

**CITY OF AURORA
REQUEST FOR PROPOSAL 24-124**

**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

CONTRACT

THIS AGREEMENT, entered on this ____ day of _____, 2025, for WELLNESS VISITS & MENTAL HEALTH SCREENINGS FOR THE POLICE DEPARTMENT is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and _____ (“Contractor”), located at _____.

WHEREAS, the City issued a Request for Proposal 24-124 **WELLNESS VISITS & MENTAL HEALTH SCREENINGS FOR THE POLICE DEPARTMENT**; and

WHEREAS, the Contractor submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, 2025, the City’s awarded a contract to _____.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Contractor’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

**RFP 24-124 WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

In connection with the RFP and this Agreement, Contractor acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Contractor represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Contractor shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Contractor shall perform the Services listed in the Scope of Services, attached hereto as Exhibit 1.

3. **Term.** This Agreement shall be for one (1) year with the option for two (2) one-year extensions based on mutual agreement, unless sooner terminated in accordance with the terms contained within this agreement.

4. Compensation.

a. Maximum Price. In accordance with the Contractor's Proposal, the maximum price for providing the Services shall be in accordance to the pricing on the RFP proposal form. The maximum price may not be changed unless the City is provided with supporting documentation to warrant the change in maximum price or as otherwise provided in this Agreement.

b. Schedule of Payment. The City shall pay the Contractor for the Services in accordance with the amounts set forth in Exhibit 2. The Contractor shall be required to submit an itemized invoice monthly, upon completion of services as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. The City shall utilize its best efforts to make payment within thirty (30) days after approval of the invoice. Each invoice shall be accompanied by a statement of the Contractor of the percentage of completion of the Services through the date of the invoice, where applicable.

5. Performance of Services.

Standard of Performance. Contractor shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Contractor shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Contractor shall ensure that Contractor and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Contractor shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Contractor or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Contractor from the responsibilities set forth herein.

Notwithstanding the foregoing, Contractor shall not be responsible for the performance of construction contracts, work or products, or any deficiencies or effects resulting therefrom, of any contractor, subcontractor, manufacturer, supplier, fabricator, or consultant retained by the City or any other third-party, including any person working on their behalf. Nothing herein shall be construed as giving the Contractor the responsibility for or the authority to control, direct, or supervise construction, construction means, methods, techniques, sequences, procedures, and safety measures and programs except those which directly relate solely to Contractor's performance of Services as set forth in this Agreement.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Contractor with thirty (30) days' notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Contractor only for services performed up the date of termination. After the termination date, Contractor has no further contractual claim against the City based upon this Agreement and any payment so made to the Contractor upon termination shall be in full satisfaction for Services rendered. Contractor shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: 

ATTEST:

City Clerk

Your Story Counseling, PC
FOR Parent company of Angie's Place
By Clark Beckley, MSW, LCSW

(SEAL)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME_____

(SEAL)

By _____
President – Contractor

ATTEST:

Secretary

(If a Co-Partnership)

Partners doing Business under the firm

Contractor

(If an Individual) _____(SEAL)

_____(SEAL)
Contractor

EXHIBIT B

INSURANCE REQUIREMENTS

The Contractor, at its own expense, shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations.

The Contractor shall furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City and licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City.

This provision shall also be stated on each Certificate of Insurance as: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail ten (10) days written notice to the certificate holder named to the left."

If requested, the awardee of this proposal will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request.

The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

- (1) Worker's Compensation Insurance - Statutory amount.
- (2) General Liability Insurance:
 - (a) \$1,000,000 per occurrence and \$2,000,000 general aggregate
 - (b) \$500,000 per occurrence for Property Damage
 - (c) \$1,000,000 per occurrence for Personal Injury
- (3) Auto Liability Insurance:
 - (a) Bodily injury with limits not less than \$1,000,000
 - (b) Property damage with limits not less than \$500,000
- (4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Contractor shall include the City as a primary, non-contributory additional named insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. The Contractor shall pay all insurance premiums without cost to the City.

CITY OF AURORA
WELLNESS VISITS & MENTAL HEALTH SCREENING SERVICES FOR APD

EXHIBIT 1

(REQUEST FOR PROPOSAL 24-124)



City of Aurora, Illinois

Request for Proposal 24-124

Wellness Visits & Mental Health Screenings for the Police Department

BID PROPOSALS DUE

**Wednesday, December 18, 2024
at 11:00 a.m.**

**City of Aurora
City Clerk's Office
44 E Downer Place
Aurora, Illinois**

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 24-124

**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

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**CITY OF AURORA
REQUEST FOR PROPOSAL 24-124
WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

The City of Aurora is requesting sealed proposals from qualified firms to provide professional Wellness Visits and Mental Health Screening Services for the Aurora Police Department.

Sealed Proposals will be received at the office of the City Clerk, 44 East Downer Place, Aurora, Illinois 60507, until **11:00 am, CST, Wednesday, December 18, 2024**. Proposals will not be opened and read publicly. A List of Proposers shall be made available and posted to the City's website within three (3) business days.

Attached please find specifications and other pertinent documents necessary for you to respond to this Request for Proposal (RFP).

The contract will be for one (1) year with the option for two (2) one-year extensions upon mutual agreement. The City reserves the right to award to multiple vendors.

All inquiries and/or questions pertaining to the provisions and specifications of this Request for Proposal package shall be directed to Purchasing, in writing at PurchasingDL@aurora.il.us, by **8:00 am CST, Monday, December 9, 2024**. Questions will be answered via addendum and posted to the City's website at <https://www.aurora-il.org/bids.aspx> by 4:00 pm, Wednesday, December 11, 2024. **NO questions will be accepted or answered verbally. No questions will be accepted or answered after the cut-off date/time.**

All proposals are to be submitted on the proposal forms provided. Each proposal must be placed in an envelope, sealed, and clearly marked on the outside: "Proposal 24-124 Wellness Visits & Mental Health Screenings for the Police Department." **In a separate sealed envelope**, submit one (1) set of the **proposal pricing**.

Any Proposer who owes the City money may be disqualified at the City's discretion.

The City encourages minority business firms to submit proposals and encourages the successful firm to utilize minority businesses as applicable.

The City of Aurora reserves the right at any time and for any reason to cancel this Request for Proposal, to accept or reject any or all Proposals, or portion thereof, or accept an alternate proposal. The City reserves the right to waive any immaterial defect in any bid, or technicality, informality or irregularity in the proposals received, and to disregard all nonconforming or conditional bids or counter-proposals. Unless otherwise specified by the bidder or the City, the City reserves the right to hold the best bids for ninety (90) days from the opening date set forth above. The City may seek clarification from any proposer at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the bid to the lowest responsible Proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

CITY OF AURORA

Jolene Coulter
Director of Purchasing

PROPOSER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

NAME OF CORPORATE/COMPANY OFFICIAL _____

PLEASE TYPE OR PRINT CLEARLY

TITLE _____

AUTHORIZED OFFICIAL SIGNATURE _____

DATE _____

TELEPHONE (____)_____

FAX No. (____)_____

Subscribed and Sworn to

Before me this ____ day

of _____, 2024

Notary Public

STATE OF ILLINOIS)
) ss.
County of Kane)

PROPOSER’S TAX CERTIFICATION

(PROPOSER’S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this _____ day of _____, 2024.

By _____
(Signature of Proposer’s Executing Officer)

(Print name of Proposer’s Executing Officer)

(Title)

ATTEST/WITNESS:

By _____

Title _____

Subscribed and sworn to before me this
_____ day of _____, 2024.

