

January 24, 2025

**SUBJECT: REQUEST FOR QUALIFICATIONS**

**RFQ #25-009 POLICE DEPARTMENT MENTAL WELLNESS COORDINATOR**

The City of O'Fallon, MO is interested in obtaining Statements of Qualification from organizations capable of providing mental wellness consulting services for the City.

Statements of Qualification shall be submitted to the City of O'Fallon, at the office of the Purchasing Agent no later than **February 6, 2025, at 12:00 P.M. (CST)**.

If you have any questions related to this request, please contact:

Christine Grabin  
Purchasing Agent  
City of O'Fallon  
100 North Main Street  
O'Fallon, MO 63366  
T. (636) 379-5527  
[cgrabin@ofallonmo.gov](mailto:cgrabin@ofallonmo.gov)

# **Request for Qualifications (RFQ #25-009)**

## **POLICE DEPARTMENT MENTAL WELLNESS COORDINATOR**

**January 24, 2025**



# **City of O'Fallon, Missouri**



# REQUEST FOR QUALIFICATIONS

POLICE DEPARTMENT MENTAL WELLNESS

COORDINATOR

CITY OF O'FALLON, MISSOURI

SUBMITTALS DUE FEBRUARY 6TH, 2025 AT 12:00 PM (CST)

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The intent of this Request for Qualifications (RFQ) is to have interested personnel or firms specifically address the services required and provide a qualifications-based proposal for those services to identify the best respondents. City leadership is taking a proactive approach to provide a wellness coordinator to the employees in the Police Department. The Police Department Mental Wellness Coordinator (“Wellness Coordinator”) will be available to all employees within the Police Department. The Wellness Coordinator will provide a resource to communicate with employees and will provide treatment or resources to employees who may need assistance in working through critical and life-altering issues they may face. The hiring of a Wellness Coordinator will assist the Police Department to be in compliance with state statutes requiring regular checkups for first responders with certified staff and help identify employees in need and coordinate or provide treatment protocols. The Wellness Coordinator will be responsible for coordinating mental health services in conjunction with Senior Command staff as well as the Human Resources Department.

The person or firm ultimately selected by the city will function as a resource and a gateway to services for employees and their well-being.

## 1. PROJECT BACKGROUND

The City:

The City of O’Fallon is located in the central portion of eastern Missouri, within St. Charles County, and just 30 minutes west of the St. Louis City limits. The City encompasses 30 square miles and has a current estimated population of 90,000. O’Fallon is 21 miles from St. Louis Lambert International Airport and has ideal access to Interstate 70 on the north and Interstate 64 on the south.

O’Fallon has been consistently named to Money Magazine’s “Best Places to Live”, culminating in a recent placement at 24<sup>th</sup> on the list. In addition, the City has received dozens of designations in recent years as the safest place to live, best place to live, best place to raise a family, etc. Public Safety has become a hallmark of the City and it’s over 90,000 residents are extremely supportive of its Police Department.

O’Fallon operates under a Home Rule Charter with a “Mayor – City Administrator – Council” form of government. The governing body for the City is comprised of a Mayor and 10-member City Council. The Mayor presides at all City Council meetings but is a non-voting member except in the case of a tie. He also possesses veto authority. The Mayor serves a four-year term and is elected at-large. Councilmembers serve three-year terms and are elected by citizens in each of five wards within the City.

The Police Department:

Located in the O'Fallon Justice Center at 1019 Bryan Road, O'Fallon's Police Department serves approximately 94,000 residents. The O'Fallon Police Department is a full-service organization consisting of Administration, Patrol, Traffic Enforcement, Investigations, Emergency Communications, Records, Animal Control/Park Rangers, and other services, that are all headed by Police Chief Frank Mininni. The Chief is supported by a Command Staff of a Major and three Captains to ensure consistent operations of the two divisions (Operations and Administration). The entire department consists of 126.5 sworn officers and 40 full-time non-sworn personnel with a total operating budget of approximately \$17.3 million including use tax (FY2023).

