

REQUEST FOR PROPOSAL

Parkland College Peer Mentoring Services

Parkland College seeks proposals from organizations with demonstrated expertise in developing and maintaining a mentorship program, with specific focus on peer mentoring. Requirements of the program must include:

- Defined criteria for identifying and screening potential mentors
- Strategies to market and promote the benefits of peer supports
- Identifying and reporting on the needs of the target population
- Providing policies and procedures to ensure appropriate boundaries in the mentor relationship
- Ensuring confidentiality for mentors, mentees, and program coordinators
- Offering continuing education and support for mentors
- Developing programs that allow for immediate support as well as scheduled mentor sessions
- Building connection to college community and its resources, including mental health and academic supports
- Mental health awareness components

A contract will be awarded for a 36-month period from May 1, 2023 through April 30, 2026.

Proposals are due by 5:00 P.M. Central Time on **Friday, March 31st, 2023**, and should be addressed to:

Parkland College

Attn: Morgann Quilty, Room R230

Associate Dean, Learning Commons

2400 W. Bradley Avenue

Champaign, IL 61821

or by e-mail at mquilty@parkland.edu.

Proposal Timeline

RFP issued.....	March 12, 2023
Last day to submit questions for a response.....	Noon on March 24, 2023
Proposal submission deadline.....	March 31, 2023
Virtual interviews if needed.....	April 5 – 7, 2023
Recommendation submitted to Parkland College Board of Trustees.....	April 12, 2023
Approval by Parkland Board of Trustees.....	April 26, 2023

College Information

Parkland College is a community college serving Community College District 505. Parkland College enrolls approximately 5,000+ students annually. The campus is a melting pot of student life, with diverse cultures, students ranging in age from 16 to 80+, and a growing international student presence. About 75 percent of Parkland students live and work within District 505.

Parkland College's location in Champaign, Illinois, provides the amenities and excitement of a larger city with small-town conveniences. Champaign is one of the fastest growing cities in Illinois, with a long list of opportunities for its residents and short commute times.

Parkland College offers academic programs that prepare students to transfer to four-year colleges and universities; career and technical education programs; workforce and business training; continuing education for adults; youth programs; and more. Parkland is No. 1 in student transfers to the University of Illinois, a top research university in Champaign-Urbana.

Scope of Work

Parkland College is seeking a mentoring agency to collaborate in the development of a peer mentoring program, with a focus on the strategic recruitment, management, and ongoing performance improvement of peer-to-peer mentors and participants. The College's Learning Commons and Counselling teams are partnering to provide a peer mentoring program to connect students with peers who provide support for both academic and social interactions, mental health awareness and referral to appropriate campus resources, and create and maintain campus connectivity for mentees. The mentoring agency will assist these departments in developing this program by:

- Recruiting volunteers, in conjunction with the Learning Commons and Counselling departments
- Providing comprehensive training to prepare candidates to be successful mentors
- Matching selected students with mentors
- Partnering with the College to host mentoring programs as required
- Designing and managing the content of mentoring programs
- Monitoring the quality and effectiveness of the programs
- Reporting metrics
- Providing additional support to ensure program success

The ideal agency will have experience with higher education mentor programs, and with 2-year colleges in particular.

Please provide the following information in any proposal:

Vendor Information

- A. Agency's name, address, telephone number, legal status of entity (ownership), and the year the entity was established.
- B. Name of Agency's contact person, telephone, and email address.

Qualifications Information

Please include information in your proposal that supports the below qualifying requirements:

1. State the number of years of experience the vendor has in mentor program development and review.
2. List three (3) clients for which the vendor has provided mentor programming in the last three (3) years and a brief description of the services performed.
3. Describe current or previous experience working with institutions of higher education, specifically community colleges if applicable. Include institution name(s), services provided, and years of the relationship.
4. Provide fee and rate structure for mentor programming and list of any other charges.
5. Discuss the process by which the vendor's mentoring programs are established and reviewed, and provide information on schedules, content of training programs, and ongoing feedback.
6. Specify how the program connects to the institutions own resources.
7. Include how your agency will track and report mentor program performance analytics. Parkland requires at least one review and planning meeting per semester to ensure program strategy is on track and meets objectives.
8. Provide information about the Agency team structure and team member backgrounds that will directly support Parkland College.
9. Include partnerships with specialized agencies that would influence service to Parkland College.
10. Agencies are invited to include additional information not requested above, if believed to be useful and applicable to this Request for Proposal.

Termination Clause

Parkland College may terminate this agreement with its selected vendor for any reason, giving the vendor 60 days' written notice. The vendor may terminate this agreement with Parkland College for any reason, giving the College at least 60 days' written notice.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of minority-owned businesses, female-owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified minority-owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority-owned, female-owned, or person with a disability-owned business?

Yes _____ No_____