



**Public Health**  
Prevent. Promote. Protect.  
Grundy County Health Department

Grundy County Health Department  
1320 Union Street • Morris, Illinois 60450  
Phone: (815) 941-3404 • Fax: (815) 941-2389  
www.grundyhealth.com  
GCHDIL@grundyhealth.com

**Invitation to Bid**  
Psychiatric Provider

A. **Introduction:**

The Grundy County Health Department (GCHD) is accepting requests for bids for in-person and/or tele-psychiatric services in Morris, IL. The psychiatric provider will work alongside qualified mental health professionals to assess and treat mental health and substance use disorders of Health Department clients. This person will work closely with the Director of Behavioral Health, nurses, therapists, counselors, and other Health Department staff.

One electronic copy of the bid must be received by **the close of business on March 31, 2023**. Bids after this date may be considered until the vacancy is filled. Bids should be sent to Darcy Jasien, Director of Behavioral Health, [djasien@grundyhealth.com](mailto:djasien@grundyhealth.com), and interviews conducted as needed.

B. **Scope of Services:**

The successful applicant must agree to work under the strict guidelines of IL Department of Human Services Rules 132 and 140 and Rule 2060 for mental health and substance use services, respectively. Applicant must also work to meet the standards and requirements required by successful accreditation of the Center on Accreditation for Rehabilitative Facilities (CARF), including peer review sessions and an annual evaluation. Additionally, applicant will:

- Provide psychiatric services for clients ages 7 years and older.
- Provide in-person and/or tele-psychiatry services.
- Be available for up to 40 hours/month of direct client services (specified days and hours to be determined within Monday - Friday). Fridays preferred. Candidates who would like to work up to 80 hours/month may also be considered on a case-by-case basis.
- Cooperate in the insurance company credentialing process, including providing access for GCHD to serve as a billing entity.
- Receive training from GCHD or Electronic Medical Software company on use of Electronic Medical Record (EMR) Software.
- Proficiently utilize EMR software and accompanying software features for prescriptions and internal staff communication.
- Communicate with GCHD to conduct staffing on clients.
- Be provided with a psychiatric nurse during "clinic days", if needed, or at the very least administrative and medical support during "non-clinic days."
- Consult with Director of Behavioral Health Services on hours, service delivery, training or any other matters as it pertains to this contract. All communication regarding services, which includes discharge of clients, should be between the Psychiatric Provider and the Director of Behavioral Health.

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Joan Harrop, JD  
Leticia Setrini-Best, MD

Dean Marketti  
Eric Rasmusson  
Michelle Pruim, MBA, Administrator

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This agreement will be made on an annual basis and may be extended by mutual agreement by all parties. Either party, upon giving sixty calendar days prior written notice to the other party, may terminate the contract at any time during this period. Upon termination, work satisfactorily completed prior to the termination will be paid. All records, documents and intellectual property belong solely to GCHD and must be returned in complete order if the contract is not renewed or if notice of termination is given.

The successful applicant must provide professional liability insurance with a minimum coverage of at least one million dollars per occurrence and three million dollars aggregate. A certificate of coverage must be provided to GCHD with GCHD listed as covered on the certificate. This insurance must be kept in force for the duration of the contract.

Applicant must certify that he/she is in compliance with all the requirements of the Drug Free Workplace Act (P.S. 86-1459), IL. Rev. Stat., ch. 127, section 132.311 et seq. Applicant will certify that he/she will not engage in the unlawful manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the performance of duties, if awarded a contract for services outlined in the RFP. Applicant must certify that he/she is in compliance with 45CFR 75.300 (a) and 24USC 812 (c)(10) and (41) (i.e. prohibit prescribing or proving marijuana as treatment, including the treatment of opioid use disorder.) Applicant must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.

The successful applicant must be a licensed medical professional with the ability and willingness to write prescriptions for any and all psychotropic medications, as medically appropriate.

For questions contact: Darcy Jasien, Director of Behavioral Health, [djasien@grundyhealth.com](mailto:djasien@grundyhealth.com).

C. Background Information

Grundy County Health Department, located 60 miles southwest of Chicago in Morris, IL, was established in 1966 as a resolution of the Grundy County Board. Since that time four divisions have been established to provide comprehensive public health service to the residents of the county. These divisions include Nursing, Behavioral Health, Senior Programs and Environmental Health. Special emphasis is also placed on Public Health Emergency Management and Preparedness. GCHD is accountable to the Board of Health and accepts the primary mission of preserving, protecting and promoting the health and well-being of Grundy County, which numbers greater than 50,000 people. GCHD provides services to clients from infancy through geriatric, many of whom are indigent and underserved, and works collaboratively with agencies in and around the County for the benefit of the client.

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The current web site for the Grundy County Health Department is located at [www.grundyhealth.com](http://www.grundyhealth.com).

D. Bid Outline

The Grundy County Health Department Administrator and other leadership will review bids based on the outline listed below. Bids should be clear and concise. There is a three (3) page limit.

1. Cover letter: This should include a short summary of your proposal and identify a contact person for more information.
2. Background Section. This should include information on the potential applicant with experience, skills, and staffing arrangements defined. A resume may be included here.
3. Conflict of Interest: Please list any potential conflicts of interest you may have with GCHD, its clients, or its staff, including but not limited to dual relationships.
4. Proposed Scope of Work: This section should highlight the applicant's plan to address the scope of work outlined in this Invitation. It should include the appropriate staff to be involved, the services to be provided, timelines, and the anticipated outcomes of the plan.
5. Budget Section: This should include an hourly rate needed to complete the scope of work. GCHD does not cover the cost of insurance or benefits for the contractor. Justification must be included for the budget expenses and how the rate was derived. Payment by GCHD will be made at the end of each month (for the previous month's work) based on a billing statement submitted by the applicant and approved by the Board of Health and Grundy County Board. Future contracts will be considered annually based upon performance and anticipated outcomes.
6. References: Please include at least three references with appropriate contact information. These references should be business related.
7. Other: Any other pertinent information the applicant would like to share may be included here.

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