

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS**

MENTAL HEALTH & WELLNESS COALITION PLANNING CONSULTANT SERVICES

February 9, 2023

Sealed proposals for the services named above will be received at the office of the Director of Finance until 11:00 a.m. Friday, March 3, 2023. Thereafter, proposals will be opened in public and read aloud or opened and read aloud pursuant to the applicable provisions of the Governor's Executive Orders. Responses received after this date and time will not be accepted.

Proposal documents may be obtained from the Department of Social Services Director, 1010 Enfield Street, Enfield CT 06082, telephone number (860) 253-6395 or from the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

The Town is an affirmative action/equal opportunity employer. Disadvantaged, minority, small and women-owned business enterprises are encouraged to respond.

John A. Wilcox, Director of Finance
EOE/AA

TOWN OF ENFIELD, CONNECTICUT

REQUEST FOR PROPOSALS

STANDARD INSTRUCTIONS TO PROPOSERS

MENTAL HEALTH & WELLNESS COALITION PLANNING CONSULTANT SERVICES

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above-named service on behalf of its Department of Social Services. Details of the responsibilities are included in the Scope of Work that follows these instructions. If there are any conflicts between these Standard Instructions to Proposers and any other proposal document(s), these Standard Instructions to Proposers shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	February 9, 2023
Public Proposal Opening	11:00 a.m. Friday, March 3, 2023
Panel Interviews	March 16-17, 2023
Contract Awarded (Not Definite)	March 20, 2023
Commencement of Work	April 3, 2023

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from the Director of Social Services, 1010 Enfield Street, Enfield CT 06082, telephone number (860) 253-6395 or from the Town's website, www.enfield-ct.gov.

4. PROPOSAL SUBMISSION INSTRUCTIONS

One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "**RFP - Mental Health & Wellness Coalition Planning Consultant Services**". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.

Failure to provide information requested as part of the response to this RFP at the time the proposal is opened will disqualify the Proposer.

The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form or written on the proposal form.

5. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each Proposer is presumed to have read and be thoroughly familiar with all RFP and contract documents herein. Failure or omission of the Proposer to receive or examine any information shall in no way relieve any Proposer from obligations with respect to their response.

6. MODIFICATIONS AND ADDENDA

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, <http://www.enfield-ct.gov>. Each Proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

7. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

8. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Proposers shall avail themselves of these exemptions.

9. INSURANCE

Consultant shall agree to always maintain in force during the contract the following minimum coverage. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A" VIII. In addition, all Carriers are subject to approval by the Town of Enfield. Minimum Limits:

- A. Commercial General Liability Each Occurrence \$1,000,000, \$2,000,000 Aggregate. Town of Enfield shall be named as an Additional Insured.
- B. Auto Liability Combined Single Limit \$1,000,000 for all owned, hired, and non-owned vehicles for property damage and liability. Town of Enfield shall be named as an Additional Insured. (Coverage will not be required if Consultant is working remotely or using personal auto).
- C. Professional Liability/Errors and Omissions coverage to be provided with a \$1,000,000 limit and \$1,000,000 aggregate.
- D. Workers' Compensation - For all the employees employed on said Work shall be maintained in accordance with Connecticut's Workers' Compensation Act. In case any class of employees engaged in hazardous Work under the contract at the site of the Work is not protected under the Workers' Compensation Act, the Contractor shall provide Workers' Compensation Insurance for the protection of its employees not otherwise protected. (Coverage will not be required if Consultant is a sole proprietor with no employees)
- E. A thirty (30) day Notice of Cancellation applies for the Town of Enfield.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion.

10. INDEMNIFICATION REQUIREMENT:

The Consultant shall hold harmless, defend, and indemnify the Town of Enfield ("the Town") from all loss, liability, damage, penalty, expense, or fee, including attorney's fees, or other costs or obligations which result from or arise out of the performance or breach of obligations of the Consultant, any employee, agent, or personnel, including without limitation, claims brought against the Town by third parties, employees of the Town, or employees of the Consultant. The indemnification provisions shall survive the termination of the Contract.

11. FAIR EMPLOYMENT PRACTICES

The Consultant agrees not to discriminate against any employee or applicant for employment in the performance of this work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other conditions proscribed by State or Federal law.

12. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful Consultant. The contract will include and incorporate the provisions of this Request for Proposal including the Standard Instructions to Proposers and the Qualifications & Scope of Work, and Proposal Form submitted by the successful Consultant. In the event of any conflict between the Request for Proposals and the successful Consultant's proposal, the Request for Proposal shall prevail.

13. TERM OF CONTRACT

It is anticipated that the Contract period shall be for one (1) year from date of award.

