

REQUEST FOR QUOTATION WC1720-22
Washington County Community College
ONE COLLEGE DRIVE, CALAIS, ME
PHONE: (207) 454-1023, FAX (207) 454-1026

08/04/2022

PROPOSAL

Washington County Community College (WCCC) is investigating the cost to contract Student Counseling Services. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

Project Description/ Bid Submission Sheet:

Scope of work: To provide student Behavioral Health Counseling Services for Fall 2022 through Spring 2025 with a State of Maine licensed provider of said services. WCCC wishes to contract for the provision of counseling, psychotherapy and psychoeducational services for students and consultative services for specified WCCC staff in regards to student related mental health topics and services. Successful vendor must be able to provide on campus 24/7 crisis response services immediately on an as needed basis. Vendor will schedule counseling appointments for students within a 1 week timeframe from initial college student referrals. Services will be provided in an outpatient capacity at a location accessible for students with limited transportation options (minimum distance from campus required to be within a 5 mile radius from the WCCC Campus). Vendor must be State of Maine licensed graduate degree clinicians as defined by Maine State Law. Have adequate staff members who can provide mental health counseling and consultative services with a minimum Master's level counselor license. Agency/Provider must agree to abide by all applicable State and Federal Laws and Regulations, including but not limited to protection of information regarding all students serviced.

Payment for Services: Vendor will provide Mental Health counseling and consultative services at the bid rate per hour. Bill all insurances for these services and report to WCCC the amounts billed and collected on all transactions. Not directly bill the student or his/her parents or guardians for any part of the cost of these services. Submit an itemized invoice to WCCC monthly. The invoice will detail the total number of hours staff spent providing services by service. WCCC will pay the vendor up to three sessions at the bid rate per hour for all hours worked to meet the requirements of this contract minus any funds collected by (agency/provider) from third-party payers for therapy services provided. It is expected that clinicians will use their time to see students in counseling, provide WCCC authorized staff consultation, attend necessary consultative meetings, complete required documentation, collateral contacts, telephone calls and any other necessary duties that specifically pertain to and support their clinical/consultative work for WCCC.

Please contact Tyler Stoldt at 454-1032, for additional information

Bid rate per fifteen minutes increments _____

Bid sheet submitted by _____

Send response to the attention of Ashley Macdonald, no later than Thursday, August 25, 2022 at 9:00 a.m.

SUBMISSION REQUIREMENTS:

A. Bid Opening: Bids will be opened at WCCC, One College Drive, Calais, Maine 04619

Closing Date/Time: Thursday, August 25, 2022 at 9:00 a.m.

B. Identification of Bid Envelope: The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation # WC1720-22

Attention: Ashley Macdonald, Business Manager

C. Insurance: The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.

D. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified.

Bidders are required to provide details and specifications sheets for any Product submitted as "equal" or "alternative".

E. Bid Proposal Amount: The bid proposal amount shall be the net price per unit, Including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

F. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the following Bid Notices:

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.