

RICHLAND COUNTY, ILLINOIS
REQUEST FOR PROPOSALS

Mental and Behavioral Health Counseling Services

Richland County Drug Court

ICJIA Grant Agreement	No. 423046
Grant Period	July 1, 2026 - June 30, 2027
Proposal Deadline	<u>10/15/2026</u>
Submit To	Richland County Circuit Court, Attn: Zachary Holder, Grant Administrator

1. Invitation

Richland County, Illinois, through the Richland County Drug Court, is requesting proposals from qualified individuals, licensed professionals, agencies, or organizations to provide mental and behavioral health counseling services to participants of the Richland County Drug Court.

The purpose of this RFP is to improve timely and consistent access to behavioral health services for Drug Court participants and address identified service gaps in Richland County. Services will be supported by funding provided through the Illinois Criminal Justice Information Authority (ICJIA) under Agreement No. 423046.

2. Program Background

The Richland County Drug Court has operated since 2013 and serves non-violent adult offenders age 18 and older who are generally classified as moderate-to-high risk and high need and who struggle with substance use involving illicit drugs or alcohol.

The program has an approximate capacity of 15 participants, although enrollment may fluctuate based upon participant needs and available case-management resources. Richland County has identified limited access to behavioral health and counseling providers as a significant barrier for Drug Court participants. The FY2027 grant is intended, in part, to provide participants with more consistent access to behavioral health services through a contracted provider.

3. Scope of Services

The selected provider will work with the Richland County Drug Court and its participants to provide appropriate mental and behavioral health counseling services. Services may include:

- Individual mental and behavioral health counseling;
- Behavioral health assessments, as appropriate;
- Cognitive behavioral interventions tailored to participants' individualized clinical needs;
- Anger management counseling or programming;
- Trauma-informed counseling;
- Counseling addressing emotional regulation, coping skills, decision-making, relationships, and other behavioral health needs;
- Specialty counseling services based upon individual participant needs;
- Coordination with other treatment and support providers when appropriate;
- Recommendations or referrals for services outside the provider's scope of practice; and

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- Other behavioral health services determined appropriate for Drug Court participants and consistent with the grant-funded program.

Treatment should be responsive to individual participant characteristics and needs, including behavioral health history, substance-use history, trauma history, age, gender, and other relevant circumstances. Services should be adjusted as appropriate for participants who do not respond to initial interventions.

4. Coordination with Drug Court

The selected provider will be expected to coordinate services with the Richland County Drug Court Team. Subject to applicable confidentiality requirements and participant authorizations, the provider will systematically and promptly communicate appropriate information regarding:

- Participant attendance and engagement;
- Treatment progress;
- Compliance with counseling requirements;
- Significant concerns affecting treatment or participation;
- Notable achievements or progress; and
- Recommendations concerning continued or additional behavioral health services.

Monthly Reports and Immediate Notification

The selected provider shall provide a written monthly report to the Richland County Drug Court Team summarizing services provided during the preceding month. The report should include, as appropriate and consistent with applicable confidentiality requirements and participant authorizations, participant attendance and engagement, general treatment progress, compliance with counseling requirements, significant achievements or barriers, recommendations for continued or additional services, and other information reasonably requested by the Drug Court Team.

The selected provider shall immediately report to the appropriate Drug Court Team contact any situation, behavior, statement, change in condition, or other circumstance that, in the provider's professional judgment, presents a significant concern regarding a participant's safety, well-being, treatment, recovery, compliance, or continued participation in the Drug Court program. Immediate reports should be made as soon as reasonably practicable and should not be delayed until the monthly report.

Nothing in this provision requires or authorizes disclosure beyond what is permitted by applicable federal or State confidentiality law, professional standards, court orders, and participant releases or authorizations.

5. Provider Qualifications

Respondents should demonstrate that they possess the professional qualifications, licenses, certifications, experience, and capacity necessary to provide the services proposed. The proposal should identify:

- The individual(s) who will provide services;
- Applicable Illinois professional licenses or credentials;
- Education and professional experience;
- Experience providing mental or behavioral health services;
- Experience working with substance-use disorders or co-occurring behavioral health needs;
- Experience working with justice-involved individuals, problem-solving courts, or similar populations, if applicable;
- Experience providing cognitive behavioral and trauma-informed services;
- Ability to provide anger management or specialty counseling services;
- Availability to accept Drug Court referrals; and
- Any limitations on the services the respondent can provide.

6. Service Delivery

Services may be provided in person or through other appropriate methods when approved by the Drug Court and consistent with professional standards and participant needs.

Because the purpose of the contract is to improve access to behavioral health services, respondents should describe their expected timeframe for accepting a referral and scheduling an initial appointment. Respondents should also identify the location where in-person services would be provided and describe any telehealth capability.