Notary Public

(SEAL)

**CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 24-124**

**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT
INSTRUCTIONS TO PROPOSERS**

01. REQUIREMENTS OF PROPOSER

The successful Proposer may be required to (a) enter into a fully signed contract in writing with the City of Aurora covering matters and things as are set forth in the Proposal Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

02. ACCEPTANCE OF PROPOSALS

- a. Proposer must submit one (1) complete, sealed, signed and attested copy of the proposal and one (1) PDF copy on a flash drive, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.
- b. **In a separate sealed envelope, submit one (1) set of the proposal pricing. Pricing shall not be mentioned anywhere in the body of the proposal.**
- c. The City reserves the right to reject any and all Proposals or parts thereof and to waive any technicalities and irregularities in the proposal and to disregard all nonconforming or conditional Proposals or counter-proposals and to hold the proposals for ninety (90) days from the opening date set forth above. Proposer agrees to accept a notice of award, if selected, based on the terms of this Proposal in the event that a notification of award is received on or before expiration of the 90-day time period. The City reserves the right to cancel the Proposal at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation. Each Proposer is solely responsible for the risk and cost of preparing and submitting a Proposal.
- d. Although price is a consideration, qualifications and experience, capacity to handle the work, and response to the RFP, will also be considered. No Proposal will be considered unless the Proposer shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Proposal documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

The contract may be awarded to multiple Proposers based on the lowest responsive responsible submission. In determining the responsibility of any Proposer, the City may take into account other factors in addition to the evaluation criteria, such as past records of its or other entities transactions with the Proposer, experience, ability to work cooperatively with the City and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. The Proposer will be awarded in the City's best interests based on these and other legally-allowable considerations. The City and its representatives and agents may make any investigations deemed necessary to determine the ability of the Proposer to perform the Work. The Proposer shall furnish any information and data requested by the City for this purpose.

03. RECEIPT OF PROPOSALS

- a. It is suggested that Proposers allow a minimum of four (4) days for delivery through U.S. mail, or Proposals may be delivered to the Office of the City Clerk in person. Overnight courier is acceptable provided timely receipt of Proposals. The City shall not be responsible for late delivery of your Proposal by a third-party courier. The Proposer assumes responsibility for late delivery of the mail. It is the sole responsibility of the Proposer to see that his Proposal is received in the proper time.
- b. Any Proposal received by the Office of the City Clerk **after 11:00 a.m. on Wednesday, December 18, 2024** shall be rejected and returned unopened.

04. WITHDRAWAL OF PROPOSALS

Proposers are cautioned to verify their bids before submission. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification of the proposal after it has been opened. Proposers may not withdraw their Proposal after the opening without the approval of the Purchasing Director. Requests to withdraw a Proposal must be in writing and properly signed. Proposers may, however, without prejudice, modify or withdraw its Proposal by written request, provided that the request is received by the City Clerk prior to the scheduled opening and at the address to which Proposals were to be submitted. Following withdrawal or modification of its Proposal, Proposer may submit a new Proposal, provided it is received by the City Clerk prior to the proposal due date. No Proposal will be opened which is received after the time and date scheduled for the Proposals to be received.

05. CITY'S AGENT

The Purchasing Director, or delegate, shall represent and act for the City in all matters pertaining to the Proposal and contract in conjunction thereto.

06. CONTRACT

The contract will be for one (1) year with the option for two (2) one-year extensions upon mutual agreement. The City reserves the right to award to multiple vendors.

An authorized company representative shall appear at the office of the Purchasing Office within five (5) business days after City Council approval for the purpose of signing the contractual agreement. Failure on the part of the Proposer to execute the contract within five (5) business days and provide the required evidence of insurance at or before the execution of the contract will be considered just cause for the annulment of the award of the Proposal.

07. SUBLETTING OR ASSIGNMENT OF CONTRACT

The Proposer shall not sublet, sell, or assign all, or any portion of the contract, or of the work provided for therein, without the written consent and authorization of the City, and in no case shall such consent relieve said contractor from either, any, or all of the obligations herein entered into, or change the terms of the obligation hereof. The workers on premise shall be employed by the contractor.

08. INVESTIGATION

It shall be the responsibility of the Proposers to make any and all investigations necessary to become thoroughly informed of what is required and specified in the RFP. No plea of ignorance by the Proposers of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer.

Each Proposer submitting a Proposal is responsible for examining the complete Request for Proposal Package and all Addenda, and is also responsible for informing itself of all conditions that might in any way affect the cost or the performance of any Work. Failure to do so will be at the sole risk of the Proposer, and no relief will be given for errors or omissions by the Proposer. If awarded the contract, the Proposer will not be allowed any extra compensation by reason of any matter or thing concerning which such Proposer should have fully informed himself, because of his failure to have so informed himself prior to submitting the proposal. The submission of a Proposal shall be construed as conclusive evidence that the Proposer has made such examination as is required in this section and that the Proposer is conversant with local facilities and difficulties, the requirements of the Request for Proposal documents, and of pertinent, local, state and federal laws and codes, prevailing local labor and material markets, and has made due allowance in its Proposal for all contingencies. Before any award is made of the contract to the Proposer, the Proposer may be required to, upon request of the City, furnish information concerning his performance record in his capacity to complete the work in an efficient and timely manner.

09. PROPOSER CAPABILITY

The City reserves the right to require of the Proposer proof of his/her capability to perform as required by the specifications. However, prequalification of the Proposer shall not be required. The City may, at its option, disqualify a proposer and reject his proposal for cause. Reasons deemed sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among proposers.
- Receipt of more than one proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Proposer's financial statement, experience and/or plant and equipment.
- **Any proposer who owes the city money may be disqualified at the City's discretion.**

10. PROPOSAL AWARD

It is the intent of the City to award a contract to the highest ranking, responsive responsible proposer or multiple proposers based on the specifications. The City reserves the right to determine the highest ranking, responsive responsible proposer on the basis of an individual item, groups of items, or in any way determined to be in the best interest of the City. Award will be based on the following factors, but not limited to (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value. The City reserves the right to award to multiple vendors.

However, if the Proposer modifies limits, restricts or subjects his bid proposal to conditions that would change the requirements of the proposal, this would be considered a conditional or qualified Bid Proposal and will not be accepted. The City reserves the right to delete any item listed in the bid.

Notification of the Proposal Award will be made by the issuance of a purchase order.

11. BID DEPOSIT

A Bid Deposit has been waived for this Request for Proposal.

12. ELIGIBILITY

By signing this proposal, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of Article 33E, Public Contracts of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

13. SPECIAL CONDITIONS

Wherever special conditions are written into the Special Conditions and Specifications which are in conflict with conditions stated in these Instructions to Proposers, the conditions stated in Special Conditions and Specifications shall take precedence.

14. REFERENCES

Sufficient references of all like public and/or private agencies must be presented on a separate sheet and attached to this Proposal. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

15. REGULATORY COMPLIANCE

Proposer represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said good) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Proposer shall furnish "Material Safety Data Sheet" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.

16. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Proposers shall promptly notify the City of any ambiguity, inconsistency of error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each proposer shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the bid.

17. GUARANTEE AND MAINTENANCE OF WORK

The Proposer shall guarantee the Work to be free from defects of any nature for a period of one year from and after the final acceptance and payment for the Work by the City, and the Proposer shall maintain said Work and shall make all needed repairs and/or replacements during this one year period which in the judgment of the Council, may be necessary to insure the delivery of the Work to the City in first-class condition and in full conformity with the plans and specifications therefore, at the expiration of the guarantee period.

18. MEDICAL AND EMERGENCY SERVICES

Proposer agrees to provide to all persons employed in the performance of the contract all necessary first aid, medical, surgical and hospital services as required by the laws of the State of Illinois from time to time in force.

19. PAYMENT

Payment shall be made for services rendered. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this contract, payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*)

Time, in connection with any discount offered, will be computed from the date of delivery to the City or from the date a correct invoice is received by the City of Aurora Purchasing Division, if the latter date is later than the date of delivery.

Prices will be considered NET, if no payment discount is shown.

