



McLean County Health Department
200 West Front Street, Room 304
Bloomington, IL 61701

**McLean County Board for Care and Treatment of Persons with a Developmental Disability
(377 Board)**

Request for Proposals (RFP)

Awarding Agency Name: McLean County Board for Care and Treatment of Persons with a Developmental Disability (377 Board)

Agency Contact: hdfinancialreports@mcleancountyil.gov

Type of Assistance Instrument: Grant

Grant Cycle: January 1, 2023, through December 31, 2023

Posted Date: July 18, 2022

Request for Proposal Range: July 18, 2022, through August 29, 2022

Funding Allocation Available: Up to \$750,000

Invitation to Bid:

Contract funds overseen by the McLean County Board for the Care and Treatment of Persons with Developmental Disabilities (377 Board), hereafter referred to as BOARD, must address service outcomes for clients with a developmental disability, intellectual disability or those deemed at risk of a developmental disability. Individuals with an I/DD that are not eligible to participate in any such program conducted under Article 14 of the School Code, may also receive services. All programming and services must demonstrate an impact on the target population and enhance the overall health and wellness of the target population. Funded programming must utilize best practice standards and evidenced informed/evidenced-based practices.

Please read the entire solicitation package and submit your Proposal in accordance with the instructions. All form and signature areas contained in the solicitation package must be completed in full and submitted along with the proposed budget, which combined will constitute the OFFER.

Funding Focus Areas:

The McLean County Board for Care and Treatment of Persons with a Developmental Disability (377 Board) strive to provide funding toward programs that improve the lives of individuals with an intellectual and/or developmental disability. Programs may offer, but not limited to, education and awareness, preventive services, direct services, information and referral services, coalition building or any combination thereof.

The contract funds overseen by the 377 Board must address service outcomes for participants with a developmental disability, intellectual disability or those deemed at risk of a developmental disability (including developmental delay). Funded programming must utilize best practice standards and evidenced informed/evidenced-based practices.

The 377 Board is inviting non-profit agencies to submit an application (RFP Proposal) for a program that is meeting a community need in supporting individuals with an intellectual and/or developmental disability. These needs can include, but not limited, to the following:

- Supported Employment Programming (transitioning youth and adults)
- Case management that assists the person with accessing community resources, including mental health services, recreational activities, benefits, medical care, etc.
- Teaching in the areas of independent living, community integration, economic self-sufficiency, and self-medication
- Accommodations and equipment to assist residents adjust well to their home environment and participate in community activities
- Teaching self-regulation and coping strategies
- Provide services to residents to address their basic needs, including laundry, food, shelter, etc.
- Pediatric Therapy Services and supports to provide services
- Individual and group therapy
- Interactions with a child and family/caretaker to provide education, intervention, and environmental support
- Autism spectrum disorder diagnostic clinic
- Youth counseling services within home, school, in the community, and/or at agency
- Intensive family support service program to support child(ren) and their family
- Home visitation program using parents as teachers
- Education on trauma as relates to intellectual and/or developmental disabilities
- Education on mental health if diagnosable mental health disorder(s) exist
- Attend school meetings (including IEP/504, teacher/ classroom support and collaborations)
- Wraparound services, navigator system, etc.
- Assist individuals to cope with lifestyle changes as a result of COVID-19
- Provide teaching and support on practicing recommendations to promote safety and prevention of COVID-19
- Assistive technology supports to assist in receiving services that may not be able to receive in person and/or safe to receive in person
- Services that will assist in promoting wellness, healthy mental and physical health, and safety as a result of COVID-19

Eligibility Information

The 5-member Board, appointed by the McLean County Chairman, will accept proposals from qualified non-profit agencies that provide intellectual and/or developmental disability services, hereafter referred to as VENDOR. The funding opportunity is not limited to those organizations or agencies that currently have a contract award from the Board.

Successful applicants must use the following approaches and practices to provide services:

- Vendor shall serve McLean County residents regardless of their ability to pay
- Vendor shall practice evidenced-based assessment and tools for treatment and interventions

Additionally, successful applicants must demonstrate that they have the necessary facility infrastructure (space, telephone resources, technology resources, etc.) to support the proposed program and enough qualified staff, including a qualified supervisor to oversee program infrastructure and function, **at the beginning of the contract period- January 1, 2023.**

Mandatory Requirements

Mandatory Forms:

Email McLean County Health Department Behavioral Health Program Manager at amy.hancock@mcleancountyil.gov for the mandatory forms needed to submit a RFP proposal.

