



REQUEST FOR PROPOSAL

RFP 2026-01

Student Mental Health Services

DUE: July 9, 2026, by 2:00 p.m.

SUBMIT PROPOSALS ELECTRONICALLY TO:

skada@napavalley.edu and

[c.c. james.reeves@napavalley.edu](mailto:c.c.james.reeves@napavalley.edu)

NOTICE TO RESPONDENTS

NOTICE IS HEREBY GIVEN that Napa Valley Community College District, acting by and through its Governing Board, hereinafter referred to as the District and NVCCD, will receive up to, but not later than 2:00 p.m. on July 9, 2026 electronically delivered proposals for the award of the following contract:

Napa Valley COMMUNITY COLLEGE DISTRICT

Request for Proposal

RFP 2026-01

Student Mental Health Services

For:

Napa Valley College

Such proposals shall be submitted electronically specified below:

skada@napavalley.edu and

[c.c. james.reeves@napavalley.edu](mailto:c.c.james.reeves@napavalley.edu)

Each proposal must conform and be responsive to this Notice and all other documents comprising the pertinent Request for Proposal Documents.

RFP 2026-01 Student Mental Health Services is now available at:

<https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>

The District reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularity or informality in the proposals, or in the process. No proposal may be withdrawn for a period of sixty (60) days after the due date.

Napa Valley Community College District does not discriminate with regard to race, religious creed, marital status, age, color, sex, national origin, mental, or physical disability in the award of contracts. District encourages responses from minority, small businesses, disadvantaged businesses, disabled veteran, and women owned consultants and suppliers.

Publication dates in the Napa Valley Register:

- June 18, 2026
- June 25, 2026

INTRODUCTION

About Napa Valley Community College District:

The Napa Valley Community College District (NVCCD) main campus sits on approximately 150 acres in Napa, California, located near the Napa River in the northern Bay Area. The College proudly serves a diverse student body population of about 3,700 full-time equivalent students (FTES). Current students are seeking degrees and certificates and/or engaged in community programs, workforce development classes, and other non-credit courses. The College is committed to the well-being and holistic support of students by offering student mental health services on campus for those who live off campus or reside in River Trail Village, the college's on-campus student housing facility.

Section 1: Purpose of the Request for Proposals

Purpose

Napa Valley Community College District (NVCCD) is requesting proposals from qualified providers to deliver mental health services to enrolled students. The District intends to award a one-year contract with the option to renew for up to two (2) additional one (1) year periods.

Services include short-term individual and group counseling, crisis intervention, and consultation. Services may be delivered in person and/or via telehealth and must be provided by licensed professionals.

Section 2: Evaluation Criteria

Criteria to Evaluate Proposal

- Company experience and background
- References from current or previous clients, with preference given to Community Colleges, Colleges, Universities and K-12 Schools
- Certifications and Qualifications
- Bilingual (English/Spanish) services preferred
- Price of services based on scope of proposed

Selection Process

- The response to the Request for Proposal must be submitted no later than **July 9, 2026, by 2:00 p.m.**

- NVCCD will evaluate the responses from the Request for Proposal and establish a short list of the most qualified respondents for interviews. Responses that do not provide the information requested may be considered non-responsive and rejected.
- During the evaluation process, NVCCD may request proposal clarifications, explanations and answers, best and final offers, interviews, and other information from a Contractor. NVCCD may request a Contractor to make a presentation and make itself available for an interview.
- Approval of the Student Mental Health Services Contractor by the NVCCD Board of Trustees is anticipated to take place on August 20, 2026.

Section 3: Request for Proposal Instructions and Schedule

Submittal Requirements

- All submittals shall address the applicant's proposal in each of the areas outlined in both the Format for Submittals and the Scope of Services.
- Each proposal/offer must be an irrevocable offer and remain open and valid for NVCCD acceptance anytime within 90 days after the bid opening date.
- All prices and quotations shall be typewritten or printed in ink. No erasures are permitted. Mistakes may be crossed out, and corrections inserted adjacent to and shall be initialed in ink by the person signing the bid. Verify your bids before submission as they cannot be withdrawn, corrected, altered, or signed after public opening. The NVCCD Board of Trustees will not be responsible for errors or omissions on the part of the Contractors in making up their bids. Bids shall remain open and valid and subject to acceptance at any time within 90 days after the bid opening date, unless otherwise stipulated. NVCCD may issue a purchase order for an individual item or combination of items whichever is of the best interest of NVCCD; reject any or all bids or any part of a bid; or may waive any informality in a bid.
- Prices quoted shall not include CALIFORNIA STATE SALES OR USE TAX. Said tax will be added and paid by NVCCD where applicable. Do not include FEDERAL EXCISE TAX, as NVCCD is not subject to such tax (an exemption certificate will be furnished upon request).