All invoices MUST contain a valid City of Aurora issued purchase order.

The successful Proposer shall submit invoices via e-mail to:

PurchasingDL@aurora.il.us

or Mail to the following address:

**City of Aurora
Attn: Purchasing Division
44 E. Downer Place
Aurora, IL 60507**

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is *our preferred method of payment!*

20. PRICES

The price quoted for each item is the full purchase price, including delivery to destination and includes all transportation and handling charges, premiums on bonds, material or service costs and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern. All prices must be typewritten or written in black ink. (The party signing the Bid Proposal or his/her authorized representative must initial any alteration in ink.)

21. TAXES

The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

22. DEFAULT

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Proposer, as to stated items not yet shipped or services not yet rendered. The City will procure articles or service from other sources and hold the Proposer responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

23. CANCELLATION

The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

24. SIGNATURES

Proposals must be signed by the Proposer with his/her usual signature. Proposals by partnerships must be signed with the partnership name by all members of the partnership, or an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of the person authorized to bind it in the matter. All signatures must be in ink.

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, and the corporate seal must be affixed. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

25. COMPLIANCE WITH LAWS AND REGULATIONS

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the Work, and with all Federal, State and local laws and policies of non- discrimination, sexual harassment, prevailing wages and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the Work, and no plea of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all its officers, agents, employees and servants against any requirement, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees. This contract shall be governed by and construed according to the laws of the State of Illinois.

26. BONDS AND INSURANCE

The requirement of a performance and payment bond has been waived for this Request for Proposal. The Proposer awarded the contract will be required to furnish Public Liability Insurance and Worker's Compensation Insurance; all of which shall be acceptable to the City of Aurora.

27. INSURANCE AND HOLD HARMLESS PROVISION

At the Proposer's expense, the Proposer shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Proposer's operations. The Proposer shall furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City of Aurora and licensed to

do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder named to the left". If requested, the awardee of this proposal will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request. The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

- (1) Worker's Compensation Insurance - Statutory amount.
- (2) General Liability Insurance:
 - (a) \$1,000,000 per occurrence and \$2,000,000 general aggregate
 - (b) \$500,000 per occurrence for Property Damage
 - (c) \$1,000,000 per occurrence for Personal Injury
- (3) Auto Liability Insurance:
 - (a) Bodily injury with limits not less than \$1,000,000
 - (b) Property damage with limits not less than \$500,000
- (4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Proposer shall include the City as a primary, non-contributory additional named insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. All insurance premiums shall be paid without cost to the City.

The Proposer agrees to indemnify and save harmless the City of Aurora, their agents and employees from and against all loss and expenses (including costs and attorneys' fees) by reason of liability imposed by law or claims made upon the City of Aurora for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this project work, whether such claims or injuries to persons or damage to property be due to the negligence of the Proposer or his Subcontractors. The Proposer shall assume total risk and shall be responsible for any and all damages or losses caused by or in any way resulting from the work and provide all insurance necessary to protect and save harmless the City of Aurora and its employees.

28. WORKERS COMPENSATION ACT

The Proposer further agrees to insure his employees and their beneficiaries and to the employees and the beneficiaries of any subcontractor employed from time to time by him on said Work, the necessary first-aid, medical, surgical, and hospital services and any compensation provided for in the Workers Compensation Act of the State of Illinois that is or may be in force in the State.

Such insurance shall be placed by said Proposer in a company or association (to be approved by the City and to be accepted by the Council thereof) authorized under the laws of the State of Illinois to insure the liability above specified.

Said Proposer hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the contract, and any and all liability resulting thereupon;

and said Proposer, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs, damages, attorney's fees, and expenses incurred therein. Said Proposer shall be the sole employer of its employees and workers, and in no way so shall the City be considered a joint employer of same under any circumstance.

29. MINORITY PARTICIPATION

The City of Aurora encourages minority business firms to submit proposers and encourages the successful contract Proposer to utilized minority businesses as sub-contractors for supplies, equipment, services and construction.

30. PROSECUTION OF WORK

The Proposer shall begin the Work to be performed under the contract no later than ten (10) days after the execution and acceptance of the contract, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to ensure its completion within the time specified in the contract.

31. INSURANCE CERTIFICATES

At, or prior to, delivery of the signed contract, the successful Proposer shall deliver to the City the policies of insurance or insurance certificates as required by the Contract Documents. All policies or certificates of insurance shall be approved by the City before the successful Proposer may proceed with the Work. Execution of the contract by the City is contingent upon receipt of the insurance policies or certificates. Failure to provide the evidence of insurance in the time provided for will result in disqualification and the Proposal will be awarded to the second rated Proposer or in the creation of a new Request for Proposal.

32. PERSONNEL AND EQUIPMENT

The Proposer shall provide an adequate number of competently trained personnel with sufficient supervision to provide the services required, and the Proposer shall provide identification of its personnel if requested by the City.

Any Proposer's employee whose employment is reasonably detrimental or objectionable to the City shall be immediately transferred from the premises upon the City's request. The exercise of the option shall not be construed as placing the City in charge of the Work or making the City responsible for safety.

All on the road vehicles or equipment shall be identified by the Proposer's name for purpose of identification.

All tools or equipment required to carry out the operations within the scope of the contract shall be provided by the Proposer and shall meet the standards of the Federal Occupational Safety and Health Act and State of Illinois safety codes as may be required by law. The City reserves the right to inspect the equipment that will be used prior to award of the Proposal.

33. TIME

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agents, employees, contractors and subcontractors. Proposer shall make no claim against City and no claim shall be allowed for any damages which may arise out of any delay caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

34. QUESTIONS

All inquiries and/or questions pertaining to the provisions and specifications of this Request for Proposal package shall be directed to Purchasing, in writing at PurchasingDL@aurora.il.us, by **8:00 am CST, Monday, December 9, 2024**. Questions will be answered via addendum and posted to the City's website at <https://www.aurora-il.org/bids.aspx> by 4:00 pm, Wednesday, December 11, 2024. **NO questions will be accepted or answered verbally. No questions will be accepted or answered after the cut-off date/time.**

It is the proposer's responsibility to check the website before submitting their proposal.

APPENDIX A
CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 24-124
WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT
PROPOSAL SPECIFICATIONS

Section 1. Project Introduction, Background and Purpose

Proposers are required to read and understand all information contained within the entire proposal package. By responding to this RFP, the proposer agrees to have read and understood these documents.

The City of Aurora is accepting sealed proposals from qualified firms to establish a contract or contracts for the provision of Mental Health and Wellness Services for the Police Department. The City seeks to provide all sworn police department personnel with annual one-on-one mental wellness education sessions with a licensed mental health provider. The purpose is to assist officers with their own mental wellness by presenting pre-arranged mental health content and providing a private venue for officers to share any personal psychological, mental, or emotional issues they have been experiencing. Offerors must be licensed mental health providers and shall not be members of any employee organizations associated with the City of Aurora Police Department in order to maintain objectivity and ensure a high level of impartiality and professional services.

The Contract shall be for one (1) year with the option for two (2) one-year extensions based upon mutual agreement. The City reserves the right to award to multiple vendors.

The City of Aurora dates back to April of 1834 when Joseph McCarty settled on the island, which is now the site of downtown Aurora. The Fox River location was an ideal place for a new community and it was not long before it became a permanent settlement. In 1837, when a Post Office was established, the village became Aurora, goddess of the dawn. Later, when the city was the first in the United States to use electric lights for lighting the entire city, it achieved the nickname of “City of Lights”.

The city is accessible through five interchanges on the East/West Tollway Corridor. Corporate offices and commercial growth on the city’s east and west sides continue to expand the city’s boundaries, now stretching from Route 59 on the east to portions beyond Orchard Road on the west. The city extends into four counties, Kane, DuPage, Kendall, and Will.

