

Title of RFP: RFP2023-0003-ACCS

RFP Issue Date: July 26, 2023

Purpose: To seek a company to provide mental health services to the students and employees of the Alabama Community College System (ACCS).

Procurement Method: Invited competitive proposals

Contract Term: Service specific engagement

Issuing Office: Alabama Community College System, Student Success

Issuing Office Point of Contact: Taylor Hilyer, email: taylor.hilyer@accs.edu

Deadline for Receipt of Proposals: August 23, 2023, at 3:00 p.m. Central Standard Time



SECTION I:

INTRODUCTION

The Alabama Community College System (ACCS) is seeking proposals from qualified and experienced companies to provide mental health services to the students and employees of the Alabama Community College System (ACCS).

The ACCS is comprised of twenty-four educational institutions, the Alabama Technology Network, and an administrative office.

ORGANIZATIONAL HISTORY:

The ACCS is Alabama's gateway to world-class, affordable education and technical training for the necessary skills to compete in a constantly evolving workforce. The ACCS consists of the System Office, 23 community and technical colleges, the Alabama Technology Network, and Marion Military Institute – one of five junior military colleges in the nation. The Alabama Technology Network (ATN) is a part of the ACCS and the Manufacturing Extension Partnership. ACCS is governed by the Alabama Community College System Board of Trustees.

SECTION II: PURPOSE OF RFP

The purpose of this Invitation for Proposals (IFP), per the specifications listed below, is to seek a company to provide mental health services to the students and employees of the Alabama Community College System (ACCS).

The ACCS is looking for a company that provides mental health services to students and employees. Preference will be given to vendors whose pricing model is based on a per usage payment structure. Other billing structures will be considered.

The proposal may have multiple awards based on availability of services for immediate delivery.

SECTION III: SCOPE OF SERVICES

The selected firm will be responsible for providing mental health services to all eligible students and staff from within the Alabama Community College System, including but not limited to:

1. 24/7 mental health counseling services via telemedicine technology
2. 24/7 crisis intervention hotline
3. Knowledge of local mental health and psychiatric care facilities for in-person referrals
4. All services in an all-in-one platform that integrates with Banner, Blackboard, and Canvas
5. Single Sign-On capabilities
6. Accommodation of multi-party visits

7. The ability for the individual to select a provider of their preference based on age, race, gender, and language.
8. Assign a dedicated account manager to assist each institution throughout the life of the contract.
9. Assist institutions with marketing the services to be provided and educating students and employees on the importance of good mental health.
10. Provide a landing page or website that provides resources, tools, and information for student and employees on mental health and available services, as well as information on basic needs support and assistance to include, but not limited to, food insecurities, homelessness, transportation, utilities, and personal hygiene.
11. Provide monthly reports showing the number of counseling sessions, basic needs referrals, and other key metrics.

Eligible students and employees are those who are at the time of request for services enrolled at an ACCS college or currently employed by ACCS.

Responsibilities of ACCS Institutions:

1. Work with the contractor on marketing and educating students and employees.
2. Assign a designated institution POC, for the contract period.

SECTION IV: PROPOSAL REQUIREMENTS:

The proposal should include the following:

1. A brief overview of your company, including its history, experience with similar clients, and relevant qualifications.
2. Details of the specific services your firm will provide to the Alabama Community College System related to metal health services (including day/time availability of services, and the delivery method of services available, face-to-face, telehealth, or combination)
3. A timeline for the proposed services, including estimated completion dates for key milestones.
4. The credential level of the individuals providing the services.
5. The diversity of the providers. Include all languages available.
6. A detailed breakdown of the service options to include pricing for each. Please include any assumptions made and any contingencies on which your stated billing structure is based.
7. A list of all accreditations
8. A response to HIPAA and other regulations
9. A listing of 3 references for whom you have provided similar services including entity's name, contact person, title, address, and telephone number.
10. Any additional information deemed important in assessing your companies' ability to provide the services requested.