## **2. PURPOSE OF PROJECT**

This RFQ is being completed for the City with the goal of awarding an agreement to a consultant to provide the Police Department with a Mental Wellness Coordinator. The purpose of this RFQ is to solicit submissions from consultants who possess the appropriate qualifications, certifications, and personality to administer to a unique culture of law enforcement.

The person selected for this role must have familiarity or understanding of the law enforcement culture and will fulfill state statute requiring regular mental health checkups with a properly certified mental health professional. This person will need to be knowledgeable in Department policy regarding critical incident protocols and must be familiar with Missouri statute 590.192. The Wellness Coordinator will be available to all Police Department employees, regardless of their position, during conduct of their duties, will be expected to know the personalities of the employees and have the ability to form a healthy and supportive rapport with employees. This person will also function as a facilitator to employee's mental health, identifying those who may require treatment, then coordinating for or providing such treatment to employees.

## **SCOPE OF WORK**

- a. This scope of work establishes the minimum requirements for providing Mental Wellness Services to the Police Department of the City of O'Fallon. The Wellness Coordinator is required to meet all specifications listed herein as minimum. Final scope and fee will be negotiated with the selected Consultant prior to engagement. The Consultant must fully and timely provide all deliverables described herein in strict accordance with the terms and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.
- b. The Wellness Coordinator must be present and develop relationships with all Police Department employees. While state statute requires a mental health check-in every three to five years, the goal of the O'Fallon Police Department is a check-in every one to two years. However, the Wellness Coordinator will be expected to check in more often as circumstances dictate.
- c. The anticipated scope of work may include:
  - i. Being present at the Police Department for several hours weekly to engage with employees. Work alongside staff while they handle calls in dispatch, be present for ride-a-longs and engagement with employees in the building. This position would require some nights and weekends schedule dependent.
  - ii. Ensure that each employee is checked in on regularly in compliance with state statute and maintain records documenting such while maintaining confidentiality and best practices in the mental health industry.

- iii. Function as a facilitator for mental health treatment, identify employees who may be struggling and either provide for their follow up treatment or coordinate for the employee to receive treatment including Eye Movement Desensitization and Reprocessing (EMDR) protocols as warranted.
- iv. Coordinate and facilitate critical incident debriefings and be available in emergency situations for either critical incident debriefs or to begin treatment protocols for employees identified as needing such.
- v. The coordinator will answer operationally to the Chief of Police, however, administratively will answer to the Director of Human Resources to maintain the separation and confidentiality required for this position.

### **3. TIMELINE**

- a. The timeline of this RFQ will open at 12:00 AM (CST) Friday January 24, 2025, and shall remain open until closing 12:00 PM (CST) Thursday February 6, 2025.

### **4. MINIMUM QUALIFICATIONS**

- a. Consultant must meet these minimum qualifications at the time their proposal is submitted to the city:
  - i. Be a Licensed Professional Counselor or Licensed Clinical Social Worker.
  - ii. Have a knowledge of or level of competency associated with the treatment protocol “Eye Movement De-Sensitization Reprogramming (also known as EMDR)”.
  - iii. Knowledge of and level of competency associated with wellness, mental health treatment, and counselling.
  - iv. Have previous experience working with emergency personnel, preferably in a Police environment.
  - v. Possession of a Valid Missouri Driver’s License.
  - vi. The ability to always maintain employee confidentiality.

### **5. PROJECT PARTICIPANTS**

A Selection Committee consisting of designated City representatives will be responsible for developing a short list of up to three candidates to interview. Selected individuals will be invited to participate in an oral interview. The Selection Committee will then make a recommendation of the most qualified candidate. City staff will then begin contract negotiations with the most qualified candidate. Should those contract negotiations prove unsuccessful, the City may proceed to the next most qualified individual for contract negotiations.

### **6. CRITERIA FOR SELECTION**

The purpose of this RFQ process is to identify qualified firms or individuals that are the most capable of providing the described services. The RFQ submittal can be in the form of a resume and should clearly address the following criteria which will be used in the evaluation process:

- a. Qualifications of Firm/Individual
- b. Related Experience
- c. Completeness and Timeliness of Response

## 7. SUBMITTAL REQUIREMENTS

In total, four (4) unbound paper copies must be submitted.