The modest camp of 1834 has grown into a teeming city. With a population of approximately 200,456, the city has steadily grown throughout the years to become the second largest city in the state.

The City of Aurora has a full-service Police Department. The Police Department has approximately 350 sworn personnel and is made up of the following Bureaus:

Investigative Services Bureau which includes the General Investigations Division, Domestic Violence Reduction Unit, Evidence Unit, School Resource Officers, and the Special Operations Group.

Administrative Services Bureau which includes the Central Services Division, the Booking/Jail Division, the 911 Dispatch Center, the Records Division, and the Budget.

Neighborhood Policing Bureau is the department's largest bureau and encompasses the Uniformed Patrol Division, the Public Information Team, and the Field Training Program.

Support Services Bureau includes the Community Oriented Policing Unit, Crisis Intervention Unit, Sex Offender Registration Unit, Traffic Unit, the Critical Incident Center (CIIC), Special Events, Training, and the Office of Professional Standards.

For more information on the Departments and Divisions please visit the City's website:
<https://www.aurora-il.org/345/Divisions>

Section 2. Minimum Qualifications

The following are minimum requirements that the vendor must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The city will reject without further consideration those applications that are not clearly responsive to these minimum qualifications. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City and shall be considered the minimum standards expected of the Contractor. The specification is not intended to exclude potential Contractors.

Section 3. General Requirements

Proposals must be submitted on the forms provided and all information and certifications called for must be furnished. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals. Proposals shall be filled out legibly in ink or type-written with all erasures, strikeouts and corrections initialed in ink by the person signing the proposal. The proposal shall include the legal name of the proposer, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the proposer to a Proposal. The name of person signing should be typed or printed below the signature.

The awarded proposer shall be issued a purchase order. All properly authorized purchases and services of the City shall be evidenced by the issuance of the same. **Please be advised that any invoice received by the City not referencing a purchase order number may not be accepted as a valid City obligation.**

Illinois Non-Appropriation Clause:

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

Termination for Clause:

This Proposal may be terminated by the City at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Proposal is also subject to termination by either party if either party is restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement.

Upon such termination, the liabilities of the parties to this RFP shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when

above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this RFP is terminated due to the City's substantial failure to perform, the Proposer shall be paid for labor and expenses incurred to date, subject to the offset of any damages, losses or claims against the City resulting from or relating to Proposer's performance or failure to perform under this agreement.

In the event of termination by the City upon notice and without cause, upon completion of any phase of the Basic Services, fees due to the Proposer for services rendered through such phase shall constitute total payment for services. In the event of such termination by the City during any phase of the Basic Services, the Proposer will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

Section 4. Statement of Work

Project Overview

The City of Aurora values high standards of excellence, commitment to public service and the well-being of employees. Officers need to be physically and mentally capable of performing the job effectively and are encouraged to maintain a healthy and fit lifestyle in order to better meet the physical and emotional demands of the police profession. The role of a police officer can demand quick response to situations requiring physical exertion and sound mental decision making. The safety of the general public and that of individual officers demand that officers maintain themselves in good physical and mental condition regardless of assignment. Healthy and fit officers are able to perform the physical tasks of the position in a more effective manner and tend to have fewer on the job injuries and health related issues.

In 2021, Public Act 101-652 required regular mental health screenings for police officers. Currently, the *Illinois Law Enforcement Training and Standards Board (ILETSB)* has established guidelines outlining criteria for screenings. The Aurora Police Department will be available to assist with scheduling these screenings and coordinating with the approved vendor(s). As part of employee wellness, this program is not only critical to mental health for public safety staff, but also required under law. Currently, the City has no program in place to support this function and initiative.

Mental Health Screening Recommendations (per ILETSB):

- Agencies should screen all officers at least once annually to evaluate the overall health of the agency. These annual screenings should be general and brief but allow for more detailed questions to be asked if certain metrics are displayed, such as a majority or substantial number of responses indicating the negative impact of lateral trauma, signs of depression/PTSD, or other negative outcomes related to the officer's career.
- In the course of any mental health screening, confidentiality is to remain paramount. Responses to all screening questions shall remain anonymous/confidential when conducted internally by the employing agency. These screenings should not be used for any fitness or promotional matters. In the event that the screening of any single officer reveals items of serious concern, the agency may not attempt to ascertain the identity of the responding officer.
- Agencies should consider partnering with a third-party to conduct these screenings. Agencies should also consider partnering with a third-party vendor to provide overall follow up of trends that may be identified by the screening outcomes to improve an officer's wellness and wellness of the agency. The role of a third-party screening entity allows for greater confidentiality and trust, therefore increasing the likelihood of accurate and thorough responses.

- The Board believes that these screening measures will better allow police agencies to understand the health of their new and experienced officers as they move through their career and will help identify trends and concerns that are present within an agency. These recommendations will also allow specific officer concerns to be identified and addressed by third-party screeners who can preserve the highest degree of confidentiality and assist officers to better serve their communities.

This SOW outlines the scope of work for achieving these goals.

Contractor Qualifications

1. Contractor(s) shall be or shall employ licensed mental health providers who meet the qualification requirements:
 - Hold a license in good standing to perform mental health and wellness services within the State of Illinois.
 - Must hold at least a master's or doctoral degree in Psychology, Social Work or related field from an accredited college or university. Must have an Illinois LSW or LCSW in accordance with IL licensure regulations.
2. The following qualifications are preferred:
 - Extensive work history in the field of law enforcement as a doctor, clinician or counselor
 - Affiliation with recognized police psychology; sections of such groups as the International Association of Chiefs of Police or the American Psychology Association
 - Experience providing early intervention for trauma and critical incidents
 - Experience providing training and consultation to law enforcement agencies
 - Experience developing and providing evidence-based programs to meet emerging needs in law enforcement

Tasks to be Performed – Qualified contractors are encouraged to submit a proposal on how they will provide services as per the requirements below.

Mental Health & Wellness Services for Law Enforcement:

- Under the command structure of the City of Aurora Police Department at the discretion of the Chief of Police, provide direct, advanced level, mental health and wellness services including training and consultation to officers to help address police related stressors, concerns and issues.
- Provide all sworn police department personnel with annual one on one “wellness visits and mental health screening” sessions with a licensed mental health provider in order to assist its officers with their own mental wellness by presenting pre-arranged mental health content/material and, in addition, provide the officer with a private one on one venue with which the officer can elect to take the opportunity to engage and share any personal psychological/emotional issues the officer has been experiencing.
- Facilitate referrals to conjunctive and/or alternative care services when appropriate.
- Identify psychological/emotional needs and potential clinical trends experienced by officers.
- Offer feedback and ideas for additional tasks, services, etc. to improve the overall program.
- While providing psychological/mental health/wellness services, adhere to all relevant laws and ethics to uphold confidentiality. The City shall not be privy to the content or conversations during the sessions or any therapeutic notes. The City shall only be given a brief written or verbal notification that an individual member of the City has attended and completed their wellness visit on a specific date.

Working Hours and Locations

Ability to offer in-person or virtual one-on-one “mental health/wellness check” sessions. In-person sessions are to be held at a city approved location may include telehealth or onsite locations located in the City of Aurora area to reduce sworn personnel travel time and costs.

Section 5. Evaluation Criteria

- Organization, Personnel and Staffing
- Qualifications, Experience and References
- Project Approach
- Pricing

Section 6. Submittal Content

Proposer must submit one (1) complete, sealed, signed and attested copy of the proposal and one (1) PDF copy on a flash drive, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.

Submitted proposals shall be organized in the following order which allows for clarity and ease of review of the proposals. Where indicated, City forms must be completed and submitted. Proposals should not exceed 30 single-sided, not including covers, table of contents and section dividers.

