

**CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD
AND CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

REQUEST FOR PROPOSALS

**“EVALUATION CAPACITY BUILDING” PROJECT
FOR THE COUNTY OF CHAMPAIGN**

RFP Number 2022-010

**ISSUE DATE:
SEPTEMBER 30, 2022**

CLOSING LOCATION:
Champaign County Mental Health Board
Champaign County Developmental Disabilities Board
ATTN: Lynn Canfield, Executive Director and
Stephanie Howard-Gallo, Operations and Compliance Coordinator
1776 East Washington Street
Urbana, IL 61802

**CLOSING DATE AND TIME:
Wednesday, December 21, 2022 at Noon**

- Six (6) paper copies of the full proposal must be presented to the CCDDDB/CCMHB office on or before Noon on Wednesday, December 21, 2022. At 5:30 p.m. that day, at the beginning of a properly noticed public meeting, the names of respondents will be read aloud by the Executive Director or designee and recorded. (Please show RFP #2022-010 on the lower left corner of package.)
- An electronic version of the proposal shall also be emailed to the Executive Director and Operations and Compliance Coordinator at lynn@ccmhb.org and stephanie@ccmhb.org.

NOTICE: If downloading this solicitation from www.co.champaign.il.us/bids or <https://ccmhddbrds.org>, it is the responsibility of the respondent to e-mail our office at stephanie@ccmhb.org and lynn@ccmhb.org to be registered as a potential respondent in order to receive any clarifications or addenda.

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Section 1 – General Information

1-1 Purpose of the Request for Proposal

The purpose of the Request for Proposals (RFP) is to improve the evaluation capacity of organizations providing services to Champaign County residents who have mental health or substance use disorders or intellectual/developmental disabilities. Priority for training, coaching, and other supports offered through this project is given to organizations funded by either the Champaign County Mental Health Board or the Champaign County Developmental Disabilities Board.

The Champaign County Developmental Disabilities Board (CCDDDB) is a five-member body appointed by the County Executive and County Board. The CCDDDB has statutory authority through the Community Care for Persons with Developmental Disabilities Act, ILCS 50/835, Section 0.1 et seq. to fund services and facilities for the care and treatment of persons with a developmental disability.

The Champaign County Mental Health Board (CCMHB) is a nine-member body appointed by the County Executive and County Board. It has statutory responsibility through the Community Mental Health Act, ILCS 405/20, Section 0.1 et. seq. to plan, fund, monitor, and evaluate mental health, substance use disorder, and developmental disabilities services in Champaign County.

The CCDDDB and CCMHB are seeking proposals from individuals or organizations with expertise in instruction on evaluation methods, identification and measurement of quality outcomes related to behavioral health and or I/DD services, strategies for improved data collection and reporting, utilization of results for program improvement, and/or presentation of summary results. Through this project, the Respondent would offer supports to agencies as well as to the CCDDDB and CCMHB, which will improve evaluation, reporting, and system efficacy.

1-2 Internet Access to this RFP

All materials related to the RFP will be available online at www.co.champaign.il.us/bids or <https://ccmhddbrds.org>. In the event that a potential Respondent does not have download capability, materials may be obtained from the Champaign County Developmental Disabilities Board/Champaign County Mental Health Board office at 1776 East Washington Street, Urbana, IL 61802, and can be requested by mail, attention Stephanie Howard-Gallo, or by email to stephanie@ccmhb.org. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFP materials.

All Respondents who download an RFP solicitation from www.co.champaign.il.us/bids or <https://ccmhddbrds.org> have the responsibility to email our office at stephanie@ccmhb.org and referencing RFP 2022-010, to be registered as a potential Respondent so that they may be notified of any clarifications or addenda. Failure to register to receive clarifications and/or addenda shall not relieve the Respondent from being bound by any additional terms and

conditions in the clarifications and/or addenda or from the responsibility of considering additional information contained therein in preparing the proposal. Any harm to the Respondent resulting from the failure to register and/or ensuring they have obtained all RFP materials shall not be valid grounds for a protest against award(s) made under this solicitation.

