



## Dundee Township Mental Health Board

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# REQUEST FOR PROPOSAL FOR ADMINISTRATIVE SERVICES FOR THE DUNDEE TOWNSHIP 708 MENTAL HEALTH BOARD

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Raymond Auger

Dundee Township 708 Mental Health Board

[auger.mhb@dundeetownship.org](mailto:auger.mhb@dundeetownship.org)

Request for Proposal #: RFP-2025-01

## I: General Information

- A. Purpose.** This request for proposals (RFP) is to contract for administrative services to be provided to the **Dundee Township 708 Mental Health Board (hereinafter “DTMHB”)**.
- B. Who May Respond.** Qualified applicants as independent contractors, or administrative firms including such coordinators/administrators for local governments, may respond to the RFP. **NO THIRD-PARTY RECRUITERS/AGENTS MAY RESPOND.**
- C. Instructions on Proposal Submission.**
  - a. **Closing Submission Date.** Proposals must be submitted no later than **September 12, 2025.**
  - b. **Inquiries.** Inquiries concerning this RFP should be emailed to:  
Raymond Auger  
Dundee Township 708 Mental Health Board  
[auger.mhb@dundeetownship.org](mailto:auger.mhb@dundeetownship.org)

All responses rendered to one proposer will be shared in a timely manner on the Dundee Township website for all potential proposers.

- D. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the DTMHB.
- E. Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Proposals should be submitted via email as a single PDF or Microsoft Word document. If the file is too large to send via email, please contact Raymond Auger for alternate methods of submission. It is the responsibility of the Proposer to ensure that the proposal is received by the DTMHB, by the date, time and in the manner specified above. Late proposals will not be considered.

- F. Right to Reject.** DTMHB reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP. DTMHB reserves the right to negotiate any and all proposals prior to the final contract award.
- G. Notification of Award.** It is expected that a decision to select the successful Proposal will be made by October 16, 2025. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed via email of the decision.

## II: Services to be Provided

- A. Description of Entity.** Voters approved the DTMHB by referendum at the March 2020 Election. The DTMHB is authorized and governed under the Community Mental Health Act (405 ILCS 20/) and operates according to various municipal and state laws. The DTMHB consists of seven members appointed by the Dundee Township Supervisor with the advice and consent of the Dundee Township Board.

The mission of the Dundee Township Mental Health Board is to ensure residents in need of support receive the best possible services for mental health, intellectual/developmental disabilities, and/or substance abuse treatment for residents of Dundee Township by:

- 1) Identifying applicable township needs
- 2) Developing plans to meet those needs

- 3) Contracting with service providers to provide needed services
- 4) Communicating and collaborating with residents, community stakeholders, other 708 boards, and service providers

**B. Scope of Services.** The Proposer shall be readily available to perform the following administrative services, as requested by the DTMHB:

- a. Provide professional administrative support to the staff, and committees and commissions of the DTMHB.
- b. Implement DTMHB policy and committee work plans, including coordinating the annual grant allocation process and the execution of contracts of DTMHB funds distributed to organizations and programs serving residents of Dundee Township.
- c. Perform oversight of grant recipients by conducting compliance audits, and the review and approval of monthly, quarterly, and purchase of service reports.
- d. Administer the preparation and implementation of a one-year and three-year comprehensive plan and annual strategic planning for the DTMHB.
- e. Perform other duties as required for the successful operation of the DTMHB.
- f. Maintain communications and participate in meetings and conference calls with the DTMHB and staff, as necessary.
- g. Working with DTMHB legal counsel, prepare/review contracts, resolutions and intergovernmental agreements and related agenda material for action by the DTMHB.
- h. Maintain communications and participate in-person in regular, special and committee meetings with the DTMHB including the preparation of agendas for DTMHB meetings and committee meetings in cooperation and coordination with the president of DTMHB.
- i. Serve as DTMHB's liaison to funded agencies, community organizations, mental health planning bodies, and federal/state/county government agencies.
- j. Perform other administrative services and tasks, as assigned by the DTMHB.

### III: Proposal Contents

The Proposer, in its proposal, shall, as a minimum, include the following:

**A. Contact Information.**

- a. [Name, Organization Name, if applicable]
- b. [Address, City, ST, ZIP]
- c. [Phone Number]
- d. [Email]

**B. Administrative Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest from the DTMHB in the following topic areas:

- a. Local government
- b. Nonprofit and tax-exempt organizations
- c. Government grants and contracts including federal, state, local and private
- d. Mental Health administration
- e. Substance Abuse administration
- f. Disability administration
- g. Patient privacy and HIPAA.
- h. Illinois Mental Health Boards.

- i. Knowledge of mental health and/or human services
- j. Capacity to identify and manage multiple projects, programs, and services in an efficient and effective manner with minimal supervision.
- k. Bilingual skills in English and Spanish preferred.
- l. Knowledge of principals, methods, and theory of public administration, project management, and grant administration
- m. Ability to work in a diverse team environment while utilizing strong evaluative and critical judgement skills
- n. Ability to clearly convey instructions to team. Capable of speaking clearly and effectively before groups of people and answering questions appropriately
- o. Ability to create and edit reports and correspondence from various source material using appropriate style and format
- p. Ability to maintain effective professional relationships with elected officials, staff, residents, grantees, and vendors
- q. Ability to work effectively with residents that have a wide variety of mental and physical illnesses

Additionally, if applicable, provide a description of any experience with organizations comparable to the DTMHB that offer similar programs and services.