The following items shall be included in your SOW:

1. **Cover Transmittal Letter** (*1 page max.*) – On company letterhead, provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.
2. **Organization, Personnel and Staffing** (*9 pages max., 25 points max.*) – Provide a brief description of all key personnel to be involved and their relationship to the services to be provided.
 - Include names, titles, education, background, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff. No diversion or replacement of staff may be made without submission of a resume of the proposed replacement with final approval being granted by City.
3. **Firm Qualifications, Experience and References** (*10 pages max., 30 points max.*) – Provide a narrative describing the firm’s qualifications to perform the project work. Provide information on past relevant experience, including:

a. Customer Name	e. Completion Date
b. Project Name	f. Reference Contact
c. Award Amount	g. Project Description
d. Award Date	
4. **Project Approach** (*5 pages max., 25 points max.*) – Provide a narrative which shows your firm’s understanding of the project’s requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP. Provide a detailed project schedule that illustrates the duration of each task.

5. **Pricing** (5 pages max., 20 points max.)– In a **SEPARATE, SEALED** enclosure, provide an itemized pricing sheet for providing services listed in the SOW. Include a detailed breakdown of proposed pricing including number of man-hours and applicable hourly rates for the project. This section will be reviewed last. **Pricing shall not be mentioned anywhere in the body of the proposal.** *Please note that pricing is only a portion of the evaluation criteria for award.*

Deadline

- Sealed Proposals will be received at the office of the City Clerk, 44 East Downer Place, Aurora, Illinois 60507, until **11:00 am, CST, Wednesday, December 18, 2024**. Proposals will NOT be publicly opened and read aloud. The List of Proposers shall be made available and posted to the City's website within three (3) business days. **Please include "RFP 24-124: Wellness Visits & Mental Health Screenings for the Police Department" on the outside of the sealed envelope.**
- Any Proposal received by the Office of the City Clerk **after 11:00 am, CST, on Wednesday, December 18, 2024** shall be rejected and returned unopened. **There will be no exceptions!**
- PROPOSALS MAY NOT BE SUBMITTED ELECTRONICALLY.

Section 7. Evaluation Process

Step #1: Initial Screening

Minimum Qualifications and Responsiveness: City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

Step #2: Proposal Evaluation

The Project Evaluation Team, comprised of members of the cooperating City Departments, will evaluate proposals. Proposal responses will be evaluated on, but not limited to, organization, personnel and staffing, company qualifications and experience (including reference checks), project approach, price, and availability and capacity of the company to perform the work.

Step #3: Interviews

The Project Evaluation Team reserves the right to interview top-ranked firms that are considered most competitive. The purpose of the interviews would be to allow for expansion upon the written responses. **If** interviews are conducted, rankings of firms shall be determined by combining results of interviews and proposal submittals.

Step #4: Selection

The City will select the vendor(s) that are evaluated to be most competitive. When evaluation of the responses produces ratings that are equivalent, the Project Evaluation Team will recommend award of the contract to the vendor(s) whose response is deemed to be in the best interests of the City. The highest ranked firm(s) may be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding. If an agreement cannot be reached with the highest ranked firm(s), the City may start negotiations with the next highest ranked firm. Any contract resulting from this RFP will be subject to approval by the Aurora City Council. **The City reserves the right to award to multiple vendor(s).**

CITY OF AURORA
REQUEST FOR PROPOSAL 24-124
**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

REFERENCES

(Please Type)

Organization _____

Address _____

City, State, Zip _____

Phone Number _____

Contact Person _____

Date of Project _____

Organization _____

Address _____

City, State, Zip _____

Phone Number _____

Contact Person _____

Date of Project _____

Organization _____

Address _____

City, State, Zip _____

Phone Number _____

Contact Person _____

Date of Project _____

Contractor's Name: _____

Signature & Date: _____

CITY OF AURORA
PROPOSAL FORM 24-124
**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

I/We propose to provide professional Wellness Visits and Mental Health Screenings for the Aurora Police Department at the attached following costs.

In a **SEPARATE, SEALED** enclosure, provide an itemized pricing sheet for providing services listed in the SOW. Include a detailed breakdown of proposed pricing including number of man-hours and applicable hourly rates for the project. This section will be reviewed last.

The proposed pricing and rates will be a firm-fixed price for the duration of the agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract.

The Contract shall be for one (1) year with the option for two (2) one-year extensions based upon mutual agreement. **Include pricing/hourly rates for the optional two (2) one-year extensions.**

Pricing shall not be mentioned anywhere in the body of the proposal. *Please note that pricing is only a portion of the evaluation criteria for award.*

Contractor's Name: _____

Signature & Date: _____

CITY OF AURORA
PROPOSAL FORM 24-124
**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

All prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right to reject any or all Proposals, or parts thereof, and to waive any technicality, informality or irregularity in the Proposals received, and to disregard all nonconforming or conditional Proposals or counter-proposals and to hold the best Proposals for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Proposal to the lowest responsible Proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

PREPARER'S NAME _____
Please Type

CONTRACT PERSON _____
Please Type

AUTHORIZED SIGNATURE _____

PHONE #(_____)_____ FAX # (_____)_____ DATE _____
Title

APPENDIX D

CONTRACT

**CITY OF AURORA
REQUEST FOR PROPOSAL 24-124**

**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

CONTRACT

THIS AGREEMENT, entered on this ____ day of _____, 2024, for WELLNESS VISITS & MENTAL HEALTH SCREENINGS FOR THE POLICE DEPARTMENT is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and _____ (“Contractor”), located at _____.

WHEREAS, the City issued a Request for Proposal 24-124 **WELLNESS VISITS & MENTAL HEALTH SCREENINGS FOR THE POLICE DEPARTMENT**; and

WHEREAS, the Contractor submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, 2024, the City’s awarded a contract to _____.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Contractor’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

**RFP 24-124 WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

In connection with the RFP and this Agreement, Contractor acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Contractor represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Contractor shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Contractor shall perform the Services listed in the Scope of Services, attached hereto as Exhibit 1.

3. **Term.** This Agreement shall be for one (1) year with the option for two (2) one-year extensions based on mutual agreement, unless sooner terminated in accordance with the terms contained within this agreement.

4. Compensation.

a. Maximum Price. In accordance with the Contractor's Proposal, the maximum price for providing the Services shall be in accordance to the pricing on the RFP proposal form. The maximum price may not be changed unless the City is provided with supporting documentation to warrant the change in maximum price or as otherwise provided in this Agreement.

b. Schedule of Payment. The City shall pay the Contractor for the Services in accordance with the amounts set forth in Exhibit 2. The Contractor shall be required to submit an itemized invoice monthly, upon completion of services as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. The City shall utilize its best efforts to make payment within thirty (30) days after approval of the invoice. Each invoice shall be accompanied by a statement of the Contractor of the percentage of completion of the Services through the date of the invoice, where applicable.

5. Performance of Services.

Standard of Performance. Contractor shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Contractor shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Contractor shall ensure that Contractor and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Contractor shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Contractor or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Contractor from the responsibilities set forth herein.