1-3 Inquiries and Lobbying Restrictions

Respondents will examine all sections of this RFP and may make a written request to the CCDDDB and CCMHB for interpretation or correction of any ambiguity, inconsistency, or error herein. Any written interpretation or correction will be issued as an Addendum by the CCDDDB/CCMHB. Only a written interpretation or correction by Addendum shall be binding. **Respondents are cautioned against relying upon any interpretation or correction given by any other method.**

All Requests for Interpretation (RFI), correction, or other inquiries concerning the RFP process and/or the subject of this RFP must be directed to:

Lynn Canfield, Executive Director and
Stephanie Howard-Gallo, Operations and Compliance Coordinator
Champaign County Mental Health Board and
Champaign County Developmental Disabilities Board
1776 East Washington Street, Urbana, Illinois 61802
e-mail: lynn@ccmhb.org and stephanie@ccmhb.org

Except for contact with the designated County official(s) for this RFP, all interested individuals, firms, and their agents who intend to submit or have submitted a proposal or other response are hereby notified that no Champaign County Board Members, CCMHB or CCDDDB Board Members or staff, or RFP Committee Members are to be lobbied, either individually or collectively, concerning this RFP.

Lobbying consists of providing introductions to Board members, discussions related to the evaluation and selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process. This includes holding meetings or otherwise engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the CCDDDB/CCMHB for this RFP.

By submitting a proposal, qualifications, or other response for this RFP, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby Champaign County Board Members, CCMHB or CCDDDB Board Members or Staff, or RFP Evaluation Committee Members.

1-4 Pre-Proposal Conference

A Pre-Proposal Conference will be held remotely at <https://us02web.zoom.us/j/81559124557> and in person the Shields-Carter Meeting Room of the Brookens Administrative Building, 1776 East Washington, Urbana, Illinois, 61802, at 10 a.m. on **October 19, 2022**, immediately following the

regular CCDDDB meeting. All interested parties are invited to attend. The CCDDDB and CCMHB request that all parties planning on attending the Pre-Proposal Conference notify Stephanie Howard-Gallo (stephanie@ccmhb.org) prior to the Pre-Proposal Conference. The email communication shall include the name, title, e-mail address, and phone number of each attendee. CCDDDB and CCMHB staff will answer questions, clarify the terms of the RFP at the Pre-Proposal Conference, and may respond both to questions posed on the day of the conference and to questions faxed or mailed prior to the deadline for receipt of questions per Section 1-3 above.

1-5 Addenda

If revisions or clarifications to the RFP become necessary, the CCDDDB/CCMHB will post written Addenda on the county website and the Boards' application/reporting site. All Addenda issued by the CCDDDB/CCMHB will include a receipt form, which must be signed and included with any proposals submitted for consideration. In the event that multiple Addenda are issued, a separate receipt for each Addendum must be included with the proposal at the time it is submitted. **However, it is the responsibility of Respondents to closely monitor postings at www.co.champaign.il.us/bids or <https://ccmhddbrds.org>.**

The CCDDDB/CCMHB will not issue Addenda later than November 21, 2022, 30 days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.

1-6 Proposal Submission and Opening

A proposal shall be made in the official name of the organization under which business is conducted (showing the official organization address) and must be signed in ink by a person duly authorized to legally bind the corporation, not-for-profit entity, or sole proprietor submitting the proposal.

The CCDDDB/CCMHB shall not be responsible for proposals from unidentified Respondents. Respondents should include all requested information and should expand on the scope of services requested by incorporating their expertise and proposed methods or approaches. Respondents should clearly identify the expanded scope of services being offered and the value and cost of those services.

To be considered, proposals shall include one (1) unbound original proposal (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word, and five (5) additional paper copies of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information), which clearly identifies the RFP number/title as well as the Respondent's name and return address. Proposals may be hand delivered or mailed to:

Champaign County Mental Health Board and
Champaign County Developmental Disabilities Board
RFP for Evaluation Capacity Building Project (RFP 2022-010)
ATTN: Lynn Canfield, Executive Director, and Stephanie Howard-Gallo,
Operations and Compliance Coordinator
1776 East Washington Street, Urbana, IL 61802

The CCDDDB/CCMHB will not accept nor consider proposals submitted by facsimile or by email transmission alone. Respondents mailing their proposals must allow a sufficient mail delivery period to ensure timely receipt of their proposal. The CCDDDB/CCMHB is not responsible for proposals delayed by mail and/or delivery services of any nature.

