

Brimfield Township Police Department



Police Officer Wellness Initiative

Request for Qualifications Issued: May 1, 2024

Submit Qualifications to: rmosley@brimfieldpolice.com

Due Date: May 20, 2024 @ 4:00pm

Roy Mosley III, Police Chief

I. INTRODUCTION & NOTICE TO PROSPECTIVE APPLICANTS

The Brimfield Township Police Department is seeking proposals from qualified professional councilors through this Request for Qualifications (“RFQ”) to provide annual wellness consultation services to the Brimfield Township Police Department’s (“Department”) first responder law enforcement officers. Services (defined below) are not needed for public safety telecommunicators or jail staff, as the Department does not employ those positions.

The Services will be provided under the Department’s new program that will mandate all law enforcement officers (from the Police Chief down) to meet with a councilor once per calendar year, with the cost of the annual meeting borne by the Brimfield Township Police Department. Presently, the Department is staffed with 17 officers, with plans to increase to at least 19 officers in the near future.

II. SCOPE OF WORK AND DELIVERABLES

The Department is committed to providing resources for the wellness of our first responder police officers. The Department recognize that the job performed by first responders subjects them to significant stress and, at times, traumatic events. The Department also recognizes that first responders are often less inclined than the general population to seek counseling from a mental health professional. The Department’s wellness initiative will place our first responders in contact on an annual basis with a mental health professional to help provide this service for those who may not otherwise seek counseling, but could benefit. The selected applicant must provide the following services (“Services”) to the Department:

- ✓ Meet annually and conduct one (1) wellness visit with each of the Department’s law enforcement officers.
- ✓ Discuss first responder overall mental wellness with each officer during the wellness visit.
- ✓ Connect first responders with additional resources based on recommendations post-wellness visit.
- ✓ Provide the individual first responders with any recommendations for follow-up actions after the wellness visit, and provide referrals for appropriate follow-up services if requested.
- ✓ Provide the Department with written confirmation that each individual officer both scheduled and attended a wellness visit annually.

- ✓ Wellness visits will be conducted at a location within 30 miles of the
Brimfield Police Department, 1287 Tallmadge Rd., Kent, OH. 44240.

III. MINIMUM QUALIFICATIONS OF APPLICANT

Applicant must provide a licensed clinical counselor, psychologist, or psychiatrist, licensed in the State of Ohio who has experience working with first responders to conduct annual wellness visits.

IV. SUBMISSION REQUIREMENTS & EVALUATION CRITERIA

Prospective applicants should respond to this RFQ by submitting all the following to the Township:

1. **Organizational Information:** Name, address, phone number, email for primary contact, the number of professional staff member(s) who will be assigned to provide mental health services, including a resume or CV which shall include years of experience and relevant experience working with first responders. This should be provided in a cover letter or similar document signed by a member of the organization who is authorized to respond to this RFQ.
2. **Statement of Qualifications:** Provide a summary of the individual's/ organization's overall experience in the field of mental wellness, capabilities, and experience working with first responders, demonstrating the individual's/organization's ability to deliver the Services to the Township.
3. **Availability:** A brief statement as to the availability of the individual(s) responsible for mental wellness visits to perform the Services.
4. **References:** Please provide a minimum of two (2) references from other organizations who employ first responders and can speak to the individual's/organization's ability to provide the Services to the Township.
5. **Cost of Services:** A cost summary or schedule of the rate(s) which the individual/organization will charge to provide the Services to the Township, including any other fees, costs or other expenses which it will charge to provide the Services.
6. **Sample Agreement:** If the individual/organization has a form agreement for such services, please include a copy of such sample.
7. **Conflict of Interest:** The individual/organization must disclose any conflicts, or potential conflicts, of interest pertaining to the provision of Services to the Township.

8. Non-collusion affidavit: The individual/organization must submit a non-collusion affidavit affirming that it is the only entity interested in the payment for Services by the Township, that the agreement is made without any connection or common interest in the profits of the agreement with any person submitting a response to the RFQ, that any agreement is fair and without collusion or fraud on the individual/organization's behalf, and that no member of the Township Board of Trustees, head of any Township department, or Township employee is directly, or indirectly, interested in said agreement.

V. ADDITIONAL RESPONSE REQUIREMENTS

Deadline: Responses to this RFQ are due no later than 4:00pm on May 20, 2024 and may be e-mailed to rmosley@brimfieldpolice.com or delivered in a sealed envelope to: Chief Roy Mosley III

Brimfield Police Department
1287 Tallmadge Rd.
Kent, OH. 44240

- ✓ Any questions regarding the information included in the RFQ must be submitted via email to: rmosley@brimfieldpolice.com no later than 4:00pm on May 11, 2024.
- ✓ All questions will be responded to via email, no later than May 14, 2024 and will be forwarded to all persons who received a copy of the RFQ.

VI. OTHER INFORMATION

After RFQs are reviewed by the Department, a recommendation will be provided to the Township's Board of Trustees for consideration. No agreement pursuant to the RFQ can be entered into without Trustee approval.

Brimfield Township reserves the right to waive any irregularities or informalities and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, and/or any proposal which does not furnish the quality, or offer the availability of materials, or services as required by the specifications, description or scope of work, or proposals from a provider who lacks experience or financial responsibility, or proposals which are not made to form.

Brimfield Township reserves the right to not enter into an agreement with the lowest and most responsive provider, and may require a new request for qualifications. Brimfield Township may rescind the award of any proposal within one (1) week when the public interest will be served thereby. Any proposals submitted after the stated due date and time will not be accepted.

Brimfield Township is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation.