



Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 Purchasing@purchasing.wincoil.gov

REQUEST FOR PROPOSALS	26P-2467	ISSUE DATE	2/26/2026
RFP TITLE	WINNEBAGO COUNTY JAIL – BEHAVIORAL HEALTH SERVICES CONTRACT		
RFP DUE DATE	4/7/2026	DUE TIME (CST)	1:00 PM
SUBMIT 1 ORIGINAL, 2 COPIES, 1 USB		BOND REQUIRED	NONE

The County of Winnebago, Illinois, hereby solicits qualified and interested firms to submit proposals for a **WINNEBAGO COUNTY JAIL – BEHAVIORAL HEALTH SERVICES CONTRACT**.

Proposals must be delivered by the date and time listed under **Schedule of Events** to:

**Winnebago County Purchasing Department
404 Elm Street - Room 202 Rockford, IL 61101**

OVERVIEW OF THE COUNTY OF WINNEBAGO:

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

GENERAL REQUIREMENTS

This is a County Request for Proposals. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

SUBMISSION DATE AND TIME

No later than **1:00 PM (CST) on April 7, 2026**— Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

SCHEDULE OF EVENTS

2/26/2026	RFP Solicitation is made available on our website wincoil.gov
3/11/2026	Questions emailed to purchasing@purchasing.wincoil.gov by 12:00 PM
3/24/2026	Questions answered via Addendum sent and posted on website by 4:00 PM
4/7/2026	RFP submittals due by 1:00 PM

CONTACT PERSON: Hope Edwards, Director of Purchasing – purchasing@purchasing.wincoil.gov

Any communication regarding this invitation between the date of issue and date of award is required to go through a contact listed above. Unauthorized contact with other County Offices or employees is strictly forbidden and may result in disqualification of Responder's Proposal.

Clarification and/or Questions shall be submitted by email to purchasing@purchasing.wincoil.gov and no later than the question deadline indicated in the **Schedule of Events**.

All proposals are subject to staff analysis. The County reserves the right to accept or reject any and all proposals received, and waive any and all technicalities.

Please review this document carefully.

SECTION ONE: GENERAL CONDITIONS

AMERICANS WITH DISABILITIES ACT

The Proposer will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC 12101-12213) and all applicable Federal Regulations under the Act, including 28 CFR Parts 35 and 36.

CANCELLATION

The County of Winnebago reserves the right to cancel any Contract in whole or in part without penalty due to failure of the Proposer to comply with terms, conditions and specifications of their awarded Contract.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, Contracts, and Subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, it shall attach an explanation in their proposal response.

Additionally, for all new Proposer's and Proposer's to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the Proposer be created in our accounting system.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful Proposer must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Proposer must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Proposer must require any and all Subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this Proposal and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this Contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the Proposer/Composer will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the Proposer, it reserves the right to reject any Proposal, cancel any Contract and pursue any other legal remedies deemed necessary.

COST OF THE PROPOSAL

Expenses incurred in the preparation of Proposals in response to this RFP is the Proposer's sole responsibility. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Proposals, providing additional information when requested by the County, or for participating in any selection interviews.

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meet specifications, the decision of the Director of Purchasing, or authorized representative, shall be final and binding to all parties.

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a Proposal will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a Proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act.

Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

INDEMNITY

The Proposer shall, at all times, fully indemnify, hold harmless, and defend Winnebago County and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Contract by the Proposer and its employees, or because of any act or omission, neglect or misconduct of the Proposer, its employees and agents or its Subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Proposer's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Proposer shall likewise be liable for the cost, fees and expenses incurred in Winnebago County's or the Proposer's defense of any such claims, actions, or suits. The Proposer shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

NON-COLLUSION

The Proposer, by its officers, agents or representatives present at the time of filing this RFP, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Proposer's, or with any public officer of the County of Winnebago, Illinois, whereby, the Proposer has not paid or is to pay to such Proposer or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Proposer(s). Whereby, no inducement of any form or character other than that which appears upon the face of the RFP will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said RFP or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this RFP.

PROMPT PAYMENT ACT

The Proposal should provide that all payments are subject to Local Governmental Prompt Payment Act.

PROTEST

Firms wishing to protest any RFP and/or awards shall notify the Director of Purchasing in writing within five (5) calendar days after the RFP due date/opening. The notification should include the RFP number, the name of the firm protesting and the reason why the firm is protesting the RFP. The Director of Purchasing will respond to the protest within five (5) calendar days.

RESERVATION OF RIGHTS

Winnebago County reserves the right to reject any or all Proposals failing to meet the County specifications or requirements and to waive technicalities. If, in the County's opinion, the lowest Proposal is not the most responsible Proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County. Intangible factors, such as the Proposer's reputation and past performance, will also be weighed.

The Proposer's failure to meet the mandatory requirements of the RFP will result in the disqualification of the Proposal from further consideration.

Winnebago County further reserves the right to reject all Proposals and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised RFP. The County reserves the right to award to more than one vendor.

Submission of a Proposal confers no rights on the Proposer to a selection or to a subsequent Contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at Winnebago County's discretion and shall be made in the best interest of the County.

TERMINATION, CANCELLATION AND DAMAGES

The County may terminate based on the Proposer's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Proposer shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Proposer's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Proposer any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Proposer under this Proposal or any unrelated Contract. Winnebago County may terminate any Contract or agreement resulting from this RFP at any time for any reason by giving at least thirty (30) days' notice in writing to awarded Proposer. If the Contract is terminated by the County as provided herein, the Proposer will be paid a fair payment as negotiated with the County for the work completed as of the date of termination.

PROPOSER'S RESPONSIBILITY FOR SERVICES PROPOSED

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposer's to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by an authorized representative of the Proposer or by formal written notice prior to the final due date and time specified for Proposal submission. Submitted Proposals will become the property of the County of Winnebago after the Proposal submission deadline.

However, no Proposer shall withdraw or cancel their Proposal for a period of sixty (60) days after said advertised closing time for the receipt of Proposals; the successful Proposer shall not withdraw or cancel their Proposal after having been notified by the Director of Purchasing that said Proposal has been accepted by the County Board.

The Proposer, by signing the Proposal Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Proposers".

END OF SECTION ONE: GENERAL CONDITIONS

SECTION TWO: INSTRUCTION TO PROPOSERS

INTRODUCTION/BACKGROUND

The County of Winnebago is seeking proposals for a **WINNEBAGO COUNTY JAIL – BEHAVIORAL HEALTH SERVICES CONTRACT**.

COPIES OF RFP DOCUMENTS

- A. Only complete sets of RFP solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFP solicitation documents must be obtained on the County's website.
- C. Submitted Proposals MUST include all forms and requirements as called for in the Request for Proposals. Failure to include all necessary forms will result in a non-responsive proposal.

EXAMINATION OF RFP DOCUMENTS

- A. Each Proposer shall carefully examine the RFP and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at purchasing@purchasing.wincoil.gov by the **Schedule of Events deadline**.

INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received ***in writing by the date specified, in the Schedule of Events***, emailed to purchasing@purchasing.wincoil.gov

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer MUST acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

HOLD HARMLESS CLAUSE

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury,

including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay.

Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

PREPARATION OF PROPOSALS

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature.

If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

SUBMISSION OF PROPOSALS

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFP solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

MODIFICATION OF PROPOSALS

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Proposals and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified.

All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.

RESPONSIBILITY FOR PROPOSAL

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County.

RECEIPT AND OPENING OF PROPOSALS

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

AWARD OF CONTRACT

- A. The County reserves the right to waive any informality in any proposal, or to re-advertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County.
- D. The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.
- E. Due to grant deadlines, please honor pricing until September 30, 2026. The County anticipates awarding a contract by Spring of 2026.

MANDATORY OR NON-MANDATORY PRE-PROPOSAL MEETINGS

If identified in the issued solicitation, the County may conduct a mandatory or non-mandatory pre-proposal meeting and/or allow prospective vendors to inspect the location where the work will be performed. When applicable, the solicitation will identify whether a mandatory or a non-mandatory pre-proposal meeting and/or inspection will be held. The Director of Purchasing, or designee, is responsible for facilitating the mandatory or non-mandatory pre-proposal meeting. The Director of Purchasing, or designee will require that all attendees sign-in on a Pre-Proposal Meeting Sign-In Form and that form will be maintained as part of the solicitation file.