Proposals and proposal amendments shall be accepted until Noon local time on December 21, 2022. Proposals received after Noon on December 21, 2022 will not be considered and will be returned to the Respondent unopened. At 5:30 p.m. on that date, directly before a regular meeting of the CCMHB, the proposals will be opened in the Shields-Carter Meeting Room of the Brookens Administrative Building, 1776 East Washington, Urbana, Illinois, read aloud by Executive Director or designee, and recorded.

1-7 Proposal Withdrawal

Respondents may withdraw their proposals by notifying the CCDDDB/CCMHB, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their proposals in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days. Proposals, once opened, become the property of the CCDDDB/CCMHB and will not be returned to the Respondents.

1-8 Proposal Disclosure

All proposals submitted to the CCDDDB/CCMHB are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). With regard to any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

1. Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
2. Mark each sheet or data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
3. Provide an electronic version of the proposal with a redacted copy of the entire bid or submission in pdf or word format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires to keep confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide an electronic version with redactions may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

The CCDDDB and CCMHB will make the final determination as to whether information, even if marked “confidential,” will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County, the CCMHB, the CCDDDB, or their agents for their determination in this regard and disclosure of information. If the disclosure is deemed necessary, the Respondent will be informed beforehand.

At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act.

If a contract is awarded as a result of this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The CCDDDB and CCMHB have the right to use any or all information/material submitted, excluding any portion appropriately deemed to be confidential.

The CCDDDB and CCMHB reserve the right to make an award to the Respondent offering a proposal in the best interests of Champaign County and meeting all the requirements of this RFP.

1-9 Oral Presentations and/or Interviews

The CCDDDB and CCMHB reserve the right to interview any, all, or none of the respondents and to select one or more to go forward in the process. At their sole discretion, the CCDDDB and CCMHB may invite short-listed Respondents to conduct oral presentations or interviews. Presentations or interviews provide an opportunity for Respondents to clarify their proposals. Any such presentations or interviews will be scheduled as indicated in the timetable below.

1-10 Proposal Timetable

The CCDDDB and CCMHB will use the timetable below, which is expected to result in selection of a service provider on February 15, 2023 and a contract issued on or before March 1, 2023.

<u>Date</u>	<u>Event</u>
September 30, 2022	Request for Proposal posted online; classified ad orders placed with News Gazette and Daily Illini.
October 19, 2022 10 a.m.	Pre-Proposal Conference, directly following CCDDDB meeting: https://us02web.zoom.us/j/81559124557 and in person at Shields-Carter Meeting Room, Brookens Administrative Building, 1776 East Washington, Urbana, IL 61802
November 21, 2022	Final Date to Issue Addenda
December 21, 2022 – Noon	Proposals Due
December 21, 2022 – 5:30 p.m.	Proposals Opened, directly before CCMHB meeting: https://us02web.zoom.us/j/81393675682 and in person at the Shields-Carter Meeting Room, Brookens Administrative Building, 1776 East Washington, Urbana, IL 61802

February 15, 2023 – 5:45 p.m. Evaluation Committee’s Recommendation of Top-Ranked Respondents and authorization to contract with the Selected Provider, at a Special Meeting of the Boards at <https://us02web.zoom.us/j/81393675682> or in person at Shields-Carter Room.

March 1, 2023 Contract issued.

Due to the changing public health and legal circumstances related to holding board meetings remotely, the zoom or in-person options may become unavailable. Public notice will be made, but Respondents will be expected to confirm the dates and format with CCDDDB/CCMHB staff.

The CCDDDB and CCMHB may delay or modify scheduled event dates if it is to the advantage of the CCDDDB and CCMHB to do so. The CCDDDB/CCMHB will notify Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum at www.co.champaign.il.us/bids or <https://ccmhddbrds.org>.

1-11 Acceptance or Rejection of Proposals

Each qualified Respondent’s proposal will be evaluated on its overall strategy, methodology, experience, qualifications, timetable, cost proposal, and approach to building the evaluation capacity of The Boards and of agencies funded by the Boards.

Qualified Respondent means a person or group with experience and knowledge of evaluation methods, outcome identification and measurement, and the behavioral health and I/DD systems.