Notwithstanding the foregoing, Contractor shall not be responsible for the performance of construction contracts, work or products, or any deficiencies or effects resulting therefrom, of any contractor, subcontractor, manufacturer, supplier, fabricator, or consultant retained by the City or any other third-party, including any person working on their behalf. Nothing herein shall be construed as giving the Contractor the responsibility for or the authority to control, direct, or supervise construction, construction means, methods, techniques, sequences, procedures, and safety measures and programs except those which directly relate solely to Contractor's performance of Services as set forth in this Agreement.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Contractor with thirty (30) days' notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Contractor only for services performed up the date of termination. After the termination date, Contractor has no further contractual claim against the City based upon this Agreement and any payment so made to the Contractor upon termination shall be in full satisfaction for Services rendered. Contractor shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: _____

ATTEST:

City Clerk

FOR _____

By _____

(SEAL)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME_____

(SEAL)

By_____

President – Contractor

ATTEST:

Secretary

(If a Co-Partnership)

Partners doing Business under the firm

Contractor

(If an Individual) _____(SEAL)

_____(SEAL)
Contractor

City of Aurora



Finance Department | Purchasing Division

44 E Downer Place | Aurora, Illinois 60507

Phone: (630) 256-3550 | Fax: (630) 256-3559 | Web: www.aurora-il.org

DATE: December 11, 2024
TO: Prospective Bidders
FROM: Jolene Coulter, Director of Purchasing
RE: **CITY OF AURORA INVITATION TO BID 24-124
ADDENDUM #1 RFP: WELLNESS VISITS & MENTAL
HEALTH SCREENINGS FOR THE POLICE DEPARTMENT**

This notice forms a part of the Invitation to Bid 24-124 RFP: Wellness Visits & Mental Health Screenings for the Police Department. All other information pertaining to this Invitation to Bid shall remain the same.

Sealed Bid Proposals will be received at the City of Aurora, Attn: City Clerk, 44 E. Downer Place, Aurora, Illinois 60507, until **11:00 am, CST, Wednesday, December 18, 2024**. It is the sole responsibility of the Bidder to see that their Bid Proposal is received by the due date and time. No Late bids will be accepted.

1. I am a sole proprietor, with no employees. I do not have a written Sexual Harassment Policy, nor do I carry Worker's Compensation Insurance. Please provide guidance on how to proceed.

Answer: The City requires all vendors to provide Worker's Compensation Insurance as required by law and a Sexual Harassment Policy. These requirements will not be waived.

2. There are trainings mentioned under the first bullet point under Mental Health and Wellness Services. Trainings are not typically part of mental health check-ins, however psycho education is. Please provide clarification.

Answer: Mental health training is not mandatory, however highly desired.

Please acknowledge receipt of this Addendum within the Cover Letter of your submittal. Failure to do so may subject the bidder to disqualification.

CITY OF AURORA
WELLNESS VISITS & MENTAL HEALTH SCREENING SERVICES FOR APD

EXHIBIT 2

(REQUEST FOR PROPOSAL 24-124)



A Service by Your Story Counseling

Date: 12/13/24

Re: RFP #24-124, Wellness Visits and Mental Health Screenings for the Police Department

To whom it may concern,

Enclosed is our submission for RFP #24-124, Wellness Visits and Mental Health Screenings for the Police Department.

Regards,

Clark Beckley, MSW, LCSW
Founder of Angie's Place

Cover Transmittal Letter for RFP #24-124

Angie's Place by Your Story Counseling is a healing place for first responders, veterans, and their families carefully crafted to provide culturally competent and multi-disciplinary mental health services deploying clinicians who share similar experiences to those we support. We exist to honor the legacy of Officer Angie Wilhelmi, star #433, who was a suburban police officer for twenty-six years, and not until after retirement, sought support for her post-traumatic stress disorder. For years, she struggled with post-traumatic stress disorder and felt uncomfortable accessing mental health support because of some aspects of police culture that stigmatize emotional support. Sadly, Angie died of pancreatic cancer on Good Friday, 2022. With her permission and blessing to use her experience to reach first responders, and the experiences of our clinicians, we pursue and identify methods to mitigate the cultural barriers that exist that cause apprehension to first responders accessing mental health support.

Angie's Place clinicians are all former first responders, family members of first responders, and family of veterans, which uniquely equips us to join in the experiences of our clients with a knowing compassion and informed method of evaluation, support, and treatment. The commitment to pursue the parts of our first responders' stories that most impact their ability to perform, connect, and heal along with specially trained clinicians to support their families, is a hallmark trait of the Angie's Place team.

Additionally, we are a legislatively active team at the local and state levels that advocates for awareness and considerations unique to those we help. Each of us is continually connected to ongoing efforts to support those families who lost a loved one in the line of duty via the 100 Club of Illinois. Gold Star Families, and the Chicago Police Memorial Foundation. We design and present training topics and wellness assessments and programs in a variety of modalities to police and fire departments, clinicians, at professional conferences, community stakeholders, and family of first responders to increase awareness, identify resources, and create and nurture engagement in processes that support overall officer emotional wellness.

Our parent practice, Your Story Counseling is a multi-specialty mental health practice serving clients across the lifespan with a team of providers supporting children, teens, adults, couples, and families, with specialties in play therapy, substance use disorders, eye movement desensitization and reprocessing (EMDR), and other evidence-based trauma treatment modalities. Our multi-disciplinary approach affords our clients the best opportunity for positive outcomes while supporting the treating clinician with a wide array of opportunities for clinical collaboration and consultation. Angie's Place is a sub-brand of Your Story Counseling wholly leveraging the shared resources to best support our clients.

Your Story Counseling is an Illinois professional corporation in business since 2014 with offices in downtown Lisle (4745 Main Street, #207) and Oswego (3409 Orchard Road). We employ twenty-one clinicians, most of whom are trained in trauma therapy, and seven are allocated to provide individual therapy for Angie's Place clients.



Clark Beckley, MSW, LCSW
Founder of Angie's Place

Organization, Personnel, and Staffing

Each of our personal stories working in law enforcement, being in a law enforcement family, or a family of a veteran, highlights the need for culturally competent mental health providers for first responders. Individually, we each experienced deficiencies in training, methodology, and sociopolitical bias when seeking mental health support, and those experiences often resulted in additional trauma, further symptom impairment, relational dysfunction, and increased feelings of helplessness and hopelessness for the first responder and their family. By allowing our personal stories to shape our interactions with our first responder clients, we ensure that everything from the space in which we attend our sessions to the interactions with support staff in an informed manner that demonstrates an understanding and appreciation of the stakes involved with engaging a first responder population that is skeptical, lonely, and tentative about mental health support. All the clinicians reviewed below exceed the qualifications listed within the proposal request and are trained in a variety of evidence-based treatment modalities. Here is a detailed listing of our team:

- Clark Beckley, MSW, LCSW, Founder of Your Story Counseling and Angie's Place, is an Illinois Licensed Clinical Social Worker. Clark is a former police officer. He designs and presents topics to mental health professionals, corporate groups, conferences, and professional associations that highlight unique cultural influences on how we integrate, collaborate, and increase awareness of our uniqueness at the individual, team, and organizational levels. In addition to speaking to professionals at conferences and other trainings, he provided training on a variety of topics at the Chicago Police Department Training Academy, the Illinois Department of Children and Family Services (DCFS), the Ann & Robert H. Lurie Children's Hospital of Chicago, as well as other organizations and groups. Clark was nominated and selected to a position on the Joint Department of Public Health and Illinois State Police Working Group for Human Trafficking which serves to identify legislative, awareness, and service needs for survivors of human trafficking. He is a member of the National Association of Social Workers, International Association of Trauma Professionals, and the American Association of Christian Counselors. In all, he has over twenty-five years of experience in public safety and mental health working with children, adults, professionals, and community stakeholders.
 - Clinical specialties: trauma, substance use disorders, mood disorders, couples therapy, family therapy, and men's mental health issues.
- Cristie Fry, MSW, LCSW, CADIC, Director, Angie's Place, is an Illinois Licensed Clinical Social Worker. Cristie is a former police officer, and she designs training topics for clinicians and community stakeholders. She has experience in community engagement and awareness and works closely with our municipal, city, and county partners to identify appropriate services and solutions and provide ongoing resources for support. Cristie collaborates extensively with veterans and first responders. She is a member of the Northern Illinois Critical Incident Stress Management Team (NICISM).
 - Clinical specialties: trauma, substance use disorders, mood disorders, grief, and critical incident management.

