

REQUEST FOR STATEMENT OF QUALIFICATIONS

1.1 Introduction

Elgin Township Community Mental Health Board (the “Mental Health Board”) is accepting statements of qualifications from qualified legal firms who are experienced in developing contracts for service in accordance with the Illinois Community Mental Health Act.

1.2 Scope of Work

The chosen firm will be expected to develop a service contract for the Mental Health Board that aligns with the Illinois Community Mental Health Act and the needs of the Elgin Township Community Mental Health Board, including reporting requirements and the best interest of the Mental Health Board. Deliverables include:

1. Clause displaying disbursement requirements and terms of disbursement
2. Funded agencies’ responsibility of obtaining release of information from clients
3. Conflict of Interest statement
4. Terms of agreement termination
5. Funded agencies’ agreement to maintain and share liability insurance with the Mental Health Board
6. Recognition of the Mental Health Board’s funding on social media
7. Agreement of the Mental Health Board to maintain the confidentiality of client information

1.3. Confidentiality

Firms will maintain the confidentiality of all information obtained through this RFQ. Any communications regarding this RFQ and the scope of work shall be through the designated contact of the Mental Health Board.

2. Vendor Instructions

2.1 Background

In the early 2020s, Elgin Township passed a referendum to create a Mental Health Board. Since then, the Mental Health Board was able to levy a small amount to maintain the function of the Mental Health Board and received a \$500,00 grant from Kane County to disburse funds to six local substance use, developmental disability and mental health agencies to purchase services for Elgin Township residents. In 2025, the Elgin Township will levy \$1,000,000 for the Elgin Township Community Mental Health Board. The Mental Health Board will disburse a large portion of those funds to agencies that serve the residents of Elgin Township.

The mission of the Elgin Township Community Mental Health Board is to responsibly contract for high quality mental health, substance use, and developmental disability treatment, prevention, and support services for residents of Elgin Township and enhance local collaboration of care.

2.2 General Instructions

2.2.1 Submission of Statements of Qualifications

2.2.1.1 Statements of Qualifications shall be submitted electronically to the following email address: mhb@elgintownship.com.

2.2.1.2 Proposals must be received no later than **April 30, 2025**.

2.2.1.3 Applicant is responsible for ensuring their statement 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 firm who is legally authorized to enter into a contractual relationship in the name of the company.

2.2.1.5. The Mental Health Board reserves the right to award the contract to the most responsive, responsible bidder whose statement is determined to be in the best interests of the Elgin Township Community Mental Health Board.

2.2.1.6. The Elgin Township Community Mental Health Board is not bound to any statement and reserves the right to terminate the selection process at any time to contract award without incurring liability to applicants.

2.2.2. Timeline of Completion

The selected firm will have 90 days from the date of award to complete the work defined in the RFQ.

2.2.3. Use of Subcontractors

The chosen firm may choose to use subcontractors to assist in the development and completion of the proposed deliverables. Subcontractors should have necessary skills and expertise to complete the work. The selected firm is responsible for vetting the credentials of the subcontractor and reimbursing them.

2.2.4. Reimbursement

Firm shall provide a budget of costs associated with the scope of work including identification of any subcontractors. Costs of preparing the statement of qualifications and negotiating the contract are not reimbursable. The total amount of the award will be reimbursed when the final product addressing the Scope of Work has been delivered to the Elgin Township Community Mental Health Board.

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 in they or a direct family member is an appointed member to the Elgin Township Community Mental Health Board.

2.2.6. Compliance with Laws

Selected firm 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.

2.2.7. Insurance

Selected contractor must maintain General Liability, Auto Liability and Worker's Compensation Insurance.

2.2.8. Communications regarding RSQ

Questions should be directed in writing to Amanda Teachout at mhb@elgintownship.com. Communications regarding this RSQ shall not be directed to individual members of the Elgin Township Community Mental Health Board.

2.3. Structure of the Response

2.3.1. General

2.3.1.1. The statement of qualifications shall provide the following information:

2.3.1.1.1. A brief description of the firm's organization structure and an outline of recent experience on assignments of similar nature.

2.3.1.1.2. A list of proposed professional staff who will work on the assignment.

2.3.1.1.3. A time schedule showing the time proposed to undertake the activities.

2.3.1.1.4. A list of any professional affiliations and memberships including any offices held.

2.3.1.1.5. A description or policy of resolutions for any conflicts of interest that may arise.

2.3.2. The proposal shall include all costs associated with the Scope of Work. If appropriate, the costs shall be broken down by activity.

2.3.3. References-A list of references including contact information for work that has been completed by the firm shall be submitted.