1-12 Development Costs

Neither the County, CCDDDB, CCMHB, nor their representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFP.

1-13 Conflicts of Interest

All Respondents must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official, or employee of the County. Furthermore, all Respondents must disclose the name of any elected official, appointed official, or employee of the County who owns directly, or indirectly, any interest in the Respondent’s firm or any of its affiliates or branches.

1-14 Non-Collusion

By submitting and signing a proposal response, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of service. A violation of this provision may result in contract cancellation, return of materials, or discontinuation of services.

1-15 Notice of Award

Notice of Award is expected to be posted at www.co.champaign.il.us/bids on or before March 1, 2023.

Section 2 – Scope of Services

2-1 Description of Services

The scope of services and specifications that the CCDDDB and CCMHB seek to acquire is described in Exhibit 1 of this RFP. The respondent is expected to expand on this scope in the submitted proposal by incorporating their expertise and proposed methods and approaches.

2-2 Term of Contract

Any contract awarded pursuant to this RFP solicitation is expected to commence on or by March 1, 2023 and shall be for a base contract period of two (2) years with an option to renew for a second two (2) year period, by mutual written agreement of the parties.

2-3 Non-Appropriation

The contract for the Evaluation Capacity Building Project will include a provision that allows cancellation if funds are not appropriated or otherwise available to support continuation of performance in any fiscal year. Any contract approved by the CCDDDB/CCMHB shall be conditioned by a “non-appropriation” clause containing the following or similar language:

This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of that year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the CCDDDB and CCMHB shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

Section 3 – Preparing Proposals: Required Information

Each Proposal must contain all of the following documents and must conform to the following requirements:

3-1 Format of Proposals

Proposals must be prepared on 8 ½" x 11" letter size paper, printed double-sided, and bound on the long side. The County encourages using reusable, recycled, recyclable, and/or chlorine free

printed materials for proposals, reports, and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Submit one (1) unbound original proposal (clearly marked as such), five (5) additional copies, and one (1) electronic version in pdf format or Microsoft Word (which must be identical to the original Proposal, including any supplemental information).

Sections should be organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise, and well organized.

3-2 Required Content of Proposals

Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the CCDDDB/CCMHB, Respondent's Proposal and related submittals may become the Program Plan component of the contract.

The Proposal should include the following items:

1. Cover Letter

Respondent(s) must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- A. Indicate the number of years the entity has been in business and provide an overview of the experience and background of the entity and its key personnel committed to the Evaluation Capacity Building Project.
- B. Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, not-for-profit, etc.), and the names of its principals or partners and authority to do business in Illinois.
- C. Indicate the name, preferred email address, and telephone number(s) of the principal contact for oral presentation or negotiations.
- D. Acknowledge receipt of Addendum/Addenda issued by the CCDDDB/CCMHB, if any.

2. Executive Summary

An executive summary will explain the Respondent's understanding of the CCDDDB and CCMHB's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for assisting the Boards and funded organizations to build their capacity for identification and evaluation of valued outcomes; and any additional factors for the CCDDDB and CCMHB's consideration.

3. Professional Qualifications and Specialized Experience of Respondent and Key Personnel Committed to the Champaign County Account

Respondent must supply the information as described below. If Respondent proposes that major portions of the work will be performed by subcontractors, Respondent must provide the required information as described below for each such subcontractor.

A. Respondent Profile Information (see Exhibit 2)

Submit a Respondent Profile Information sheet for each subcontractor, as applicable. If Respondent has a prime consultant/subcontractor relationship, the information regarding role, involvement, and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

B. Business License/Authority to do Business in Illinois

Respondent must provide copies of appropriate licenses or certifications required of any entity performing the Services described in this RFP in Champaign County and the State of Illinois, for itself, its partners, and its subcontractors.

C. Profiles of and Local Availability of Committed Key Personnel

Respondent must provide a summary identifying who will be dedicated to the Evaluation Capacity Building Project described in this RFP. If individuals are to be hired, describe the position. For each person or position identified, describe and/or provide the following information:

- Title and responsibility,
- Proposed role in this program, including the functions and tasks for which they will have prime responsibility (indicate areas of secondary responsibility, if appropriate),
- Pertinent areas of expertise and past experience, and
- Copies of any licenses required by law for the positions to be filled.

