required insurance coverages does not relieve the agency or Licensed Clinician of obligation and/or liability the agency or Licensed Clinician or Licensed Clinician or his agents and assigns may incur under this contract. The agency or Licensed Clinician agrees that such default may be cured by procurement of insurance on behalf of the agency or Licensed Clinician, at the agency or Licensed Clinician's expense, at the Town's

option.

Award: The Town of Colchester reserves the right to reject any and all proposals; to waive any informality in the proposals; and to accept the proposal that appears to be in the best interest of the Town. The Town will be making award to a single agency or Licensed Clinician. In determining and evaluating the best proposal, prices will not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant factors.

Notice of contract award will be made by August 2, 2022 to the agency or Licensed Clinician, whose proposal complies with all the requirements in the Request for Proposals and is found to be the best value for the Town.

The agency or Licensed Clinician shall not commence work under the terms and conditions of the contract until all Certificates of Insurance have been approved by the Town and the agency or Licensed Clinician has received notice of the certificate's acceptance by the Town in writing.

Retention of Records: The agency or Licensed Clinician shall be required to retain any records necessary to document the charges for goods to be provided or services to be performed and make such records available to the Town or its designee for inspection at the Town's request for a period of five (5) years.

Non-Collusion Affidavit: The agency or Licensed Clinician declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the agency or Licensed Clinician has not directly or indirectly induced or solicited any other agency or Licensed Clinician to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any agency or Licensed Clinician or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the agency or Licensed Clinician has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the agency or Licensed Clinician or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other agency or Licensed Clinician, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the agency or Licensed Clinician has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Questions: Questions regarding this proposal, should be submitted no later than July 20, 2022 to: Valerie Geato, Director of Youth & Social Services, by e-mail at: vgeato@colchesterct.gov