

REQUEST FOR QUALIFICATIONS
FOR
MENTAL HEALTH SERVICES

RFQ 102025

Town of Scarborough

P.O. Box 360
259 U.S. Route One
Scarborough, Maine 04070-0360

Released on November 27, 2024
Proposals Due on December 12, 2024

SCARBOROUGH

MAINE



OVERVIEW

The Town of Scarborough is seeking proposals from mental health clinicians or private practices with experience in providing Mental Health Services for first responders.

The Town intends to select one (1) firm to provide professional mental health services to the Town's Public Safety personnel based on the quality, range of strengths, and responsiveness of the proposals received.

Background

Wellness Visits (Psychological Readiness Consults)

These consultations are offered on a yearly or as-needed basis as a supportive benefit for first-responder personnel. The purpose of the visit is to create access to and foster a positive relationship with a culturally competent mental health professional. During the sessions, the members will discuss their management of the stress inherent in their high-risk occupation and ensure that their lifestyles include a set of coping strategies and the proper support to mitigate the long-term, negative effects associated with the chronic stress of their job. Members will be provided with information about common reactions to stress, as well as the more unique experiences and reactions specific to their duties as a first responder. They can ask questions and discuss some of their own stressful experiences, reactions, coping strategies, perceived areas of challenge or deficit and concerns about their potential impacts on their personal and professional life. If needed, the members and the psychologist (or other identified mental health professional) will develop a plan to improve their adjustment, which could include a mutually agreed upon referral for ongoing psychotherapy. These consultations are not mental health therapy or treatment. These visits are not a psychological or fit-for-duty evaluation. No treatment or diagnoses will be provided or developed. No information will be provided to the employer other than confirmation that the member attended the scheduled visit.

Peer Support Team and Clinician Services

The psychologist, or other identified mental health professional, will work in unison with the Scarborough Peer Support Team Leaders. As appropriate, he/she will participate in critical incident stress debriefings scheduled by the Peer Support Team. The psychologist will communicate with the Team Leaders to be kept apprised of critical incidents to which the Scarborough members were exposed and will work together to ensure all critical incidents that meet criteria are subject to debrief. The psychologist will work with Team Leaders to ensure best practices for organizational peer support.

Operational/Emergency Support:

The psychologist (or other identified mental health professional) will make every effort to provide immediate support and brief intervention/stabilization to first responders in crisis (personal or professional).

Post-Critical Incident Consultation

A post-critical incident consultation provides members with the opportunity to meet with the psychologist (or other identified mental health professional) following a particularly traumatic incident. The purpose of the visit is to discuss the member's reactions to the event; to include but not limited to his/her role in the event, immediate reactions, later reactions and potential effects on their personal and professional lives. They will be provided with information about common physical and psychological reactions to critical incidents and acute trauma. They will be provided with signs and symptoms to

expect and those that may be worthy of concern and require additional intervention. Two-to-three follow-up visits with the psychologist will also be available for members who desire additional support post-incident but not necessarily warrant mental health treatment. The psychologist and member may discuss resources for further support for themselves and/or their loved ones if need be. These visits are not mental health therapy or treatment. They are not psychological or fit-for-duty evaluations. No treatment or diagnoses will be provided or developed. No information will be provided to the employer other than confirmation that the member attended the scheduled visit.

Post-Officer Involved Shooting Consultation (Post-OIS Consult)

According to the Officer-Involved Shooting Guidelines, IACP Police Psychological Services Section (2018), a Post-OIS Consult should occur within 1-week of the shooting. This consultation is purely for psychoeducational and support purposes, and is not an evaluation of readiness to return to work. The goal of the consult is to reduce stress, assess and “normalize” any problematic post-incident reactions, and provide education regarding the management of any problematic post-incident reactions. Particular attention should be paid to maintaining sleep functioning, accessing social support, and avoiding excessive alcohol use. Officers should be assisted in preparing themselves and their loved ones for inaccurate, negative or inflammatory comments in the media, including TV, print media, and the Internet. Family/partner may be invited for part of the consult on a case-by-case basis

Mental Health Education/Training

The psychologist will provide timely and relevant training sessions for first responders and leadership. Topics may include but are not limited to: Signs/symptoms of trauma, moral injury, burnout, and other common mental health issues within the first responder community, practical methods for coping with the demands of the job, new-member orientation, spouse/family education, emotional/mental planning for retirement, responding to mentally ill persons in barricaded/hostage situations.