11. A certificate of insurance to include professional liability coverage. A selected responder shall be required to have the ACCS and its member institutions named as additional insureds on its general and professional liability policies.

SECTION V: PROPOSAL SUBMISSION:

The ACCS will select based on completeness and clarity of the proposal, understanding of the scope of work, prior experience, references, fees, and other factors which in the judgment of ACCS staff might have an impact to the provider's ability to provide services to the ACCS. In order to submit a response, Responders must read and follow all instructions, terms, conditions, and specifications of this RFP.

1. Responses must be received by August 23, 2023, by 3:00 p.m. (CST) at:
Alabama Community College System
Attention: Robin Head, Fiscal Agent
135 South Union Street, Suite 451
Montgomery, AL 36104
PO Box 302130 (36130-2130)
Email: robin.head@accs.edu
Late responses will not be accepted.
2. Responses may be submitted or delivered by regular mail or postal service, express or courier service, or hand delivery within a single, sealed envelope or package, where the outside clearly identifies the Vendor Name, RFP document # RFP2023-0003-ACCS, and Deadline to Respond of August 23, 2023, at 3:00 p.m. Central Standard Time. Email and faxed responses are not accepted.
3. It is the proposer's sole responsibility to ensure delivery in the Fiscal Office by the deadline. ACCS does not accept late responses for any reason including those due to postal or courier service delay.
4. ACCS requires an original and a minimum of one exact copy of the signed response to include any required addendum(s) and documentation. The original and the copy should be submitted together as a response package.
5. An authorized officer of the proposer must sign all proposals in ink and obtain proper notarization; failure to do so will result in rejection of response.
6. Any further information or interpretation of the services requested must be submitted to Taylor Hilyer at taylor.hilyer@accs.edu no later than 5:00 pm CST on August 16, 2023. Answers to such requests will be placed on the ACCS website at <https://www.accs.edu/vendors/>.

SECTION VI: PROPOSER'S RESPONSIBILITY

A proposer, by submitting a Proposal, represents and understands that:

1. The proposer is familiar with the conditions under which the services defined in this RFP must be performed. The proposer possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the ACCS; and
2. The proposer shall be solely responsible for all services provided. It is the responsibility of the proposer to verify the completeness of the requirement and its suitability to provide the services described in this RFP.

SECTION VII: GENERAL TERMS

1. All responses become a matter of public record at award. The ACCS accepts no responsibility for maintaining confidentiality of any information submitted with a response whether labeled confidential or not.
2. The Alabama Community College System reserves the right to reject any or all responses and to waive informalities in the best interest of ACCS. The Alabama Community College System reserves the right to not make any awards and re-issue this RFP at any time if it serves the ACCS' best interest.
3. The successful proposer shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
4. The successful proposer shall be required to complete a State of Alabama Disclosure Statement. Alabama Act# 2001-955 requires the disclosure statement to be completed and filed with all proposals, responses, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Any changes to the status of the information on this form will require the submission of an updated form to the ACCS.
5. All selected vendors are required to complete the Alabama Immigration Law Compliance documents and IRS Form W-9.
6. Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your response. To enroll in the E-verify program visit <https://www.e-verify.gov/mye-verify>.
7. The ACCS reserves the right, for its convenience and without cause or penalty, to terminate any contract for services at any time with 30 days written notice. This provision may not be changed by subsequent contract.
8. Notwithstanding any other provision in this RFP, the proposing vendors acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
9. Any contract resulting from an award in connection with this RFP shall include the following terms:
 - a. This agreement shall be governed and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict of laws,

provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Alabama.

- b. It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26.
- c. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void.
- d. Contractor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.
- e. By signing this agreement, the parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
- f. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
- g. In compliance with Act 2016-272, the parties hereby certifies that they not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
- h. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.
- i. The Contractor shall provide all materials, supplies, workspace, personnel, and equipment that it deems necessary to perform the services provided for herein.
- j. The relationship between the parties is that of independent contractors. Nothing contained herein shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.