- Carla Marquez Ripley, MA, LCPC, RPT, Therapist, is an Illinois Licensed Clinical Professional Counselor and Registered Play Therapist. Carla is the daughter of fallen Chicago Police Officer, Donald J. Marquez (End of watch, March 19, 2002), Chicago Police Gold Star Family Member, and former spouse of a Chicago Police Officer. Additionally, she was appointed by Governor J.B Pritzker as Board Member, Illinois Children's Mental Health Partnership addressing access and service issues for mental health care for children in Illinois. Carla honors her father's legacy by supporting family members of fallen officers and is committed to teaching families, stakeholders, and first responders how to cope with chronic exposure to trauma, heal relationships, and connect with culturally competent resources.
 - Clinical specialties: trauma, play therapy, child therapy, mood disorders, couples therapy, family therapy, and grief and loss.
- Mariah Carstens, MSW, LCSW, Client Services Manager, is an Illinois Licensed Clinical Social Worker. She is the daughter of a retired police officer and married to a firefighter. Mariah developed an initial intake process that best assesses client needs, symptoms, and relational attributes to facilitate the best match for a client and therapist. This is very valuable for our first responder clients in that it provides an opportunity for casual conversation that feels relational prior to assignment to a therapist who best fits their needs. Mariah works closely with community providers to identify the most appropriate resources for first responders and their families and is a presenter at our workshops and trainings.
 - Clinical Specialties: trauma, mood disorders, and life transitions
- Alexandra Durdon, MA, LCPC, Therapist, is an Illinois Licensed Clinical Professional Counselor. She is married to a defense contractor, is heavily involved with the active and veteran military community and serves with the Red Cross. Alexandra knows uniquely the impact of veteran loss and suicide.
 - Clinical Specialties: trauma, life transitions, grief and loss, and mood disorders.
- Jenifer Ahrens, MA, LPC, Therapist, is an Illinois Licensed Professional Counselor. She is a retired police officer and current President of Northern Illinois Critical Incident Stress Management Team (NICISM) for 17 years.
 - Clinical Specialties: trauma, life transitions, grief and loss, critical incident management, and retirement transition
- Jamie Connelly, MSW, LSW, Therapist, is an Illinois Licensed Social Worker (pending). She is a former police officer. Jamie has extensive experience providing supportive therapy to families, children, teens, and adults.

Clark Beckley will serve as the primary contact for this proposal.

Practice Qualifications, Experience, and References

Angie's Place by Your Story Counseling is uniquely equipped to support the mental health needs of first responders and their families in our commitment to creating an environment that nurtures safety, compassion and privacy for our clients. We currently have active contracts or agreements with various law enforcement agencies for annual wellness checks and training, and agreements with suburban fire departments and districts for consultation for wellness assessments and training.

Our team lives and works in the community and surrounding communities which provides a unique opportunity for us to also experience events impacting the clients we support. Our involvement in community events and outreach provides opportunities for us to create and nurture awareness for first responders' needs with civilians, local officials, and other community stakeholders when they meet our team. These interactions afford us the capability to identify and vet quality community providers who understand the unique, and sometimes complex needs, of first responders when they need support. We developed a compilation of vetted resources accessible to our clients for higher levels of mental health support, addiction, family support, critical incident management, medical needs, and other types of care.

Additionally, our commitment actively pursuing legislative advocacy and awareness at the local, state, and federal levels for the unique wellness needs of law enforcement officers and their agencies, positions us differently than other practices that solely provide therapy services.

Angie's Place by Your Story Counseling clinicians presented emotional wellness and leadership topics at industry conferences, to officers, department leadership, families, and community stakeholders on topics including: fortification of family from chronic exposure to trauma, healthy first responder families, substance abuse, resiliency skills, sharing personal accounts of traumatic events, peer support, cultural influences and barriers to officers healing, and resource awareness. Some of these presentations were benevolently provided for free to the 100 Club of Illinois and the Chicago Police Memorial Foundation. Audiences and benefactors for our presentations and ongoing wellness services include:

- Northern District Office of U.S. Marshalls Service
- 100 Club of Illinois Frontline Convention
- Illinois Concerns of Police Survivors (C.O.P.S)
- 100 Club of Illinois
- City of Wheaton Police Department
- Lisle Woodridge Fire Protection District
- Oswego Fire Protection District
- Illinois Department of Revenue Investigations Division

Your Story Counseling is an Illinois licensed continuing education provider which allows us to develop training topics to support development of the cultural requirements for providing therapy to first responders. Often, developing these training courses also serves as an opportunity for our team to enhance their individual and collective skill set.

Project Approach

This is a newer initiative for police departments in the state, and the development, introduction, and integration of these new wellness initiatives requires care and consideration. Our current experiences providing wellness checks and additional services to other law enforcement agencies revealed a few areas that must be inherent to an efficient and competent wellness initiative. Given the recency of this initiative, our practices and procedures will adhere to the wellness check guidelines set forth in the final revision (April 2023) of the Illinois Association of Chiefs of Police, Officer Wellness Committee.

First, is access, not only to the wellness sessions, but also from scheduling to matching the officer with the appropriate therapist. Our Client Services Manager exclusively matches and schedules wellness checks with officers and the Angie's Place team. Additionally, we have two office locations, downtown Lisle and Oswego, for convenient access depending on how the department will handle wellness checks on-duty versus off-duty and can attend sessions virtually or than in-person. However, based on the purpose of these wellness checks, we strongly recommend that officers are off-duty and attend wellness checks in-person in a practice facility rather than the police department or a city location while on-duty. Not only is this a clinical best practice, but research also supports that there is higher engagement by the officer and efficacy, and it significantly reduces liability to the City and Department. Wellness checks can be emotionally evocative.

In the literature, it is well understood that police officers are chronically exposed to trauma and often lack insight and self-awareness as to the presence of cues, or symptoms, they can experience when processing their traumatic exposures with a mental health professional in an environment that is similar to where they work and in the uniform in which the officer experienced the traumatic events. There is not any indication that on-duty or off-duty wellness checks at a city or department building are safest and most effective for the department's desired purposes. Should your department require these sessions be attended outside of our practice offices, we would be amenable to a location that preserves privacy and access and is not a City of Aurora building, and we can assist the department in identifying the safest locations for the desired goals of this program. Should this be the option utilized, we would schedule several sessions in a block format in that location at a time and have our team on-site to attend those sessions.

Currently, the City of Aurora employs approximately 350 sworn officers according to the Request for Proposals. There are two options to ensure service delivery on an annual basis. The first option is to require officers to attend their annual wellness check prior to their anniversary date, schedule them with our Client Services Manager, and attend the wellness check at a practice location. This option ensures the most manageable volume of officers attending wellness checks at any given time, and this option is vastly more efficient than most other options given both entities needs to manage resources to ensure participation and quality service delivery. Furthermore, this option is most efficient, effective, and ensures the highest level of officer engagement during the wellness check if these sessions are attended at a practice location rather than in a City of Aurora building. Officers can attend these sessions during practice hours Monday through Saturday.

The second option requires large blocks of time reserved at least 30 days in advance for Angie's Place clinicians to attend sessions off-site at a City of Aurora location. This is the costlier option for both entities for two reasons. In this scenario, the City of Aurora is paying a contractor to secure several hours of time at an off-site location for the contractor. During the

time spent off-site the City of Aurora is paying for those hours whether officers attend wellness checks during that block of time or not. In our experience, demands of the duty day, illness, family schedules, court appearances, sudden changes to officer schedules, and demands of the street and call volume on that day can restrict officers' ability to utilize those reserved blocks of time efficiently, which results in a higher cost. Additionally, this option offers nearly no flexibility for officers to reschedule as the blocks of time are typically already planned and full which then requires additional allocation of time and resources at additional unplanned cost to accommodate the officers that were unable to attend their initially scheduled wellness check. Again, this option is possible but utilizes resources for each much less efficiently. However, should the City and Department prefer this option, we also have the capability to collaborate with the Department to better understand shifts schedules, department flows, and our availability to develop the best system for ensuring resources of each entity are allocated effectively and efficiently.

