

ATTACHMENT A

General Requirements and Instructions

A. INTRODUCTION AND BACKGROUND

Rockingham County (“The County”) is a public entity composed of general administrative offices, a long-term care facility, and a correctional facility.

The County knows that untreated or under-treated employee mental health has a direct impact on morale, conflict among employees, absenteeism, turnover, quality and quantity of work performed, and increased medical costs. The County is seeking written proposals from qualified Mental Health Clinicians for a one (1) year contract with the purpose of providing on-site mental health services to Rockingham County employees. These services shall include, but are not limited to, screening for mental health issues such as depression, anxiety, PTSD, substance abuse, and suicidal ideations; assessment for level of risk to determine the most appropriate level of help or need for clinical services; and short-term counseling or referral.

B. SCOPE OF SERVICES / THE CONTRACT COMPANY WILL:

Provide a Mental Health Clinician (“Clinician”) on site for no less than eight (8) hours per week for a minimum of two (2) days per week and/or sixteen (16) hours per week up to four (4) days per week. Some early morning or late afternoon to early evening hours will be required.

Provide a monthly calendar in advance identifying the Clinician’s availability for the month, with a goal of maintaining a consistent service schedule.

The Clinician must have experience, and be currently licensed by the Board of Mental Health Practice in New Hampshire as one of the following:

- Licensed Clinical Mental Health Counselor
- Licensed Independent Clinical Social Worker
- Licensed Marriage and Family Specialist

Assist employees to obtain appropriate long term services if identified as having a condition including a mental health disorder interfering with their wellness and work/life balance.

The Clinician will provide to the County information within the scope of any medical limitations that may impact an employee’s ability to perform the essential functions of their particular job.

All medical records kept in conjunction with the Clinician’s services are the property of the County and should be kept in order to maintain their confidentiality. Any medical records will be provided to the County (i.e. Employee Health Services) at its request.

Invoice the County for services on a monthly basis. Monthly invoices will be accompanied by time sheets documenting service hours and services provided.

The Clinician shall conduct quarterly reviews with the Senior Director of Human Resources for the purpose of documenting service hours and services provided. No confidential information regarding the individuals for whom services are provided will be disclosed.

Be responsible for all federal, state, and local taxes, along with all contributions imposed or required under unemployment insurance, social security, disability benefits, workers’ compensation, and income tax laws with respect to any of their employees rendering these services to the County. The awarded company shall also be responsible for covering all their employees with malpractice insurance; evidence will be required.

RFP – Mental Health Clinician

Not employ the services directly or indirectly of any person now employed by the County, for a period of one year, unless such employment is specifically agreed to, in writing, by the Rockingham County Board of Commissioners.

C. HISTORY/ REPUTATION

1. How long have you and/or your company been providing mental health services?
2. Please describe the ownership structure.
3. Please outline in detail the services you or your company provides.
4. Please attach a list of five references.

D. ACCESS (Please describe in detail)

1. Your system for handling crisis/emergency services during regular work hours.

E. STAFFING (Please provide the following)

1. Curriculum Vitae of any Clinician that will provide mental health services for Rockingham County.
2. A copy of the current License of any Clinician that will provide mental health services for Rockingham County.
3. Please attach a list of 5 client references.
4. List of any related pending, settled, tried or other litigation the company/staff member has been involved in for the past five (5) years, with a brief description of the case(s), employees involved and current status of the case.

F. CONFIDENTIALITY

1. Please describe any system you or your company has in place for explaining and maintaining confidentiality.
2. Attach a copy of your employee confidentiality statement.
3. Please describe procedure for transfer of information to third parties such as Employee Health Services and/or the Human Resources Department.

G. TERMS

The contract for services will begin **January 1, 2023** and continue for a one (1) year period ending on **December 31, 2023**.

H. COUNTY RESPONSIBILITIES / ROCKINGHAM COUNTY WILL:

- Provide adequate space for the Clinician, with no charge.
- Provide supplies and equipment that the Clinician and the County agree are necessary to operate the program. Such supplies and equipment are the expense of the County and subject to approval by the Senior Director of Human Resources.

G. PREPARATION OF PROPOSALS:

Following the review and screening of all proposals, providers may be invited to participate in the final selection process, which will include interviews **during the week of November 28** and may include the submission of additional information regarding cost or other issues, as requested by Rockingham County.