


# City of Delaware, Ohio, USA

*Request for Proposal (RFP)*

*for*

# Qualified Mental Health Professional Services

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| Issue Date: | March 1, 2024 |
| Issued By: | City of Delaware<br>Police Department<br>70 N. Union Street<br>Delaware, OH 43015 |
| Inquiries: | POC – Adam Moore<br>Delaware Police Department<br>Chief of Police<br>amoore@delawareohio.net |
| Information Due: | March 1, 2024 |

**BACKGROUND INFORMATION**

The city of Delaware is the county seat of Delaware County, Ohio and within the Columbus, Ohio metropolitan area. It is home to approximately forty-five thousand residents. The Delaware Police Department provides professional law enforcement services to city residents,

visitors, and businesses. The department is currently staffed with approximately 72 people in both sworn and civilian capacities.

Police officers and support staff experience a high level of chronic stress throughout their careers. The suicide rate of police officers be approximately three times than that of those who die in the line of duty.

The City of Delaware Police Department seeks to establish a program to provide annual mental health checks and follow-up sessions as needed for department employees in a capacity that does not impact employment, promotion, assignment, or discipline. All services must be provided on or before December 31, 2024.

**CONTACT WITH CITY EMPLOYEES / WRITTEN QUESTIONS**

To ensure a fair and objective evaluation of all proposals, all inquiries are required to be submitted in writing to the POC. Written inquiries (e-mail preferred) should be directed to Chief Adam Moore at amoore@delawareohio.net.

**SUBMISSION INSTRUCTIONS**

Written proposals may be submitted in person at the Police Records Window, Delaware Justice Center, 70 N. Union Street Delaware, Ohio, 8am to 4pm, Monday through Friday. Electronic submissions may be directed to Chief Adam Moore (amoore@delawareohio.net)

Completed proposals are due: **April 1, 2024 (Close of Business / 5:00 pm)**

**SCOPE OF WORK**

The Selected Contractor will:

1. Will conduct one-on-one meetings, either in-person or electronically, with department employees to include police officers and civilian support staff. Initial meeting to occur in May/June ’24 with potential follow up meeting in Nov/Dec ’24.

2. Maintain strict confidentiality excepting situations where an employee demonstrates they are a danger to themselves or others.

3. Provide scheduling flexibility and availability appropriate to shifts worked by police personnel.

4. Have the ability to recognize the manifestations of stress, depression, substance abuse, and symptoms of mental health concerns.

5. Have the ability to counsel employees regarding appropriate techniques to manage stress, methods to seek assistance, and resources for well-being.

6. Make appropriate referrals for follow-up counseling and/or treatment if appropriate.

7. Provide aggregate feedback to the Chief of Police's Office regarding attendance and participation to be used for program evaluation. (Note: specific information regarding specific employee visits remains subject to requirement #2 above)

**MINIMUM REQUIREMENTS**

1. Clinicians must possess an active License, in the State of Ohio, in good standing appropriate to their field of practice.
2. Clinicians must possess a Ph.D. or master's degree in the field of psychology, clinical social work, mental health counseling, or psychiatric nursing.
3. Two professional references in which the candidate has recently or is currently providing similar services.
4. Possess malpractice liability insurance.
5. Knowledge, training, and expertise in mental, emotional, and developmental disorders.
6. Knowledge, training, and expertise in substance abuse and other addictions.
7. Knowledge, training, and expertise in the evaluation of mental health impairment.
8. Cultural competency appropriate to providing services to public safety employees.

**EVALUATION**

Proposals will be evaluated by members of the Delaware Police Department command staff and the supervisor of the department's critical incident stress management (CISM) team.

The purpose of the evaluation will be to determine which contractor/proposal best meets the needs of the Delaware Police Department based on the following:

1. Experience working with public safety agencies and personnel.
2. Proximity to the City of Delaware, Ohio.
3. Compliance with Minimum Qualifications.
4. Reasonableness of Proposed Costs (based on (2) thirty-minute sessions or (1) hour total)

No guarantee of award is made with this solicitation. The City reserves the right to award the work herein based upon the available funds and other criteria as determined in the City's sole discretion.

**PROCUREMENT SCHEDULE**

Listed below is the estimated RFP schedule; the City of Delaware reserves the right to adjust based on operational needs. Changes to the schedule will be published via the city website.

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| Requests for Proposals Issued | March 1, 2024 |
| Proposals Due | April 1, 2024 (Close of Business / 5:00pm) |
| Contractor Selection / Executed Contract | April 2024 |
| Estimated Project Start | May 2024 |

**PUBLIC RECORDS**

All vendors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence, and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFP shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

**TAX EXEMPTION**

The city is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful offeror's request.

**EXPENSE OF PREPARING RESPONSES TO THIS RFP**

The City accepts no responsibility for any expenses incurred by the responders to this RFP; including costs associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

**INCOME TAX**

When performing work within the City, the vendor will be required to withhold all City income taxes due or payable under the provisions of the Income Tax Ordinance, for wages, salaries, and commissions paid to employees and further agree that any subcontractors shall be required to agree to withhold any such City income taxes due under said chapter for services performed.

**COMPLIANCE**

The vendor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the vendor and within the City.

The vendor shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The vendor agrees that in the hiring of employees for the performance of work under the City's towing agreement, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, handicap, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the City's agreement on account of race, creed, sex, handicap, or color.