



## ***Counselling Centre***

### **Request for Proposal Personal Counselling Services**

The Counselling Center at Trent University invites proposals from professional counsellors in private practice or counselling agencies to provide confidential personal counselling to full-time, part-time and graduate students at Trent University.

We are looking to contract 1 position:

- 1 position January 2010 to June 2010 (3 days – weekdays tba)
- Maximum fee per hour = \$36.00

This proposal document consists of:

**Section 1** - General Conditions of Contract & Instructions to Bidders

**Section 2** - Special Terms and Conditions pertaining to this RFP

**Section 3** – Bidder CheckList

#### **Section 1.0 General Terms of Contract and Instructions to Bidders**

- 1.01 Trent University invites proposals from professional counsellors in private practice, or from a counselling agency, to contract for confidential personal counselling to full-time, part-time and graduate students at Trent per specifications in Section 2 of this document.
- 1.02 Proposals will be received no later than **4:30 PM on Friday November 27<sup>th</sup> 2009** at the office of Stewart Engelberg, Director of Counselling, Blackburn Hall, Room 113 Trent University, 1600 West Bank Drive, Peterborough ON K9J 7B8. **Proposals received after the closing time and date shown will not be considered and will be returned to sender.**
- 1.03 Proposals must be submitted bearing the name of the Bidder addressed as above and clearly marked:

**"Proposal for Counselling Services"**

- 1.04 Proposals must be submitted in **duplicate** and enclosed in a sealed envelope, received no later than the proposal closing date. No oral or telephone, nor adjustments to proposals submitted will be considered.
- 1.05 **QUESTIONS** pertaining to this request **must be received in writing by e-mail only** ([counselling@trentu.ca](mailto:counselling@trentu.ca)) no later than **forty-eight (48) hours** prior to the closing time and date. The Director of Counselling will provide a written answer, along with the question; to all Bidders should the question be relevant to all Bidders.
- 1.06 **Trent University:**
- Reserves the right to reject any or all proposals;
  - Reserves the right to amend any portion of the proposal documents;
  - Reserves the right to waive any irregularities in any proposal, to negotiate for the modification of any single proposal, to request clarification and additional information on any proposal, and to re-advertise for proposals if desired;
  - Reserves the right to accept the proposal which, in the sole opinion of the University, is deemed the most advantageous to the University and Counselling Center
  - May choose to open submitted proposals in private;
  - Takes no responsibility for the accuracy of the information supplied during the Request for Proposal process by any officer, employee or agent of the University unless provided in writing;
  - Will not be responsible for any expense incurred by any Bidder in preparing or submitting proposals or in providing any additional information necessary for the evaluation of proposals;
  - Will not be responsible in law or in equity to any Bidder for any claim for losses or damages, or any other relief, arising out of the Request for Proposal process including the selection or rejection by the University of any particular proposal.
- 1.07 All proposals will remain open for acceptance by the University for a period not less than thirty (30) days from date of the proposal opening.
- 1.08 All communications concerning this Request for Proposal must be directed to:

Stewart Engelberg  
Director of Counselling  
113 Blackburn Hall  
Trent University  
1600 West Bank Drive  
Peterborough ON K9J 7B8  
Telephone - (705) 748-1386  
Email – [counselling@trentu.ca](mailto:counselling@trentu.ca)

- 1.09 **BASIS OF SELECTION:** While cost is a factor in the award of this Request for Proposal, it is not the only factor to be considered. Other factors to be considered, but not necessarily restricted to, are:
- A) Relevant Experience / Training
  - B) Service – Hours of Availability / Flexible Scheduling / Duration
  - C) Qualifications - Professional Status /Degree/ Memberships/ Professional Accountability (i.e. College membership or equivalent)
  - D) Evidence of professional liability insurance of \$2,000,000.
  - E) Price
  - F) Evidence of collaborative work with other professionals
- 1.10 The successful Bidder shall indemnify Trent University for all damages suffered by it as a result of the negligent actions or wrongful acts of the successful Bidder, its employees, servants and/or agents. The successful Bidder shall indemnify and hold harmless Trent University, its Board of Governors, students, employees, servants and/or agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence of the successful Bidder, its employees, servants, and/or agents.
- 1.11 The successful Bidder must carry liability malpractice insurance with a limit of not less than \$2,000,000. Inclusive per occurrence. Trent University shall be named as an additional insured on the policy, but only with respect to the operations of the successful Bidder.
- 1.12 While at Trent University, personnel of the successful Bidder must observe all policies/regulations of Trent University and remain in compliance with all privacy policies and parking/traffic regulations (copies available upon request).
- 1.13 Trent University shall have the unilateral right to terminate any contract formed between the parties as a result of non-performance by giving thirty (30) days written notice to the successful bidder.

