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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 4, 2022**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**AGREEMENT TO PROVIDE EXTENDED
WELLNESS CENTER SERVICE HOURS
LIFEWORKS
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to authorize the execution of agreements with LifeWorks to provide extended Wellness Center service hours (evening and weekend hours, as denoted in the RFP # NG2202) to the City Colleges of Chicago for the period starting no sooner than September 5, 2022 through September 4, 2023 at a cost not to exceed \$200,000.

VENDOR: LifeWorks
115 Perimeter Center Place NE
Suite 1050
Atlanta, GA 30346

USERS: District Wide

TERM:

The term of this agreement shall begin no sooner than September 5, 2022 through September 4, 2023, with an option to extend for an additional two (2) one-year periods or one (1) two-year period.

SCOPE OF SERVICES:

The Wellness Centers will be providing after-hours (after 5pm Central Time) and Weekend (Saturdays only) services to provide therapy and crisis support to CCC students. At a minimum, these services will be available until 9:00 pm on Weekdays and 9:00 am – 7:00 pm on Saturdays, but 24/7 availability is preferred. In addition, psychiatry appointments will be available during both regular business hours and after hours as well as weekend hours on Saturdays.

Supplier has agreed to meet the following requirements:

- Services will be provided by mental health professionals with ultimate license (ex LCPC or LCSW)
- Services will be provided by mental health professionals licensed in the state of Illinois

- Services should be provided by mental health professionals who reflect the diversity of our student body and have the language and cultural backgrounds necessary to provide culturally competent care. Bilingual English/Spanish is the greatest language need.
- Supplier will provide technology that allows for information and file sharing (with client consent) between the Wellness Centers and chosen provider
- Supplier will maintain reporting of long-term data on usage and demographics to CCC, as well as providing immediate “crisis situation” reporting to CCC Wellness Center Staff. Services will be offered in a timely manner, especially for crisis cases, and in a platform that is accessible and easy to use for our students.

BENEFIT TO CITY COLLEGES OF CHICAGO:

- Additional mental health options for students
- Added hours for mental health supports including evenings and weekends
- Expansion of current offerings to include psychiatry care for students.
- Contribution towards CCC’s goals of equity in making services more available to all students and seeking a culturally competent vendor
- Improving overall student experience in line with strategic plan by offering additional services to students and expanding the days and times services are available.
- Support students through crisis and difficult times can lead to better student retention and completion by helping students address outside concerns so they can focus on academic success.
- Helps move CCC toward compliance with the MHEAC law requiring mental health services for Illinois college students.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and Request for Proposals (RFP) #NG2202 was publicly advertised and sent to five (5) companies on April 8, 2022. Four (4) companies attended the pre-proposal conference on April 13, 2022. On May 19, 2022, four (4) companies submitted proposals: 1) BetterMynd, 2) LifeWorks, 3) MyOwnDoctor, LLC, and 4) Uwill.

All proposals were reviewed, evaluated, and ranked by staff which included the Wellness Center and Information Technology. The evaluation committee members individually scored each proposal based on the evaluation criteria in the RFP:

1. Qualifications of firm and resources provided (Ability to meet ALL requirements spelled out in the RFP Intent and Scope, resumes, interrogatories, etc.)
2. Past experience with similar services for educational institutions or govt. entities
3. Proposer’s Implementation Plan for the requested services (Methodology, project plan, approach, realistic timelines, etc.)
4. Fee / Cost Proposal
5. MBE/WBE compliance

Procurement Services compiled the evaluators' scores and comments and calculated an average score for each written proposal. The evaluation committee held a consensus meeting with Procurement Services to discuss the merits of the submitted proposals.

Based on the written proposal rankings, the evaluation committee invited three participants: 1) LifeWorks, 2) MyOwnDoctor and 3) Uwill to present oral presentations/demonstrations of their services.. The evaluation committee individually scored each presentation/demonstration based on the following evaluation criteria:

Counselor Qualifications

- Licensure
- Counselors of Color
- Language offerings
- Staffing numbers/Hours available

Student Experience

- Ease of registration
- Wait times
- Session length
- Crisis Response plan
- Crisis response, psychiatry and counseling all easily accessible
- Strength of platform used for sessions

Collaboration with CCC

- IT needs
- Reports and sharing of information
- Ongoing Expectations of CCC staff
- Implementation timeline and plan
- Plan to address concerns

Cost

The Evaluation Committee recommends LifeWorks. to provide extended service hours (evenings and weekends) for City Colleges of Chicago. Based on the scoring criteria for both the written and oral portions of the RFP, LifeWorks was the highest scoring provider overall.

After discussion of the top proposals, the committee decided LifeWorks was the best option, as the quality of platform, language offerings, low wait times and crisis response best met the needs of the Wellness Centers.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services ("counseling services") and the absence of subcontracting opportunities.

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: Not to exceed \$200,000

Charge to: Wellness Centers

Sources of Fund: HEERF funds

FY23: 530000-70011-X0-30000

Respectfully submitted,

Juan Salgado
Chancellor

August 4, 2022 – Office of Academic Student Affairs