



Snead State Community College
220 N. Walnut Street
Boaz, AL 35957
256.840.4104

REQUEST FOR PROPOSALS (RFP)
INVITATION TO BID
MENTAL HEALTH / COUNSELING SERVICES
END DATE: MARCH 21, 2023

Snead State Community College will receive sealed bids in its Business Office until March 21, 2023 at 2:00 pm. Please see specific instructions included on the RFP. For the item(s)/services described and specified on the attached sheet(s). All bids received after this time will not be considered.

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. All bids are to be in sealed envelopes with the opening date and bid description to be on the outside of the envelope. Bids should be mailed to: **Snead State Community College, ATTN: Vicki Carr, 102 Elder Street, Virgil McCain Center, P.O. Box 734, Boaz, AL 35957-0734.** Bids delivered by Federal Express, Airborne Express, all other delivery services, or hand delivered, must be labeled with "bid enclosed" along with the opening date and bid description on the outside of the delivery service's envelope. **NO FAXED OR EMAILED BIDS WILL BE ACCEPTED. All bids must be notarized.**
2. Only written modifications to proposals will be accepted.
3. Bidders may submit proposals on any one or all items/services listed. The College reserves the right to accept bids in any combination, or reject any bid or part thereof and waive information that might be in the best interest of the College.
4. All bids are to include delivery dates of merchandise. All shipping and handling charges shall be the responsibility of the successful bidder, unless stated in the bid quote. All bid prices are to be quoted F.O.B. (Free on Board) to Snead State Community College, Boaz, Alabama. The successful bidder must assume all liability/responsibility for damage in transit.
5. Reference in the specifications to name brands, catalog numbers, etc. is for identification purposes only and is no way intended to eliminate or discourage the offering of substitute items which equal or exceed the specifications. If substitute brands are offered, specifications for those brands **must** be included in the bid package. Failure to supply these specifications may result in the rejection of the bid. When the bidder does not state brand name or catalog number, it is understood the offer is exactly as specified.

6. Unless otherwise indicated, items/services furnished under the request must be new. Guarantees/warranties are to be furnished by the vendors as provided by the manufacturer.
7. Bid prices are **not** to include tax. The College is a State of Alabama Institution. If your company gives a discount, this must be included in the quote.
8. All items/services are to be free from defects in material and workmanship. If items are found to be defective or damaged or do not meet the specifications, they are to be replaced immediately by the Vendors at no additional cost to the College. If a company is awarded a bid and the company cannot honor the terms of the bid, the company may be removed from the College's preferred vendor list.
9. No payment will be made until all items/services have been received in good condition.
10. After the bids are opened, all bids become the property of the College and will be made available for public inspection.
11. The proposal is to be made without connections with any other person, company, or party making a bid proposal and is to be in all respects fair and in good faith, without collusion or fraud.
12. In submitting a proposal, the bidder agrees to execute a contract incorporating the General Conditions and Instructions to Bidders for any and all items/services which collectively shall constitute the contract and if deemed required to execute Payment and Performance Bonds. Failure to do so shall result in forfeiture of bid security.
13. Bid awards are subject to change or cancellation due to unanticipated decrease in funding (including tuition, local, state, or federal). Bid awards are also subject to change or cancellation due to changes in local, state, federal laws, regulations or policies or in changes in the policies of Snead State Community College or the Alabama Community College System.
14. **Pursuant to Act 2001-955, all Alabama College System Departments, agencies, entities and institutions must ensure completion of a Vendor Disclosure Statement for all proposals, bids, contracts or grant proposals for amounts in excess of \$5000. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and must be submitted within ten (10) days of the award. (State Board Policy 205.06: Disclosure and Approval of Contract Information)**
15. **The awarded vendor must complete all forms that are related to the Alabama Immigration Law H. B. 56 before a purchase order can be issued.**
16. **The awarded vendor must supply current copies of the following: General Liability Insurance, current state, county or city business license, general contractor's license or applicable license as required by law.**

- 17. This contract will be awarded for a period of one year and up to three years if no changes are made in the specifications and/or pricing by the vendor. This extension must be approved in writing for the extension to be valid.**
- 18. This contract may be canceled at any time by the College or the winning bidder with a 30 day written notice.**
- 19. Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.**

Vendor Information and Authorized Signature

VENDOR INFORMATION:

Vendor Name

Address

ST

Zip

Phone

Fax

e-mail

I certify that I have read all the General Conditions and Instructions to Vendors of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for vendor. I agree to abide by all conditions of this bid request.