Open dialog from potential vendors and the County is encouraged during the pre-proposal meeting and/or inspection as vendor questions may assist the County in identifying potential gaps in the solicitation and provide valuable information a vendor may need to submit an accurate proposal. Statements made by the Director of Purchasing or designee at a pre-proposal meeting and/or inspection are not considered revisions or additions to the solicitation.

Any changes made to the solicitation following a pre-proposal meeting must be made in writing and will act as an addendum to the original issued solicitation.

END OF SECTION TWO: INSTRUCTION TO PROPOSERS

SECTION THREE: INSURANCE REQUIREMENTS

TYPE OF INSURANCE – GROUP D		MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1	Workers Compensation	Statutory
2	Employers Liability A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	 \$1,000,000 \$1,000,000 \$1,000,000
3	Commercial General Liability A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	 \$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
4	Business Auto Liability	\$2,000,000
5	General Umbrella Excess Liability	\$5,000,000
6	Professional Errors and Omissions	\$2,000,000
7	Environmental Impairment Liability	

CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

The County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

CHANGES IN INSURANCE COVERAGE:

The Proposer will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer shall accept and bear all costs that may result due to the Proposer’s failure to provide and maintain the required insurance.

END OF SECTION THREE: INSURANCE REQUIREMENTS

SECTION FOUR: PROGRAM SCOPE OF SERVICES

OVERVIEW

The Winnebago County Jail is seeking proposals from qualified vendors to provide comprehensive behavioral health services for individuals housed in the jail. Services shall include, but are not limited to: diagnostic evaluation; supportive, one-on-one counseling; substance use disorder services; crisis intervention and response; and reentry-focused discharge planning.

The Winnebago County Jail houses approximately 740–800 local and federal inmates at any given time. It is estimated that up to 25% of the jail population may require behavioral health services at any point during incarceration.

The Jail currently staffs six (6) full-time Behavioral Health Specialists (BHS) and one (1) full-time Advanced Psychiatric Nurse Practitioner (APNP). The proposed program must include, at minimum, staffing levels equivalent to the current complement, or demonstrate the ability to exceed this level of service.

Psychiatrist or Advanced Psychiatric Nurse Practitioner services shall be provided Monday through Friday during day-shift hours. Behavioral Health Specialist services must be available seven (7) days per week, between the hours of 8:00 a.m. and 8:00 p.m., to support intake, evaluation, treatment, crisis response, and discharge planning. Services must be available in Booking (first floor) for assessment and intake, as well as in housing units located on the second floor.

Applicants should propose staffing shifts that ensure adequate coverage during peak service hours (e.g., 8:00 a.m.–5:00 p.m. and 12:00 p.m.–8:00 p.m. or 2:00 p.m.–10:00 p.m.) in a table format.

All Behavioral Health Specialists must be trauma-informed and possess appropriate licensure and credentials to assess and counsel individuals with behavioral health needs in a correctional setting. Acceptable qualifications include, but are not limited to: Licensed Clinical Professional Counselor (LCPC), Licensed Clinical Social Worker (LCSW), Master of Social Work (MSW), or a Master's degree in Psychology.

Any current or future Medication-Assisted Treatment/Recovery (MAT/MAR) services shall be led and implemented by the Winnebago County Jail's contracted medical provider, subject to the approval and discretion of Winnebago County Jail Administration. The selected mental health service provider may coordinate as appropriate but shall not independently initiate, manage, or direct MAT/MAR services.

All post-release referrals and community partnerships, including, but not limited to, behavioral health services, substance use treatment, housing and homeless services, employment supports, benefits assistance, and other community-based resources, shall be subject to the approval and discretion of Winnebago County Jail Administration and are to be inclusive of all County-approved providers.

SCOPE OF WORK

The selected vendor shall conduct universal behavioral health screening during the booking process and, as appropriate, throughout an individual's involvement in the criminal justice continuum. Screening shall identify substance use disorders, mental health disorders, co-occurring disorders, and, when appropriate, criminogenic risk using validated assessment tools. The overarching goals of this program are to:

- Identify behavioral health needs as early as possible;
- Provide timely and appropriate intervention and treatment;

- Reduce recidivism through evidence-based services; and
- Support continuity of care through comprehensive reentry and discharge planning.