4. Capacity to Perform

Respondent must provide a summary of current and future projects and commitments and include projected completion dates. Describe how any pending and/or ongoing contractual commitments to other clients will affect your ability to deliver Evaluation Capacity Building services, capacity to perform within the CCDDDB/CCMHB timeline, and affect dedicated resources committed to the Project. Identify what percentage of the Services will be performed utilizing your own workforce, equipment, and facilities. Identify the percentage of the work to be subcontracted, if any.

5. Implementation Plan

Respondent must provide a comprehensive and detailed plan for implementing Services as outlined in Exhibit 1, Scope of Services in this RFP.

The implementation plan must include, but not be limited to, the following:

A. Approach to Implementing Services

Respondent should address implementing and managing the Services described in this RFP, any related policies and procedures, quality control checks, adherence to compliance programs, project management, and approach to overcoming obstacles, if any, and troubleshooting to resolve problems.

B. Organization Chart

An organization chart should identify all individuals and subcontractors, relationship to proposed Services, and key personnel, with the following information:

- A chart which identifies not only the proposed organizational structure, but also key personnel by name (unless ‘to be hired’) and title.
- The specific role of each subcontractor (if any) for each task/work activity.

C. Dedicated Resources

Describe facilities, service locations, equipment, personnel, communication technologies, and other resources available for implementing the proposed Services.

6. Cost Proposal for Capacity Building Activities

The CCDDDB and CCMHB are requesting information regarding the cost of developing and providing various supports which will enhance the capacity for evaluation and reporting of outcomes by specific organizations and by the Boards. These may include data systems and web design in addition to training and technical assistance activities. Proposals should include complete cost information, in order to be considered complete and responsive.

7. Financial Statements

Respondent must provide a copy of the most recent completed year’s audited financial statements (i.e., income statement, balance sheet, and annual report). Respondents that are comprised of more than one entity must include financial statements for each entity. The CCDDDB and CCMHB reserve the right to accept or reject any financial documentation other than the financial statements requested by this section.

8. Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties (i) Respondent or any division, subsidiary, or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A. A debtor in bankruptcy; or
- B. A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- C. A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- D. A defendant in any criminal action; or

- E. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- F. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- G. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The CCDDDB and CCMHB reserve the right to request similar legal action information from Respondent's key personnel members during the evaluation process.

9. Insurance

The Respondent shall describe the types and limits of insurance coverage needed for this project and submit evidence of relevant insurance coverage prior to award of the contract.

Section 4 – Evaluation of Proposals

The members of the CCDDDB/CCMHB's Evaluation Committee (EC) for this RFP will include:

1. A member of the Champaign County Developmental Disabilities Board
2. A member of the Champaign County Mental Health Board
3. Associate Director for Intellectual/Developmental Disabilities
4. Associate Director for Mental Health and Substance Use Disorders
5. A member of the previous UIUC ECB Team or a previous Agency Participant

The EC will evaluate the proposals and prepare a recommendation to the CCDDDB and CCMHB for award of contract(s). The CCDDDB and the CCMHB, in their sole discretion, reserve the right to waive all technicalities or irregularities, to reject any or all proposals, including any portion thereof, to award to a single Respondent or to divide the award between Respondents, and to reject all proposals and/or re-solicit in whole or in part. The CCDDDB and CCMHB further reserve the right, in their sole discretion, to award a contract to the Respondent (or Respondents) whose proposal best serves the interests of Champaign County.

When an offer appears to contain an error or otherwise where an error is suspected, the circumstances may be investigated, considered, and acted upon. Any action taken shall not prejudice the rights of the public or other offering entities. Where offers are submitted substantially in accordance with the procurement document but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted. The purpose of seeking clarification is to better understand the information provided in this document, not to allow additional information to be added.

4-1 Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with, and adherence to, all submittal requirements requested in Section 3-2: Required Content of Proposals. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal will be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

4-2 Phase II - Proposal Evaluation

In Phase II, the EC will evaluate the extent to which a Respondent's Proposal meets the program objectives set forth in the RFP. Phase II will include a detailed analysis of the Respondent's qualifications, experience, proposed implementation plan, cost proposal, and other factors based on the evaluation criteria outlined in Section V - Evaluating Proposals.