## **Section 2.0 Special Terms pertaining to this Request for Proposal**

**Scope-** As a post-secondary institution, Trent University's main foci are education and research. In order to support students in their academic development, the availability of personal counselling to students experiencing emotional distress is considered an important service for those who may require coping strategies, and/or short-term counselling, referral to appropriate services, liaison with faculty and staff.

## 2.01 **Qualifications**

- Have a post-graduate degree in the field of counselling (e.g. MSW or M.Ed), with a minimum of three (3) years of field experience.
- Have membership affiliation with a professional association and/or college that regulates their profession
- The counsellor, or agency, would be expected to have a good knowledge of the Peterborough and Trent community-based resources, and a willingness to learn about the University services and their roles/functions
- Have experience working with transitional age youth/young adults, and the issues commonly seen in this population, including but not limited to, interpersonal relationships, sexuality, anxiety, self-esteem, depression, disordered eating, familial issues, psychopathology etc.
- Have training in brief solution-focussed therapy
- Be flexible in enhancing hours during established pre-determined peak times of year
- Be responsible for his/her own professional development, WCB, accounting of hours of service provided and monthly billing to the Counselling Center
- GST arrangements are to be made by the counselor if necessary
- Be responsible for carrying a minimum of \$2 million liability insurance
- Good communications skills which enhance a cooperative working milieu

Trent will provide:

- Furnished office space in Blackburn Hall Symons Campus
- Telephone and fax services
- Receptionist/administrative support
- Case consultation opportunities

## **Detailed Description**

The Counsellor, or Agency, would be expected to:

- Be an integral member of the Counselling Centre.
- Be responsible for continuing education and WCB
- Provide accounting of hours of service provided, and monthly billing to the Counselling Center
- Be flexible in enhancing counselling hours during established pre-determined peak times of the academic year
- Provide counselling/short term therapy for students of Trent University
- Provide crises intervention for students in urgent distress or with suicidal ideation
- Participate in critical incident stress debriefing on campus for students if required
- Demonstrate an unbiased approach to sexual orientation, gender, race, religion, disability

- Provide consultation to staff and faculty regarding student clients as necessary
- Facilitate referrals to resources appropriate to student's needs within the University and/or Peterborough community
- Liaise /consult with staff and faculty re student's psychological issues and the resulting impact on a student's academic functioning and/or integration into the university system
- Consult with the Director of Counselling on cases and matters of institutional interest or concern
- Work under the direction of the Director of Counselling.
- Maintain client files and documentation to the standard of practice of the Counselling Center/ University, which remains the property of Trent University.
- Demonstrate an ability to work collaboratively in a team milieu with other professionals including the administrative assistant and consulting psychiatrist
- Provide consultation to staff and faculty regarding student clients and student issues as necessary

### **Section 3.0 Bidder Check List**

To be considered complete, your response must provide the following information:

- 3.1 A description of your approach to providing the service. The University requires private practice individuals or an agency to provide 1 counsellor who would provide counseling services 3 days a week.
- 3.2 Information on education and training
- 3.3 Information on related background experience in counselling, including professional membership or affiliations. (Copies of proof of membership is necessary )
- 3.4 An indication of flexibility and/or limitations in providing the service. (The University has peak periods for counselling, and periods of reduced counselling during predetermined times of the academic year)
- 3.5 A fee proposal to undertake the service. Please note: The University is unable to consider proposals for fees exceeding \$36.00 per hour.
- 3.6 Proof of professional liability Insurance
- 3.7 Two references