**Sealed proposals must be received by the City of O’Fallon, Missouri; Purchasing Office, 100 North Main Street, O’Fallon, Missouri 63366 prior to Thursday, February 6th, 2025 at 12:00 P.M. (CST).**

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals must be clearly identified as a proposal for the City of O’Fallon, Missouri “**RFQ # 25-009 Police Department Mental Wellness Coordinator**” and must show such information on the outside of the envelope. Proposals will not be accepted by facsimile or email transmittal. *Do not staple or submit proposal in any type of binder; binder clips are acceptable.*

To make deliveries (including deliveries of the RFQ’s for this project), the delivery vendor or bidder may hand deliver the RFQ during City Hall hours of Monday – Friday 8:30 am – 4:30 pm. Mailed proposals are accepted with regular mail service each day.

RFQ’s will be opened and evaluated in private by City staff.

Late submittals will not be accepted. Qualification responses should be prepared simply and economically, providing a straightforward and concise description of the Respondent’s capabilities for satisfying the requirement of this RFQ. Emphasis should be on completeness and clarity of content.

### **SUBMITTAL CONTENT:**

Each Submittal shall be organized in the following order:

- Outside Cover and First Page: shall contain (i) the title, “Statement of Qualifications for Police Department Mental Wellness Coordinator”, (ii) the name of the Respondent, and (iii) the Submittal Date.
- Transmittal Letter: include a short transmittal letter that summarizes why the Respondent believes itself to be the most qualified.
- Contain the statement that to the best of the Respondent’s abilities, all information contained in the RFQ submittal is complete and accurate.
- Contain a statement granting the City of O’Fallon the authorization to contact any previous client of the Respondent (or a Respondent’s Team Member) for purposes of ascertaining an independent evaluation of the Respondent’s performance.
- An appropriate resume or curriculum vitae of the individual or firm representative expected to participate in this project.
- E-Verify Affidavit: See attached pg. 8.
- Insurance: List all relevant insurance policies and coverage amounts carried by the firm/individual. The selected respondent will be required to submit evidence of and comply with all insurance requirements deemed necessary by the City of O’Fallon. (not included in page count)

### Section I – Description of the Respondent

Firm Description: Include a complete narrative description of the Respondent’s firm (or firms if the Respondent is comprised of a team of firms). Information should include:

- Name of Candidate and / or firm.
- Candidates resume.
- Location of office(s).

### Section II – Narrative

As set forth in number “4” above, the Respondent may use this section to make his or her case for how they are uniquely qualified for the desired services based on these criteria.

### Section III – Relevant Experience of the Respondent

List relevant projects within the past five years. A relevant project is one which best exemplifies your qualifications for this project. Special focus and emphasis will be placed on projects that have a high degree of similarity to the project. Include the following information as appropriate for each example project:

- Name of project.
- Project location.
- Project description.
- Client reference name and telephone number.

## **8. RESERVATION OF RIGHTS**

The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; and (3) reject any or all Respondents submitting qualifications, should it be deemed in the best interest of the City of O’Fallon to do so.

Individual meetings or contact with City staff or elected public officials prior to the RFQ submittal will not be permitted.

## **9. QUESTIONS**

The City requires questions be submitted on or before Wednesday January 29th, 2025, at 12:00 PM CST. The City will only respond via addendum by the end of day on Friday January 31st, 2025. **All questions must be submitted in writing, via email, to Christine Grabin, Purchasing Agent at: [cgrabin@ofallonmo.gov](mailto:cgrabin@ofallonmo.gov)**

**WORKER ELIGIBILITY VERIFICATION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_,  
Affiant name  
personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

• I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

• I, the Affiant, am the \_\_\_\_\_ of \_\_\_\_\_, and I am duly  
title business name  
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

• I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O’Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

• I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

• I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

\_\_\_\_\_  
Affiant Signature

Subscribed and sworn to before me in \_\_\_\_\_, \_\_\_\_\_, the day and year first above-  
written.  
city (or county) state

My commission expires:

Notary Public \_\_\_\_\_

*[Attach documentation of enrollment/participation in a federal work authorization program]*