14. AWARDING THE CONTRACT

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities and to award the proposal deemed to be in the best interests of the Town.

It is the Town's policy to not award proposals to those who owe Town of Enfield prior year(s) property taxes.

The "Contract Awarded" date in Section 2 titled KEY EVENT DATES is the date the contract is anticipated to be awarded. It is not a date certain.

15. NON-APPROPRIATION

The Town's fiscal year commences on July 1st and ends on the next following June 30th. The contract for these services will be subject to the appropriation and disbursement of funds by the Town sufficient for the contract for these services for each fiscal year in which the contract is in effect. The Town shall have the right to terminate the contract in whole or in part without penalty

to the Town in the event that sufficient funds to provide for Town payment(s) under the contract are not appropriated, not authorized, or not made available or such funding has been reduced. In the event that the contract is subject, in whole or in part, to the appropriation and disbursement of Federal and/or State funds and such funds are not appropriated or are not disbursed to the Town, the Town shall have the right to terminate the contract in whole or in part without penalty to the Town.

NOTE: The Town reserves the right to terminate the contract for convenience during the first thirty (30) days of service with 24 hours' notice.

After the initial thirty (30) days of the contract term, the Town may terminate the contract for convenience upon written notice to the successful vendor thirty (30) days prior to the termination date.

END OF STANDARD INSTRUCTIONS TO PROPOSERS

**TOWN OF ENFIELD, CONNECTICUT
MENTAL HEALTH & WELLNESS COALITION PLANNING CONSULTANT SERVICES**

QUALIFICATIONS & SCOPE OF WORK

- I. OVERVIEW** - The Town of Enfield (hereinafter referred to as the “Town”) is requesting Proposals from qualified Consultants to provide process and planning facilitation services for the Town Department of Social Services (hereinafter referred to as “Department”) and resultant Mental Health & Wellness Community Coalition (hereinafter referred to as “Coalition”).

The Town recognizes the on-going impact of the COVID pandemic with traumatic and adverse effects seen across the lifespan, all races, cultures, and socio-economic levels. To improve conditions and outcomes for Enfield residents so that they are *Healthy, Safe & Stable, and Connected to their Community* the Department serves as a convenor of partners that share this vision and agenda by creating a climate and culture of prevention, intervention, and postvention on issues pertaining to mental health and wellness.

Guided by the 5 Domains of the Social Determinants of Health, and using a collective impact approach, the Consultant will facilitate the design of this Coalition and its community plan to address the conditions in Enfield as they relate to improved mental health and wellness across all ages. Undergirded by diversity, equity and inclusion values, the Consultant will gather data, conduct research, and elicit input from community members and other key stakeholders to inform a set of strategies and actions aimed at stabilizing and improving our overall community’s health and wellness across the life span.

II. PROPOSALS & QUALIFICATIONS

The Consultant will have no less than five (5) years demonstrated experience in the development of a community coalition and plan using the Collective Impact approach. Additionally, the Consultant will have no less than five (5) years’ experience working within the Social Determinants of Health framework for the promotion of mental health and wellness across the lifespan.

Proposers shall submit the following in their proposal submission:

- A. Letter of Transmittal – A letter addressed to the Director of Social Services which includes a statement by the Proposer accepting all terms and conditions contained in this RFP. The letter must be signed by the Proposer’s authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- B. Background and Experience – A brief description of the Proposer’s education, professional background, and experience as it relates to this RFP and Scope of Work. Include relevant certifications/licenses.
- C. Project Understanding and Implementation – Statement regarding the Proposer’s qualifications related specifically to Process and Planning Facilitation, and content area expertise for Social Determinants of Health, Trauma, and Collective Impact as described in the RFP and Scope of Work. Describe, in detail, the process and steps you

will take to support the Coalition design and its development of a community action plan. Include a detailed timeline for each element of the Scope of Work. Evidence of successful portfolio projects of similar nature and scale must be provided as part of the proposal submission.

- D. References – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses and telephone numbers for individuals that the Town may contact.
- E. Fee Proposal – Each Proposer will need to describe in detail the fee structure for providing Process and Planning Facilitation services. Provide staffing information and hourly rates as part of the fee structure. Please include the name, title, address, and telephone number for the individual with authority to negotiate and contractually bind the firm. The Town reserves the right to negotiate the fees and payment schedules with the selected Consultant.