A full-time Psychiatrist or Advanced Psychiatric Nurse Practitioner shall provide psychiatric evaluation, clinical counseling, and medication management. Behavioral Health Specialists shall provide direct mental health and substance use services on behalf of the Winnebago County Jail, ensuring effective and efficient delivery of high-quality behavioral health care within a correctional environment.

Behavioral health data must be documented and shared in a timely manner, consistent with applicable laws and policies, with relevant jail medical providers, jail staff, and criminal justice partners to support continuity of care, risk management, and informed decision-making.

Behavioral Health Specialist Responsibilities

Coordination with Jail Mental Health and Peer Support Staff

The Contractor shall coordinate all behavioral health services and activities with the Winnebago County Jail Mental Health Coordinator, a County-employed staff member designated by Jail Administration. The Mental Health Coordinator shall serve as the primary point of contact for behavioral health coordination, operational alignment, and communication between the Contractor, jail administration, custody staff, and other service providers.

In addition, the Contractor shall collaborate with a County-employed Peer Opioid Navigator who will provide peer-based engagement, navigation, and transportation support for individuals with opioid use disorder during incarceration and upon release. The Peer Opioid Navigator may assist individuals with linkage to community-based recovery supports, including but not limited to Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and medication-assisted treatment (MAT) providers.

The Contractor shall incorporate coordination with both roles into assessment, treatment planning, reentry discharge planning, and continuity-of-care processes. This coordination shall include, as appropriate, information-sharing (consistent with applicable confidentiality laws), joint planning for release, and alignment of services to reduce duplication and ensure seamless transitions to community-based care.

Behavioral Health Specialists shall, at a minimum:

- Conduct behavioral health assessments, provide individual counseling, develop case plans, facilitate group therapy sessions, complete discharge planning activities, and prepare required reports.
- Deliver mental health screening, evaluation, treatment, and ongoing management at a level of care commensurate with individual needs and comparable to services available in the community.
- Provide services in accordance with standards and guidelines established by the American Psychiatric Association (APA), the American Correctional Association (ACA), and the National Commission on Correctional Health Care (NCCHC).
- Deliver services in a manner that preserves the dignity of the individual and affords a reasonable degree of privacy, consistent with HIPAA laws and policies.
- Assist eligible individuals with enrollment in insurance and benefit programs.

- Develop a formal reentry and discharge plan for each individual, including linkage to community-based service providers prior to release, through in-person or video conferencing methods.
- With appropriate approvals, share reentry plans with designated external service providers and coordinate the provision of up to a 30-day supply of prescribed medications upon release.
- Coordinate services and activities with jail staff and administration, as directed by Winnebago County Jail Administration.

PROGRAM MODEL AND PRACTICE REQUIREMENTS

Proposals must be aligned with the APIC model (Assess, Plan, Identify, and Coordinate). Applicants are expected to provide detailed descriptions of:

- Evidence-based practices to be utilized;
- Screening and assessment tools proposed;
- Service delivery methods;
- Frequency and duration of inmate contacts; and
- Timelines for implementation and ongoing service delivery.

Applicants should identify preferred screening and assessment tools; however, all tools must receive approval from the funder prior to implementation. Proposals must also include:

- Procedures for addressing staff and inmate complaints related to behavioral health services; and
- Strategies for minimizing the risk of inmate litigation related to behavioral health care.

PROPOSAL REQUIREMENTS

Proposal Abstract

Applicants shall submit a proposal abstract of no more than 400 words summarizing the proposed project, including key activities, products, and deliverables.

Proposal Narrative

The Proposal Narrative shall not exceed ten (10) double-spaced pages, using a standard 12-point Times New Roman font and one (1) inch margins. The narrative must address both mental health and substance use disorder services and include the following sections:

A. Introduction / Brief Summary of Services

Provide an overview of the proposed services and activities, including the significance and value of the approach and any supporting evidence or rationale.

B. Staffing Plan

Describe the proposed staffing model, including coverage for all required service hours in a table format. Include staff roles, qualifications, licensure, training requirements, and supervision.