As part of the evaluation process, the EC will review the information required by Section 3, for each Proposal received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

The CCDDDB and CCMHB reserve the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The CCDDDB and CCMHB reserve the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

In addition, the EC will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

- A. Professional Competence: Ability to provide the Services described in the RFP, including capacity to achieve the project goals, objectives, and scope of services described in this RFP.
- B. Professional Qualifications and Specialized Experience of Respondent and Team with emphasis on specific experience on projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of this RFP.
- C. Past and Current Performance of the Respondent on similar or related projects; any available sources of relevant information concerning the Respondent's record of performance.
- D. Professional Qualifications and Specialized Experience of Respondent's Key Personnel and Local Availability of Key Personnel with emphasis on specific experience on Evaluation Capacity Building projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of the RFP.
- E. Quality, Comprehensiveness, and Adequacy of the proposed Implementation Plan including its responsiveness and understanding of the needs of organizations providing services through contracts with the CCMHB or CCDDDB. The EC will review each Proposal for the Respondent's understanding of the objectives of the

Services and how these may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology, and approach to meeting the CCDDDB and CCMHB objectives.

- F. Schedule of Professional Fees and Expenses relative to information provided in Exhibit 2.
- G. Legal Actions - The EC will consider legal actions, if any, against Respondent and/or any division, subsidiary, or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.
- H. Financial Stability – The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.
- I. Compliance with Laws, Ordinances, and Statutes. The EC will consider Respondent’s compliance with all laws, ordinances, and statutes governing the contract.
- J. Conflict of Interest – The EC will consider any information regarding Respondent, including information contained in Respondent’s Proposal, that may indicate any conflicts, or potential conflicts, of interest which might compromise Respondent’s ability to perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services to the CCMHB or CCDDDB in researching, consulting, advising, drafting, or reviewing this RFP or related services, such Respondent may be disqualified from further consideration.

Section 5 – Selection Process

After the Evaluation Committee (EC) completes its review of Proposals in Phase II, it may identify a recommended short list of Respondents (Phase III) or forego Phase III and submit a recommendation to select one Respondent or make a recommendation to reject all Proposals.

5-1 Phase III - Oral Presentations and/or Site Visit

If the EC identifies a short list of Respondents for further review, then those short-listed Respondents will be invited to appear before the CCDDDB and CCMHB and EC for an oral presentation. The purpose of the oral presentation is to clarify in more detail the information that was submitted in Respondent’s Proposal and to allow the CCDDDB and CCMHB and EC to ask Respondent to respond to additional questions. Afterwards, the EC will make a final evaluation, including a final ranking of the Respondents, and will submit a recommendation for one Respondent to the CCDDDB and CCMHB.

If the CCDDDB and CCMHB make a selection, the selection will be forwarded to the Executive Director as authorization to enter into contract negotiations with the selected Respondent.

The CCDDDB and CCMHB will require the selected Respondent to participate in contract negotiations. The requirement that the selected Respondent negotiate is not a commitment to award a contract. If the Executive Director determines that it is unable to reach an acceptable contract with the selected Respondent, including failure to agree on a fair and reasonable cost

proposal for the Services or any other terms or conditions, the Executive Director is authorized to terminate negotiations with the selected Respondent.

The CCDDDB and CCMHB reserve the right to terminate this RFP solicitation at any stage if the EC determines this action to be in the best interest of Champaign County. The receipt of Proposals or other documents will in no way obligate the CCDDDB and CCMHB to enter into any contract of any kind with any party. *Termination of the current RFP will not on its own be the cause for any qualified organization which has submitted an application to be excluded from consideration in a subsequent RFP process.*

Section 6 - Additional Details of the Process

6-1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents registered with the CCDDDB/CCMHB prior to the Proposal due date. Prospective Respondents are automatically listed when they email CCDDDB/CCMHB staff, as described in Section 1-2. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent must acknowledge receipt.

The addendum may include, but will not be limited to, the following:

- A. Responses to questions and requests for clarification sent to the CCDDDB/CCMHB Executive Director according to the provisions of Section 1-3 herein; or
- B. Responses to questions and requests for clarification posed at the Pre-Proposal Conference or by the deadline for submission of questions.