III. SCOPE OF WORK

1. Support the Director of Social Services in convening an intergenerational, cross-sector, trauma-informed mental health and wellness collaborative that is reflective of the community's demographics.
2. Conduct an analysis of the strengths, weaknesses, opportunities and challenges as they pertain to ensuring Enfield residents across the lifespan are healthy and well.
3. Develop a team charge and governance structure rooted in shared decision-making and shared accountability, inclusive of those with lived experience, to support the Coalition and its work.
4. Inventory existing committee and coalition efforts in Enfield/support of Enfield to determine opportunities for alignment and reduce redundancy of effort.
5. Collect and present data on environmental conditions and researched practices in support of mental health and wellness to inform strategy design.
6. Write a 3-year action plan inclusive of performance measures.
7. Draft a Sustainability Plan that includes potential shared resources in support of strategy implementation and evaluation.
8. Create agendas for, facilitate, and document all planning meetings and convenings.

IV. TOTAL COST – Not to exceed \$25,000.00

V. SELECTION, CRITERIA, EVALUATION & AWARD

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed fees; and other relevant criteria.

The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFP. The Town anticipates inviting the Proposers with the most responsive submissions for an interview with presentation

before representatives from the Town. Following the interview process, the Town will award a contract to the Consultant it determines is best qualified to perform the required services.

VI. TERMS & CONDITIONS

- All proposals in response to this RFP are to be the sole property of the Town of Enfield. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the Town.
- Timing and sequence of events resulting from this RFP will ultimately be determined by the Town.
- The Proposer agrees that the proposal will remain valid for a period of 90 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town may amend or cancel this RFP, prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town. At its discretion, the Town may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town, regardless of whether they were previously approved by the Town.
- Any costs and expenses incurred by Proposers in preparing or submitting this proposal are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience and ability necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the Town at the Proposer's sole cost and expense.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud. The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Town of Enfield participated directly in the Proposer's proposal preparation.
- The Proposer must accept the Town standard contract language and Conditions.
- The contract will represent the entire agreement between the Proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town. The contract may be amended only by means of a written instrument signed by the Town and the Proposer.

- The Town reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any prior Town contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.
- Written affirmation that the Proposer has read and accepts the RFP's conditions, the Town's standard contract and conditions and the Town's contract compliance requirements in their entirety and without amendment must be submitted with the Proposer's qualifications and proposal. The statement must be signed by the Proposer.

VII. INVOICING

A. All invoicing must reflect the completion of proposed projects. All invoicing must include the following:

1. Type of service completed from the Scope of Work
2. Reflect the pricing submitted on the Proposal Form for the services completed.

END OF QUALIFICATIONS AND SCOPE OF WORK

TOWN OF ENFIELD
MENTAL HEALTH & WELLNESS COALITION PLANNING CONSULTANT
PROPOSAL FORM

Please provide your overall, big picture, recommendations/pricing for the following deliverables from the Scope of Work.

Support the Director of Social Services in convening an intergenerational, cross-sector, trauma-informed mental health and wellness collaborative that is reflective of the communities' demographics. Cost \$_____

Conduct an analysis of the strengths, weaknesses, opportunities and challenges as they pertain to ensuring Enfield residents across the lifespan are healthy and well. Cost \$_____

Develop a team charge and governance structure rooted in shared decision-making and shared accountability, inclusive of those with lived experience, to support the Coalition and its work. Cost \$_____

Inventory existing committee and coalition efforts in Enfield/support of Enfield to determine opportunities for alignment and reduce redundancy of effort. Cost \$_____

Collect and present data on environmental conditions and researched practices in support of mental health and wellness to inform strategy design. Cost \$_____

Write a 3-year action plan inclusive of performance measures. Cost \$_____

Draft a Sustainability Plan that includes potential shared resources in support of strategy implementation and evaluation. Cost \$_____

Create agendas for, facilitate, and document all planning meetings and convenings. Cost \$_____

TOTAL COST: \$_____ (Not to exceed \$25,000)

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM
MENTAL HEALTH & WELLNESS COALITION PLANNING CONSULTANT SERVICES**

[PROPOSAL FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions proposing and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person

Date _____

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

24 Hour Emergency Number

Email Address

END OF PROPOSAL FORM

Appendix A

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND _____

This Agreement is made this _____ day of _____, 2023 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the “Town”) and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06____ (hereinafter referred to as “Vendor”).

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town the Mental Health & Wellness Coalition Planning Consultant Services.

The term of this Agreement shall commence on the date set forth above.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled “Mental Health & Wellness Coalition Planning Consultant Services.”
2. The Standard Instructions entitled “Mental Health & Wellness Coalition Planning Consultant Services”;
3. Qualifications and Scope of Work entitled “Mental Health & Wellness Coalition Planning Consultant Services”; and
4. Proposal Form entitled “Mental Health & Wellness Coalition Planning Consultant Services”.

This Agreement cannot be altered, modified, amended, or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

The Town may terminate this Agreement for convenience.

Vendor Name

Town of Enfield

By: _____

By: _____

Ellen Zoppo-Sassu
Town Manager