C. Project Design and Implementation

Describe the overall strategy for addressing the behavioral health needs of the jail population. At a minimum, include:

- Proposed screening and assessment tools, and when and where they shall be administered;
- Procedures for identifying and responding to individuals in crisis, including suicide risk;
- Protocols for information-sharing with the courts to support informed judicial decision-making;
- Counseling, case management, and treatment approaches, including frequency and timing; and
- Reentry and discharge planning processes, including the timing and frequency of face-to-face contacts and warm hand-offs to community providers to ensure continuity of care.

D. Plan for Data Collection and Reporting

Describe the methods for collecting, managing, and reporting data. Identify who is responsible for data collection, performance measurement, and reporting to the funder.

E. Technology and Other Services (if applicable)

Describe any technology platforms, software applications, training, or other unique services proposed that are not included as separate budget line items.

ATTACHMENTS

A. Budget Detail and Budget Narrative

Provide a detailed budget and a comprehensive narrative justifying each line item.

B. Goals, Objectives, and Deliverables

Applicants shall identify proposed outputs, including the number of group sessions, individuals served through one-on-one counseling, and individuals served through other services. Based on historical jail data, estimated unduplicated clients served annually may include:

- Serious Mental Illness: 2,592
- Substance Use Disorders: 700
- **Total Estimated Clients: 3,292**

C. Timeline

Provide a timeline identifying key activities and program milestones.

SPECIAL CONDITIONS OF FUNDING

This funding was made available through the Winnebago County ½ cent Mental Health Sales Tax. As such, Applicant's must confirm adherence to the Winnebago County Community Mental Health Board Values and Principals, locate here: [WCCMHB Values and Principles](#)

END OF SECTION FOUR: PROGRAM SCOPE OF SERVICES

SECTION FIVE: RESPONSE REQUIREMENTS

VENDOR RESPONSE REQUIREMENTS

Please follow the Proposal instructions as laid out below;

Proposal Title Page (Section 1)

The title page should include, at minimum, the following:

- **Name of Project /RFP**
- **Submitted by** [Vendor's Name]
- **Date of Submittal** [MM/DD/YYYY]

Letter of Transmittal (Section 2)

The transmittal letter shall:

- Indicate the intention of the Vendor to adhere to the provisions described in the RFP without County approved modification.
- Identify the submitting organization.
- Identify the person, by name and title, authorized to contractually obligate the organization.
- Identify the contact person responsible for this response, specifying name, title, mailing address, phone, and email address.
- Acknowledge addendums made to this RFP.
- Acknowledge the proposal is considered firm for one hundred and twenty (120) days after the due date for receipt of proposals or receipt of the last best and final offer submitted.
- Provide the original signature of the person authorized to contractually obligate the organization.
- Signed by a company representative who is authorized to negotiate on behalf of the company.

Proposal Table of Contents (Section 3)

The proposal table of contents should outline Vendor Response Section.

Proposal Executive Summary (Section 4.1)

Include a brief executive overview of your proposal and any additional noteworthy information.

Vendor Qualifications and Litigation History (Section 4.2)

The Vendor should provide:

- A brief profile of the company.
- A brief description of the organization structure and primary products and services

provided.

- Other major products or services offered.
- Company's experience in performing work of a similar nature to that solicited in this RFP.
- Highlight participation in such work by key personnel proposed for assignment to this project.

Vendor References (Section 4.3)

List a minimum 3 references whom you have provided similar services. **(Forms are in Section 6: REFERENCES)** All references will be contacted.

Project Design, Staffing and Organization (Section 5.1)

This section shall identify key personnel who will be assigned to the project.

As part of their duties, Vendor personnel may come in contact with confidential information, and are required to hold confidential any such information. The Vendor must attest that team members have not been convicted of a felony offense and a background check has been performed. Vendor is responsible for background check and furnishing proof of a perk card.

Proposal Narrative (Section 5.2)

Solution Profile:

- This section should address the general requirements described previously in this RFP in **SECTION 4: SCOPE OF WORK**.

Proposal Pricing (Section 6)

Pricing is an important aspect of the overall evaluation of the Vendor's response. Please provide the level of detail necessary to clearly identify a solution to our Duress System Solution needs. Refer to the scope of work section that clearly. Fees should be itemized by task or deliverable, as consistent with the submission's organization. Clarification regarding responses may be sought.