Modifications to RFP Proposal and/or application by McLean County Health Department:

If it becomes necessary or appropriate for the McLean County Health Department to change any part of the RFP, a modification to the RFP will be emailed to Vendors that requested mandatory forms.

Due Date, Time and Address for Submission Offers:

To be considered, proposals must be in the possession of the McLean County Health Department staff at the specified email location by the designated date and time listed below. The deadline will be strictly enforced, without exception. In the event of a dispute, the Vendor bears the burden of proof that the proposal was received by the McLean County Health Department on time at the location listed below.

Submit/ Deliver Offer To:

hdfinancialreports@mcleancountyil.gov

Offer Due Date and Time:

Monday, August 29, 2022, by 11 am (CST)

377 Board Program Presentations:

Each agency will be required provide a presentation and answer Board member questions on each program the agency requests funding. A schedule will be sent to each agency shortly after the due date of applications, including presentation guidelines. The **tentative dates** for the presentations are Wednesday, September 7, 2022, and/or Tuesday, September 13, 2022.

Vendor Questions and Solicitation Contact

Vendor Questions/ Responses:

All questions that pertain to this solicitation, must be in written form and emailed to the Solicitation Contact no later than **Wednesday, August 24, 2022, by 5pm**. Questions received and the respective answers shall be documented in a Frequently Asked Questions (FAQ) document. This FAQ document will be on the same URL as the posting of the RFP document.

Solicitation Contact:

The individual listed below shall be the single point of contact for this solicitation. Unless otherwise directed, do not discuss the solicitation or Proposal, directly or indirectly, with any Board member, McLean County Government employee, or McLean County Health Department employee other than the Solicited Contact. Suspected errors in the solicitation should be immediately reported to the Solicitation Contact.

Solicitation Contact: Amy Hancock

Phone: (309) 888-5526

Title: Behavioral Health Program Manager,
McLean County Health Department

Email: amy.hancock@mcleancountyil.gov

Street Address: 200 W. Front St.

City, State, Zip: Bloomington, IL 61701

Review and Selection Process

The Board will utilize a matrix to grade the content in the Offer. The matrix as a tool in the funding selection process; however, the matrix is not the lone deciding factor in the funding process.

Award Process

After the Board has approved funding allocations for Calendar Year 2023, successful applicants will be notified in writing via email from the McLean County Health Department. However, this email is not equivalent to an agreement with the Board and/or the McLean County Health Department to commence providing services.

Service Agreement:

Successful Vendors will receive a Service Agreement in December 2022. The chosen Vendor agrees to negotiate with McLean County Health Department in good faith to enter into a Service Agreement for the services described in the Offer.

The Service Agreement shall be returned to the McLean County Health Department by the time and date designated by the McLean County Health Department.

The contents of this Request for Proposal shall be considered part of any executed contracts for services. By submitting a proposal for this grant, Vendor agrees to incorporate the requirements of this Request for Proposal into any contract eventually executed with the Board. Where conflict may arise between the terms of any eventual contract and this Request for Proposal/ Invitation to Bid, the terms and requirements outlined in this Request for Proposal/ Invitation to Bid will superseded those of the contract.

Acceptance of Grant:

In accordance with Illinois law governing the award of grants, Board reserves the right to accept or reject any or all proposals for any reason and to award this project to a single agency deemed most beneficial to the Board after completion of review of proposals received.

Withdrawal Disclaimer:

The Board and/or the McLean County Health Department may withdraw this Request for Proposal at any time prior to the actual time a fully executed services agreement is executed.

Public Information

Some information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act. The successful Vendor must recognize and accept that any material marked proprietary or confidential that must be made a part of the agreement may be considered open for public inspection. Price information submitted by the successful Vendor will be considered public.

For applications that are not selected for funding, only the list of those submitting applications will be considered public. Any internal documentation used to determine grant selections will not be considered public information.

Vendor scores will **NOT** be made public. The Board may give applicants feedback about their proposal(s) upon request and at the discretion of the Board.

Equal Employment Opportunity

In the event of the Vendor's non-compliance with the provisions of this Equal Employment Opportunity Clause or the Act, the Vendor may be declared ineligible for future contracts with the State of Illinois or any of its political divisions or municipal corporations, the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Vendor agrees as follows:

1. That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability related to ability, military status or an unfavorable discharge from military status; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with this Part) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin, or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or unfavorable discharge from military service.