**C. Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- a. Size
- b. Structure,
- c. Areas of practice
- d. Office location(s)
- e. Small or minority-owned business status.

Please state any conflicts of interest you may have if they are chosen to provide administrative services to the DTMHB.

**D. Educational Experience and Computer Skills.** The Proposer should include a description of their qualifications. Descriptions should include a resume'/curriculum vitae (CV) with the following:

- a. Professional and educational background, bachelor's degree in public administration, non-profit administration, or related field (master's degree in related field preferred).
- b. Two years related experience in local government, human services, grant administration, or related field.
- c. Experience in staff support to a policy-setting volunteer board is beneficial.
- d. Proficiency in Microsoft Office related applications to include word, spreadsheets, database applications, and PowerPoint.
- e. Working knowledge of Intuit QuickBooks preferred.
- f. For proposers who are organizations, staffing to be assigned to administrative services, include resumes/CVs of staff likely to be assigned to the engagement. Education, position in firm, years, and types of experience, and continuing professional education will be considered.

g. Willingness to work occasional evenings and/or weekends as needed.

**E. Price.** The Proposer's proposed price should include information on the hourly billing rate of the person(s), and if applicable, other staff who are expected to work on this engagement. The Proposer should include any charges for expenses, such as research, copies, faxes, electronic communication and travel, including where travel staged. Please specify any differences in billing rates based on work type, such as compliance, accounting, grant administration, etc.

**F. References.** The Proposer should include three references. For each reference, please provide their name, title, organization, contact information, and relationship to the Proposer.

**G. Physical Demands:**

- a. Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- b. The position may require some light lifting, pulling, pushing and carrying of up to 20 pounds.
- c. Requires the operation of a motor vehicle.

**H. Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodation.

- a. This position is primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- b. Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

**I. Reimbursement:**

Reimbursement for services awarded by this contract will range from \$50,000 to \$70,000 depending on experience and qualifications.

#### IV: Proposal Evaluation

**A. Evaluation Procedure and Criteria.** DTMHB members will review proposals and select a candidate. The DTMHB may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- a. Proposed approach to scope of work.
- b. Level of experience of the individual(s) identified to work on this engagement.
- c. The Proposer's experience with similar clients and administrative matters.
- d. Cost.
- e. Reference checks.
- f. Interviews, if conducted.

**B. Required Format for Proposals.** All proposals must follow the required format.

Failure to follow the required format may result in disqualification of a proposal:

- a. Page Limit: 12, including cover page.
- b. The Qualifications section should be attached at the end and not included in the page limit.
- c. Page Size: 8 ½ x 11; portrait
- d. Font Size: 12
- e. Font Type: Arial
- f. Double-spaced
- g. Margins: 1" minimum on the top, bottom, and sides of all pages
- h. All pages must be numbered.
- i. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
- j. Do not include attachments other than those requested or required by this RFP.

#### V: Proposal Timeline

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of Dundee Township or the DTMHB for additional information except in writing directed to Raymond Auger at [auger.mhb@dundeetownship.org](mailto:auger.mhb@dundeetownship.org)

#### VI: Questions

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **Sept 2, 2025**.

Questions must be emailed to Raymond Auger at [auger.mhb@dundeetownship.org](mailto:auger.mhb@dundeetownship.org). Questions and responses will be emailed to the Proposer by **Sept 8, 2025**. Please note that submissions of questions for responses do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

#### VIII: Additional Information

- A. Contract Award.** DTMHB reserves the right to award the contract in a manner deemed to be in the best interests of DTMHB.
- B. Stability of Proposed Prices.** Any price offerings from Proposers must be valid until January 9, 2026 (90 days from the proposal due date).
- C. Amendment or Cancellation of the RFP.** DTMHB reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of the DTMHB.
- D. Proposal Modifications.** No additions or changes to any proposal will be allowed after the proposal's due date unless such modification is specifically requested by the DTMHB. The DTMHB, at its

option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

- E. Proposer Presentation of Supporting Evidence.** Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that the DTMHB deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.
- F. Proposer Demonstration of Proposed Services and/or Products.** Proposers must be able to confirm their ability to provide all proposed services.
- G. Erroneous Awards.** The DTMHB reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer. Such action shall not constitute a breach of contract on the part of DTMHB because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.
- H. Ownership of Proposals.** All proposals shall become the property of the DTMHB and will not be returned.
- I. Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the DTMHB unless otherwise stated in the contract.
- J. Oral Agreement or Arrangements.** Any alleged oral agreements or arrangements made by Proposers with the DTMHB will be disregarded in any proposal evaluation or associated award.
- K. Not a Contract.** This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. The DTMHB will pursue negotiations with the highest scoring proposal. If, for some reason, the DTMHB and the initial Proposer fail to reach consensus on the issues related to a contract, then the DTMHB may commence contract negotiations with other Proposers. The DTMHB may decide at any time to start the RFP process again. The selected Proposer will be required to sign a formal contract.
- L. Subcontractors.** DTMHB must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the DTMHB and that the DTMHB or their designee may communicate directly with any subcontractor as the DTMHB deems necessary or appropriate. It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to the DTMHB upon request.