END OF SECTION FIVE: RESPONSE REQUIREMENTS

SECTION SIX: REFERENCES

REFERENCES

List below 3 references whom you have provided similar services. (All references will be contacted)

1. Organization: _____
Address: _____
City, State, Zip: _____
Telephone and Email: _____
Contact Person: _____
Date and scope of Project: _____

2. Organization: _____
Address: _____
City, State, Zip: _____
Telephone and Email: _____
Contact Person: _____
Date and scope of Project: _____

3. Organization: _____
Address: _____
City, State, Zip: _____
Telephone and Email: _____
Contact Person: _____
Date and scope of Project: _____

END OF SECTION SIX: REFERENCES

SECTION SEVEN: PRICING PAGE

Proposal Pricing

- Include a proposed price based on the proposed services solution provided. Please ensure it is all encompassing of the various services listed in the scope of work.
- Specify any one-time costs. Please provide as much detail as possible with your pricing.

We will follow up with pricing clarifications as needed. As always please include added value solutions if applicable to your submission.

END OF SECTION SEVEN: PRICING PAGE

SECTION EIGHT: EVALUATION

PROPOSAL EVALUATION CRITERIA

Awards shall be made to the qualified respondent whose proposal is determined to be most advantageous to Winnebago County, with price and other factors considered. The County reserves the right to reject any or all proposals. Proposals shall be evaluated based on, but not limited to, the following criteria:

1. The extent to which the proposal meets the requirements of this RFP.
2. The scope and amount of services proposed. If services are not proposed in full, the proposal must clearly identify which services are included and provide detailed billing information for each.
3. The demonstrated ability of the proposer to provide required services within a correctional setting.
4. The quality of performance on previous or existing contracts.
5. The financial capacity of the proposer to perform the contract services.
6. Documentation of all required insurance coverage, including but not limited to Workers' Compensation, Professional Malpractice, and General Liability insurance.

Proposals will be evaluated by an evaluation committee who shall review, evaluate, and verify information submitted by Proposer. All proposals will be evaluated and scored according to the following Evaluation Criteria. It is the intent of the County to conduct a fair and comprehensive evaluation of all proposals received. The contract for this RFP will be awarded to the Proposer who submitted a proposal that is most advantageous to the County.

The evaluation committee will recommend an award, to the Winnebago County Board, for the highest scoring proposal. The Winnebago County Board will make the final decision as to award of a contract/agreement.

RFP Evaluation Criteria	
Completeness of Response & Qualifications	20%
Quality of Solution Proposed	30%
Relevant Project Experience	30%
Pricing	20%
Total Points	100%

END OF SECTION EIGHT: EVALUATION

SECTION NINE: PROPOSAL SIGNATURE FORM

Name of Proposer			
Contact Person			
Address			
City, State, ZIP			
Telephone		FEIN No.	
Email(s)			

TO: Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR
 MEMBER OF PARTNERSHIP
 AN OFFICER OF CORPORATION
 MEMBER OF JOINT VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Proposer, must list below any and all Addenda or your offer will be rejected, as non-responsive)

No(s): _____ and _____ and _____ issued thereto;

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

SIGNATURE OF PROPOSER

SIGNATURE _____

Name and Title of Signer _____

Dated this _____ **day of** _____ **2026**

AUTHORIZED VENDOR NEGOTIATOR

Name and Title _____

Phone and Email _____

END OF SECTION NINE: PROPOSAL SIGNATURE FORM

RETURN PROPOSAL LABEL



The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY
PURCHASING DEPARTMENT
404 ELM STREET, ROOM 202
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**WINNEBAGO COUNTY JAIL –
BEHAVIORAL HEALTH
SERVICES CONTRACT**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



PROPOSAL# 26P-2467	<p>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</p>
PURCHASING DIRECTOR: HOPE EDWARDS	
PROPOSAL NAME: WINNEBAGO COUNTY JAIL – BEHAVIORAL HEALTH SERVICES CONTRACT	
PROPOSAL DUE DATE/TIME: APRIL 7, 2026 – 1:00 PM	