Authorized Signature

Title/Position

Print or Type Name

Date

Notary

Date

Alabama Law (Section 41-4-116, Code of Alabama 1975) Provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and / or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557.** They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

BACKGROUND

Founded in 1898, Snead State Community College is the oldest community college in Alabama to award the two-year Associate's Degree. The vision for Snead State Community College is to become a premier and unique Community College known for access and excellence, academic rigor and integrity, and good stewardship. Located in the heart of Sand Mountain, the Boaz campus of Snead State Community College is approximately ninety minutes from Birmingham and Huntsville. The 43-acre campus contains instructional facilities, athletic facilities, a dormitory, Student Center, and cafeteria, all designed to meet the needs of students. Within its academic transfer and career technical programs, Snead State Community College serves, but is not limited to, students primarily within the Marshall, DeKalb, Blount, and Etowah Counties, and has a robust and successful distance education program. Snead State also operates instructional sites in Arab (Arab Instructional Site), Albertville (Aviation College at Snead State), and Guntersville (Marshall Technical School). Admission is open access in each of the three semesters (fall, spring, and summer). As its mission, Snead State Community College, a member of the Alabama Community College System, is dedicated to excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement.

In the fall 2022 semester, a total of 2,507 students were enrolled. Forty percent of these were full-time; 60% were enrolled part-time. Sixty-three percent were females, and 37% were males. The majority of the students were Caucasian/White (78%). Less than 21% of the student population represented a mixture of minority races, and less than 1% was unknown. Nearly 17% self-identified as Hispanic. The majority of students enrolled were ages 18-21, which made up 54% of the student population. The median age was 21.3. Dual enrollment high school students comprised nearly 20.5% of the enrollment headcount. The FTE was 1,592. Snead State has a staff of approximately 105 full-time and 145 part-time employees.

Snead State Community College has a large number of students that take classes online. Only 15% of those enrolled Fall 2022 were enrolled in all on-campus classes. Thirty-two percent were enrolled in at least one online class. Fifty-three percent of students were enrolled in all online classes. The learning management system (LMS) is Blackboard, and the student information system (SIS) is Ellucian Banner.

Students who self-identify personal concerns are currently referred to outside agencies. The primary referral is United Way of Marshall County along with referrals to crisis hotline numbers such as 9-8-8. In the fall of 2022, Snead State Community College added a goal to "support mental and physical wellness for students, faculty, and staff" to its *2022-2027 College Strategic Plan*. The College has seen an increase in the number of students in need of mental health / counseling services. Thus, Snead State Community College seeks to contract with a third-party to provide mental health/ counseling/ crisis response and support services.

SPECIFICATIONS

1. Comprehensive services for mental health / counseling / crisis response services (including any combination of traditional face-to-face, telehealth, or virtual services).
2. Detailed information on services to be performed (including day/time availability of services) and the annual cost. Include the maximum annual cost increase.
3. Include credential level of therapists (licensed professionals, Master's level professionals, psychiatrists, etc.).
4. Provide multiple options for different services or the frequency of services at different prices.
5. Response to HIPAA and other regulations as well as liability responsibility.
6. Discuss implementation timeline and the use of any technology or system integration.
7. Describe the diversity of providers. Include languages available (English, Spanish, etc.).
8. Include a minimum of three (3) references of similarly completed services, or services in progress, which demonstrate the responding firm's expertise and capabilities in similar services as outlined in the RFP.

Snead State Community College requests that pricing be held for a minimum of 90 days following the close of the RFP.

For general questions, please contact Ms. Vicki Carr at vicki.carr@snead.edu.

For specific questions, please contact Mr. Jason Cannon at jason.cannon@snead.edu.