6-2 CCDDDB and CCMHB Rights to Reject Proposals

If no Respondent is selected through this RFP process, the Executive Director may utilize another procurement method which is in the best interests of the County and available to the CCDDDB and CCMHB to obtain the Services described herein.

In soliciting proposals, any and all proposals received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to, the following:

- The proposal being deemed unsatisfactory as to quantity, quality, delivery, price, or service offered.
- The proposal not complying with conditions of the solicitation document or with the intent of the proposed contract.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the County's advantage.
- Cancellation or changes in the intended project or other determination that the proposed requirement is no longer needed.

- Regulatory changes.
- Circumstances which prevent determination of the most advantageous proposal.
- Any determination that rejection would be in the best interest of the County.

The CCDDDB and CCMHB reserve the right to reject any and all proposals. The CCDDDB and CCMHB also reserve the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

6-3 No Liability for Costs

Champaign County, the CCDDDB, and the CCMHB are not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, product/system demonstrations, oral presentations, or negotiations.

Section 7 - Exhibits

7-1 Exhibit 1 – Scope of Services

E1-1 DESCRIPTION OF THE CHAMPAIGN COUNTY “EVALUATION CAPACITY BUILDING” PROJECT

The purpose and goal of this Request for Proposals is to build evaluation capacity of programs funded by the Champaign County Mental Health Board (CCMHB) and the Champaign County Developmental Disabilities Board (CCDDDB) and of the Boards themselves. The Boards share a mission to improve the health and well-being of residents who live with behavioral health issues or developmental disabilities. The mission is primarily accomplished by funding programs aligned with this and with assessed priorities. To account for the impact of these efforts, desired outcomes should be identified which align with the benefit sought by those being served. Measuring this impact, collecting relevant data, data-driven program improvement, and reporting can be complicated tasks, particularly for non-profit social service agencies now struggling with higher turnover and vacancy rates at all levels of staffing. Also of interest are measures of a program’s performance and of the larger system’s impact. These and related undertakings should improve our understanding of the most effective service approaches and of future funding priorities and the policies driving them. Clarity about program outcomes allows those involved to build on success and improve the reporting and service systems.

For several years, the Boards contracted with a University of Illinois Urbana-Champaign Department of Psychology research team for Evaluation Capacity Building. Those project activities were popular with agencies and were reflected in their improved outcome reporting to the Boards. As a result, a proposal for Evaluation Capacity Building, RFP 2022-010, could describe similar supports, add to agencies’ capacities through new approaches, and include reports to the Boards and agencies. Historical information is described in EXHIBIT 3.

Along with logic models, measurement tools, and ability to collect and report outcome data, the presentation of data can aid communication with the public regarding the impacts of these two public trust funds. To improve that presentation, tools may exist or be developed, and training offered to agency reporters and the staff of CCDDDB/CCMHB in their use.

Describe how the approach(es) featured in this proposal relate to current best practices in the identification of outcomes and the measurement and evaluation of program performance, particularly in the areas of mental health or substance use disorders services and supports for people with intellectual/developmental disabilities. Indicate whether the results of this project will likely add to the body of research regarding outcome evaluation and/or improve our understanding of effective services in the treatment of the relevant conditions

E1-2 SPECIFICATIONS FOR SELECTION OF TARGET PROGRAMS AND OUTREACH

The Respondent shall include a plan for the process of engaging with funded programs.

Intensive support: If the proposal is to include targeted one-on-one support, which can be very effective, the process for selection of target programs should be clear, e.g., it may involve polling of all eligible programs regarding their interest and availability, applying some selection criteria, and seeking input from CCDDDB/CCMHB members and staff on final selection. Targeted programs will be expected to assist with year-end presentations related to this engagement. A balance of targeted support is desired, related to the funding sources, ideally such that near 40% of targeted programs are funded by the CCDDDB and 60% by the CCMHB.

Support available to all: It may be useful to seek specific information from funded program representatives and/or CCDDDB/CCMHB staff to structure activities, identify most useful topics, or refine an approach. If workshops are to be held which are open to all funded programs, address outreach and scheduling for maximum participation along with posting for access to the materials on demand. Another important result of this project may be recommendations to Board staff regarding their requirements and online application and reporting systems.