Agency-Office Hours/On-Site Activities:

The psychologist will spend time on-site, at the various agencies in Scarborough, observing and participating in regular police activities, such as training, meetings, ride alongs, etc. During this time on site, he/she will also make himself/herself available to any members wishing to speak privately and/or can schedule times to meet with members for their annual PRCs. This regular, on-site presence has many benefits. It allows for the occurrence of informal, natural conversations and impromptu mental health support that may have never occurred otherwise in a traditional office setting. Interactions become normalized, and members gain trust and familiarity with the mental health assets. This makes it more likely that a given member will feel comfortable consulting with the psychologist (or any mental health professional) then or in the future. The on-site presence of a psychologist sends the overall message to members that their peers and administration support and value their mental health.

SUBMISSION REQUIREMENTS

All proposals are due and must be delivered to the Scarborough Assistant Town Manager at Town Hall located at 259 U.S. Route One, Scarborough, Maine on or before December 12, 2024 by 10:00 am. Proposals submitted late will not be considered or accepted.

Each Respondent must submit a sealed proposal. Proposals submitted must be clearly marked: **Request for Qualifications for Mental Health Services.**

Proposals must be addressed and delivered to:

**Town of Scarborough
Clerks' Office
P.O. Box 360
259 U.S. Route One
Scarborough, Maine 04070**

Hand delivered proposals will be date/time stamped/signed by the Town Clerk. Normal business hours are Mondays-Thursdays 7:00 am to 5:00 pm, excluding holidays. The Town will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Each Respondent is responsible for submission of their Proposal.

All questions must be in writing and submitted to Kim Morrison by December 9, 2024 at the following email: kmorrison@scarboroughmaine.org

In order to establish a uniform review process, it is requested that proposals be organized in the following manner:

1. Title Page
 - a. Show the proposal subject, name of firm, local address, telephone number, name of primary contact person, and date.
2. A brief summary of experience of individual(s) who will be working with the Town of Scarborough.
3. List three (3) references of past clients, including primary contact's name, title, address, phone number, email address, and last project name and date that the Respondent worked on with the reference contact.
4. Include a Fee Proposal, which should include schedule/hourly rate as well as any miscellaneous fees and charges.

STANDARD TERMS AND CONDITIONS

The Town of Scarborough reserves the right to amend this RFQ prior to the proposal due date. All amendments and additional information will be posted on the Town website: www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Respondent. All proposals submitted become the property of the Town.

The apparent successful firm will be required to sign a Professional Services Contract. Prior to award, the apparent successful firm may be required to enter into discussions with the Town to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved with one (1) month of notification. If no resolution is reached, the proposal may be rejected and discussions may be initiated with the second highest scoring firm. The Town may extend the one (1) month timeline if it is deemed appropriate.

The duration of the contract shall be through July 1, 2025. The Town solely reserves the right to negotiate any additional work beyond the contract date with the selected Respondent. The Town shall announce its intention prior to the end of the contract period. Pursuant to Scarborough Town Code, the Town reserves the right to cancel any contract immediately for cause, or for convenience on thirty days prior written notice to the contracted firm. The Town also reserves the right to include in the contract for services other terms and conditions not specifically set forth herein, including but not limited to terms and conditions required by non-Town funding sources. The Town reserves the right to cancel the contract if any key personnel changes or additions are not agreed upon in writing.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

A Certificate of Insurance is required from all consultants, contractors, and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Respondent must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Respondent(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFQ and any award hereunder.

Specifically, the successful Respondent(s) shall provide the following coverage(s) and amount(s).

Commercial General Liability	\$2,000,000.00
Automobile Liability	\$2,000,000.00
Workers Compensation	\$1,000,000.00
Errors and Omissions	\$2,000,000.00
Umbrella Coverage	\$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

Those firms or entities who wish to limit their proposals to one or more specialty categories (B-E) may propose alternate coverage levels, but the Town will consider such reduced coverage when making any award hereunder. Any such alternate coverage proposal must still contain at least a \$1,000,000.00 umbrella policy naming the Town as an additional insured.