7. Compensation

Maximum hourly rate: \$120.00

Estimated maximum hours: 452 hours

Maximum available contract amount: \$54,240.00

Respondents may propose a rate at or below the approved maximum hourly rate. Richland County does not guarantee that all 452 hours or the entire \$54,240 allocation will be utilized. Payment will be based upon authorized services actually provided and properly documented.

8. Invoicing and Documentation

The selected provider will be required to submit documentation sufficient to support payment with grant funds. Invoices should, at a minimum, identify:

Invoices must be submitted monthly, promptly at the beginning of each month, for authorized services provided during the preceding month. Timely submission is required to allow Richland County to review, process, and report grant-funded expenditures.

- Provider;
- Date of service;
- Type of authorized service;
- Number of billable hours;
- Hourly rate;
- Amount requested for reimbursement; and
- Other documentation reasonably required by Richland County or ICJIA.

9. Confidentiality

The selected provider shall comply with all applicable federal and Illinois confidentiality, privacy, professional, and recordkeeping requirements, including HIPAA and other requirements applicable to substance-use and behavioral health information.

The Drug Court utilizes participant authorizations permitting appropriate sharing of treatment assessments, screening information, and other information necessary for operation of the Drug Court program. Providers must limit disclosures to information legally permitted and reasonably necessary for coordination with the Drug Court Team.

10. Contract Period

The grant period is July 1, 2026 through June 30, 2027. The actual provider contract will begin upon execution of an agreement with Richland County and will terminate no later than June 30, 2027, unless otherwise authorized in writing.

11. Proposal Requirements

Interested respondents should submit a concise proposal containing:

1. Provider or organization name and contact information;
2. Description of proposed services;
3. Qualifications and professional credentials;
4. Relevant counseling and behavioral health experience;
5. Experience with justice-involved individuals and/or substance-use disorders;
6. Description of anger management and specialty counseling services available;
7. Proposed hourly rate;
8. Availability and anticipated timeframe for accepting referrals;
9. Location and method of service delivery;
10. Proof of applicable professional licensure or certification;
11. Proof of insurance, if applicable; and
12. At least two professional references, preferably involving comparable services.

12. Evaluation of Proposals

Richland County may consider factors including:

- Qualifications and professional credentials;
- Relevant behavioral health counseling experience;
- Experience with the Drug Court population or similar justice-involved populations;
- Ability to provide cognitive behavioral, trauma-informed, anger management, and specialty counseling services;
- Availability and responsiveness;
- Ability to coordinate with the Drug Court Team;
- Proposed cost; and
- Overall ability to meet the needs and objectives of the Richland County Drug Court.

Richland County is not required to select the proposal offering the lowest hourly rate and may select the proposal determined to provide the best overall value and ability to meet program needs.

13. Funding and Grant Compliance

This project is funded through the Illinois Criminal Justice Information Authority (ICJIA), Edward Byrne Memorial Justice Assistance Grant Program, Agreement No. 423046. The selected contractor must comply with applicable federal and State requirements associated with the award and with the resulting contract with Richland County.

Funding provided in whole or in part by the Illinois Criminal Justice Information Authority.

14. Reservation of Rights

Richland County reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate the scope or terms of services, cancel or reissue this solicitation, and make an award determined to be in the best interests of the County and the Richland County Drug Court, subject to applicable grant requirements.

Award of a contract is contingent upon availability of grant funds and compliance with applicable ICJIA requirements.

15. Submission of Proposals

Proposals should be submitted to:

Richland County Circuit Court

Attn: Zachary Holder, Grant Administrator

103 W. Main St., Suite 21

Olney, Illinois 62450

Email: zholder@richlandcounty.illinois.gov

Proposal Deadline: 10/15/2026 12:00pm

Questions Due: 10/08/2026

Anticipated Award Date: 10/22/2026

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ATTACHMENT A - PROPOSAL AND PRICING FORM

Respondent/Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Illinois License/Credential(s): _____

Proposed Hourly Rate (not to exceed \$120.00): _____

Location of Services: _____

Telehealth Available: Yes / No _____

Typical Time from Referral to Initial Appointment:

Brief Description of Proposed Services:

Professional References:

1. Name/Organization: _____ Phone/Email: _____

2. Name/Organization: _____ Phone/Email: _____

Authorized Signature: _____ **Date:** _____

ATTACHMENT B - CERTIFICATIONS

By signing below, the respondent certifies that the information submitted in its proposal is accurate; that it possesses or will maintain all licenses, credentials, and insurance required to perform the proposed services; and that, if selected, it will comply with applicable Richland County, ICJIA, State of Illinois, and federal grant requirements.

Authorized Signature: _____ **Date:** _____