E1-3 IMPLEMENTATION TIMELINE

The Respondent shall include a specific, detailed timeline which includes all milestones from award to implementation of Evaluation Capacity Building activities.

7-2 Exhibit 2 – Respondent Profile Information

Submit a completed profile information sheet for the Respondent and subcontractors, if applicable, which includes:

1. Legal Name of Business Entity:
2. Name of Chief Executive Officer, Executive Director, Agency Director, or Owner:

3. Doing Business under Other Name(s)?
If Yes, Name(s):
4. Headquarters Address:
5. City, State, Zip Code:
6. Website:
7. Email Address for Primary Contact:
8. Years of Relevant Experience:
9. List of Related Projects and When Completed:
10. Total Number of Personnel to Implement the Project:
11. License(s) and Services offered:

7-3 Exhibit 3 – Background Information

For more information on the CCDDDB and CCMHB, their priorities, policies, and funding awards, see <https://ccmhddbrds.org> and <https://www.co.champaign.il.us/mhbddb/MHBDDDB.php>. Meetings of the Boards are announced and archived at <https://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php> and <https://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>.

The Evaluation Capacity Building team presented annual reports on their work with funded programs, to the Boards at regular meetings. Previous annual reports and presentations to the Boards are available for review.

September 2022:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2022/220921_Meeting/220921_Agenda.pdf (pages 15-41) and https://www.co.champaign.il.us/mhbddb/agendas/mhb/2022/220921_Meeting/220921_Addendum.pdf

September 2021:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2021/210922_Meeting/210922_Year%20Final%20Report%20Building%20Evaluation%20Capacity%20for%20Programs_FY_21_8_11_21%20with%20Appendices_FINAL.pdf

September 2020:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2020/200923_Meeting/200923_Evaluation_Capacity_Building_Board_Update.pdf

September 2019 (pages 4-77):

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2019/190918_Meeting/190918_agendaful.pdf

September 2018:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2018/180912_Study_Session/180912_Building%20Evaluation%20Capacity_Yr%203%20report_091418%20.pdf

September 2017 (pages 4-90):

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2017/170920_Meeting/170920_Agendafull.pdf

June 2016:

https://www.co.champaign.il.us/mhbddb/agendas/mhb/2016/160622_Meeting/160622mhbhandout.pdf

The Evaluation Capacity Building team also offered annual presentations to the funded agencies at their Mental Health and Developmental Disabilities Agencies Council (MHDDAC) meetings. Representatives of the team periodically attended regular meetings of the MHDDAC to report on activities and supports available to funded programs.

After initial assessment of evaluation requirements and agency reports, the project focused on developing evaluation capacity within funded programs, through:

- targeted intensive support to a small number of programs per year;
- quarterly follow-up with previous target programs;
- a “consultation bank” from which any program could request technical assistance;
- an online “measurement bank” or resource repository of documents and evaluation related materials, developed with the supported agencies and available at <https://drive.google.com/drive/u/0/folders/0B6cs5gZd3CK1Q2RBcFZpaHFKWmM?resourcekey=0-LTlk4A6etptY5mCGDnw5JQ>; and
- Logic Model and data collection and analysis workshops open to all, with recent focus on the utility of data, in response to agency requests. One workshop focused on specific aspects of Excel with example measures for demonstration, and another offered a practical walkthrough of using excel to report on performance measure outcomes, with workbook and example outcome document. Files are accessible here: <https://drive.google.com/drive/folders/1iKbPeGDACp2R48xrSfSRh8TEJWt1W6Y8?usp=sharing>

In addition to these supports to agencies, the team also worked with CCDDDB/CCMHB members and staff on revised application and report forms, standards for evaluation the outcomes proposed in application for funding, and a logic model for the Boards’ own strategic plans, available here:

<https://www.co.champaign.il.us/mhbddb/PDFS/DDB%203YR%20Plan%202022-2024%20w%20FY22obj%20FINAL.pdf> and

<https://www.co.champaign.il.us/mhbddb/PDFS/MHB3%20Yr%20Plan%202022-2024%20w%20FY22%20Objectives.pdf>