



J. HANLEY

WINNEBAGO COUNTY STATE'S ATTORNEY

REQUEST FOR QUALIFICATIONS:

ON-SITE COUNSELING SERVICES

DECEMBER 3, 2025

DEADLINE FOR QUESTIONS: DECEMBER 19, 2025

DEADLINE FOR SUBMITTAL: JANUARY 2, 2026

I. PURPOSE

To support the well-being of its employees and strengthen their resilience, the Office of the Winnebago County State's Attorney (SAO) seeks on-site access to confidential counseling services through a licensed counselor or counselors.

II. IDEAL COUNSELOR QUALIFICATIONS

Prosecutors, and those supporting their work, are particularly susceptible to burnout, compassion fatigue, and secondary trauma stress. The ideal counselor for this initiative recognizes the problem and the need for counseling services for prosecutors and has experience in helping those experiencing burnout, compassion fatigue, and secondary trauma stress. Further, the ideal candidate would be a partner with the SAO, understanding this initiative is unique – requiring flexibility in its implementation.

III. DETAILS

A. Location

The on-site counseling sessions would take place in an appropriate office located within the SAO offices located at 400 W. State Street, Rockford, Illinois, 61101.

B. Availability

During the initial term the counselor(s) will be available two days per month from 9am to 5pm. For example, the first and third Thursday of each month.

C. Scheduling

Appointments to be scheduled directly with the counselor. Sign-ups are private and can only be viewed by the counselor. Session length to be determined by counselor but expected to be 50 or 55 minutes.



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D. Term

The initial term of an agreement between the SAO and the selected counselor would be two years. However, it is understood that the viability of the initiative would require regular evaluation, particularly after the first six months.

E. Billing

It is the intent of the SAO that its employees would not pay anything “out of pocket” for on-site counseling services. When applicable, the employee’s insurance coverage and the Employee Assistance Program (EAP) should be billed by the counselor for the counseling services.

The SAO agrees to compensate the counselor for all scheduled hours of on-site availability, regardless of client attendance. This includes situations where a client does not attend a scheduled session, or no clients utilize the available time slots. This time should be billed at a rate not to exceed the rate paid by Blue Cross/Blue Shield of Illinois for general counseling services.

IV. RESPONSE REQUIREMENTS

Responses to this Request for Qualifications should be directed to Rita Bravo (rbravo@sao.wincoil.gov) via email no later than 5 p.m. CST on January 2, 2026.

The following items should be included in your response:

- A. Cover Letter: provide name, address, phone number, email address, and brief statement of interest.
- B. Resume: provide current resume with education, certifications and work experience.
- C. Short description of your approach to address issues common to prosecutors and staff including burnout, secondary trauma, and compassion fatigue.
- D. References: Provide three references of clients or employers where similar knowledge and expectations were required.

Of note, respondents can be individual counselors or a firm or practice including multiple counselors.

V. EVALUATION OF RESPONSES AND CANDIDATES

All complete responses will be evaluated by the State’s Attorney or his designee(s), who will have the sole discretion to determine which, if any, candidates will be interviewed. The



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evaluation of candidates may include interviews with relevant SAO staff. The evaluation process may also include contacting the references listed by the candidate.

VI. TERMS AND CONDITIONS

Any candidate that submits a response to this RFQ agrees to the following:

- A. Documents and other information submitted in response to this Request for Qualifications are public records that are subject to any public disclosure requirements under the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) subsequent to the award of the contract, with the exception of any information that is exempt from disclosure under Illinois or federal law.
- B. The SAO reserves the right to reject any or all responses to this RFQ, waive technicalities and to accept the candidate deemed by the County to be in its best interest.
- C. The SAO may request clarification to any part of any submitted responses to this RFQ, request additional information as needed and may request interviews with any candidate that submits a response.
- D. The SAO will not be held responsible for any costs incurred by the candidate including and not limited to: expenses associated with preparing, submitting or handling of any RFQ response, attendance at interview(s) and final contract negotiations.
- E. The SAO may correct or alter this RFQ at any time. The County will make reasonable attempts to notify any applicant that has submitted a response to this RFQ or has notified the County in writing of their intent to submit a response of any changes made.
- F. After SAO approval, the SAO will enter into an agreement or contract with the selected candidate based on that candidate's submitted response and any other information gathered by the SAO or provided as part of interviews or meetings with the candidate.
- G. The SAO may conduct a background check of the candidate at the SAO's sole cost and expense.

VII. QUESTIONS

Questions should be submitted in writing to Rita Bravo (rbravo@sao.wincoil.gov) via email no later than December 19, 2025.