The second area inherent to an efficient and competent emotional wellness initiative is clinician's cultural competency. Each Angie's Place by Your Story Counseling clinician is uniquely experienced and trained to attend sessions in a manner that considers the chronic exposure to trauma by personnel, extraordinary stressors, unique impact on lifestyle, family, and balance, and the pressure and scrutiny of the sociopolitical environment. Personally experiencing the rigors of the impact of living as, or living with, a first responder is likely stronger training for our clinicians than anything provided in a formal class setting. Each clinician is trained in at least one evidence-based intervention for trauma- Cognitive Processing Therapy (CPT), Prolonged Exposure Therapy (PET), or Eye Movement Desensitization Reprocessing (EMDR)- along with a variety of assessment and evaluative modalities. Additionally, some of our team have unique substance use training to assist with assessment and evaluation. While those interventions involve treatment of trauma, they each uniquely afford the foundation for assessment during a wellness check. Each clinician is equipped to provide safety assessment, safety planning, substance abuse assessment, resource identification and referrals for officers presenting with problems or dangerous behaviors or thought processes.

The last area essential for an efficient and competent wellness initiative should be ongoing assessment, analysis, and reporting. With our experience in program design and evaluation, our intent is to collect non-identifying data, when assessed, that could indicate a trend or pattern for officers that could be mitigated by the department. This could include anything from an identified trend in prolonged grief by multiple officers related to a community death to a collective shift response to an officer-involved incident. Similarly, we could develop other areas to assemble data, when assessed, that could reveal trends in healthy coping, cohesion, etc. We would request an initial meeting to assess department needs related to better understand the needs of the officers attending the wellness checks and to also understand current department culture and community needs or areas of concern.


Two additional services included in our proposal is up to four annual training sessions lasting up to two hours, or eight hours total, on-site at the Aurora Police Department to provide an opportunity for officers to increase their insight and awareness about topics including: suicide, substance abuse, relationships, resiliency, emotional wellness and coping, and chronic exposure to trauma. Also, we have the capacity to provide clinical consultation to the Department's existing peer support teams, on a scheduled as-needed basis.

Conclusion

This proposal serves to provide the sworn personnel of the City of Aurora Police Department with culturally competent, timely, and proactive wellness checks to improve officer wellness, morale, department health, and community safety. Angie's Place by Your Story Counseling provides the best opportunity for your officers to connect with a similarly experienced clinician to engage in a process that serves to improve their health, performance, and professional and personal relationships while offering them an opportunity to experience a de-stigmatizing interaction with a mental health provider.


STATE OF ILLINOIS)
)
County of Kane) SS.

PROPOSER'S TAX CERTIFICATION

Clark Beckley 
~~(PROPOSER'S EXECUTING OFFICER)~~, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this 17th day of December, 2024.

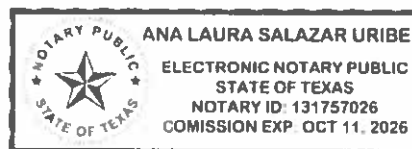
By 
(Signature of Proposer's Executing Officer)
Clark Beckley
(Print name of Proposer's Execcuting Officer)
Founder and President
(Title)

ATTEST/WITNESS:

By _____
Title _____
State of Texas, County of Harris
Subscribed and sworn to before me this
17 day of December, 2024.


Notary Public

Document Notarized using a Live Audio-Video Connection
(SEAL)



PROPOSER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME Your Story Counseling

ADDRESS 4745 Main Street, #207

CITY/STATE/ZIP CODE Lisle, IL 60532

NAME OF CORPORATE/COMPANY OFFICIAL Clark Beckley

PLEASE TYPE OR PRINT CLEARLY

TITLE Founder and President

AUTHORIZED OFFICIAL SIGNATURE _____

Clark Beckley

DATE 12/17/2024

TELEPHONE (630) 442-1895

FAX No. (630) 442-1895

State of Texas, County of Harris

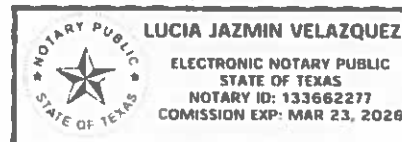
Subscribed and Sworn to

Before me this 17 day

of December, 2024

Lucia Jazmin Velazquez

Notary Public



Document Notarized using a Live Audio-Video Connection



CITY OF AURORA
REQUEST FOR PROPOSAL 24-124
WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT

REFERENCES

(Please Type)
Organization City of Wheaton Police Department

Address 900 W. Liberty Drive

City, State, Zip Wheaton, IL 60187

Phone Number 630-260-2161

Contact Person Chief Princeton Youker

Date of Project Ongoing

Organization Oswego Fire Protection District

Address 3511 Woolley Road

City, State, Zip Oswego, IL 60543

Phone Number 630-554-2110

Contact Person Chief Josh Flanders

Date of Project Ongoing

Organization 100 Club of Illinois

Address 875 N. Michigan Avenue #1351


City, State, Zip Chicago, IL 60611

Phone Number 312-265-0920

Contact Person Caitlyn Brennan

Date of Project Ongoing

Contractor's Name: Clark Beckley

Signature & Date:  12/13/2024

CITY OF AURORA
PROPOSAL FORM 24-124

**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

I/We propose to provide professional Wellness Visits and Mental Health Screenings for the Aurora Police Department at the attached following costs.

In a **SEPARATE, SEALED** enclosure, provide an itemized pricing sheet for providing services listed in the SOW. Include a detailed breakdown of proposed pricing including number of man-hours and applicable hourly rates for the project. This section will be reviewed last.

The proposed pricing and rates will be a firm-fixed price for the duration of the agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract.

The Contract shall be for one (1) year with the option for two (2) one-year extensions based upon mutual agreement. **Include pricing/hourly rates for the optional two (2) one-year extensions.**

Pricing shall not be mentioned anywhere in the body of the proposal. *Please note that pricing is only a portion of the evaluation criteria for award.*

Contractor's Name: Angie's Place by Your Story Counseling

Signature & Date:  12/13/2024



A Service by Your Story Counseling

Fees for Services provided by Angie's Place by Your Story Counseling

- Annual Wellness Checks at a practice location (per wellness check): \$155
- Annual Wellness Checks at a city or department designated location (per hour of reserved time): \$175
- Annual Wellness Check failure to appear or late cancellation fee: \$155 or \$175 depending on which category of session mentioned in the previous two items.
- Meetings related to consultation, collaboration, and planning for development of the wellness checks project after project is awarded: \$155 per hour, billed in quarter hour increments.
- Clinical Consultation for Department's Peer Support Teams: \$155 per hour, billed in quarter-hour increments.
- Department training sessions, up to eight hours annually: No charge
- These fees are set for year one of the agreement. In year two and year three, fees will increase by 3% for each year.

CITY OF AURORA
PROPOSAL FORM 24-124
**WELLNESS VISITS & MENTAL HEALTH SCREENINGS
FOR THE POLICE DEPARTMENT**

All prices shall be shown as delivered Aurora Destination. Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right to reject any or all Proposals, or parts thereof, and to waive any technicality, informality or irregularity in the Proposals received, and to disregard all nonconforming or conditional Proposals or counter-proposals and to hold the best Proposals for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Proposal to the lowest responsible Proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY Angie's Place by Your Story Counseling

ADDRESS 4745 Main Street, 207

CITY, STATE, ZIP Lisle, IL 60532

PREPARER'S NAME Clark Beckley, MSW, LCSW
Please Type

CONTRACT PERSON Clark Beckley, MSW, LCSW
Please Type

AUTHORIZED SIGNATURE  Title Founder and Therapist

PHONE # (630) 442-1895 FAX # (630) 442-1895 DATE 12/13/2024