- Bid pricing must be fixed prices for the first year of the contract. Contractor may adjust the Fee Proposal Rate on an annual basis for the following renewal term to reflect any increase in such costs. The Fee Proposal Rate Schedule may be adjusted to reflect increases in the Napa County Consumer Price Index, or 3%, whichever is lower, and this change shall not be made more than once per year. NVCCD must be notified of any rate changes at least 60 days prior to the new renewal term.
- Proposals must be received by the date and time specified on the bid forms. Proposals delayed in the mail and not received by the time established by NVCCD cannot be accepted. Any proposal received after the scheduled time of opening shall be returned unopened to the Contractor.
- By submitting a proposal, each Contractor agrees that NVCCD, in determining the successful Contractor and its eligibility for the award, may consider the Contractor's experience and facilities, conduct and performance under other contracts, and financial performance of the work.
- **All responses to this Request for Proposal shall be electronically submitted to:**

Subject Line:

RFP No. 2026-01 Student Mental Health Services

To: Solange Kada, Administrative Assistant at
skada@napavalley.edu and c.c.

James Reeves, Vice President – Administrative Services at
james.reeves@napavalley.edu

- The Contractor is responsible to ensure that their proposal is received by NVCCD by the due date deadline and time as designated set forth by NVCCD.
- To be considered for consideration, responses must be received no later than **2:00 p.m., July 9, 2026**. Proposals submitted after the date and time stated in this request will be considered non-responsive.

- NVCCD reserves the right to accept a proposal and enter into a contract as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Contractors as determined by NVCCD, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Contractor when it is determined to be in the best interest of NVCCD. In addition, NVCCD may request that Contractors provide the best and final offer. NVCCD may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.
- NVCCD may request to meet with the Contractor’s authorized representative to request answers and clarifications; or it may request that the Contractor answer specific questions in writing; or to make a presentation to NVCCD staff.
- NVCCD may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.
- NVCCD reserves the right to seek competitive redemption values for recycled materials outside of this contract when deemed to be in the best interest of NVCCD.

Schedule

ADVERTISE PERIOD	6/18/2026 & 6/25/26
REQUESTS FOR INFORMATION (RFI) CUTOFF	6/30/2026 by 3:00 p.m.
POST RFI	7/1/2026 by 12:00 p.m.
SUBMIT NO LATER THAN	7/9/2026 by 2:00 p.m.
PROPOSAL SCREENING PERIOD	7/14/2026-7/16/2026
COMMITTEE REVIEW MEETING	7/20/2026
INTERVIEWS (if needed)	8/3/2026
RECOMMENDATION FOR AWARD	8/6/2026
BOARD APPROVAL	8/20/2026

CONTRACT TO START	9/1/2026
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Requests for Information (RFI)

- Questions and inquiries concerning this Request for Proposal should be submitted in writing to Melissa Datu, Director of Student Health Services, at melissa.datu@napavalley.edu The deadline to submit a request for information or clarification is **June 30, 2026 by 3:00 p.m.**

NVCCD may, at its sole discretion, deem appropriate will advise all Contractors known to have received a copy of the Request for Proposal of the explanation or clarification, by email and/or a formal Request for Proposal Addendum to be posted to the website <https://www.napavalley.edu/about/administrative-services/request-for-proposals.html> no later than **July 9, 2026 by 2:00 p.m.**

- If a Contractor discovers any error such as ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, then the Contractor shall immediately notify NVCCD in writing.

Napa Valley Community College District
Office of Vice President, Administrative Services
Attn: Jim Reeves
Asst. Supt./V.P., Administrative Services
2277 Napa-Vallejo Highway
Bldg. 1500, Room 1542
Napa, CA 94558

Format for Submittals

A Contractor shall submit its proposal with each page clearly numbered on the bottom. Each section, 1 - 6 listed below, shall be **tabbed**. The proposal must contain a wet signature by a person authorized to bind the Contractor.

Responses to this Request for Proposal must adhere to the submittal format described below with the information as identified in the following table.

Your response should be clearly indexed and organized. All sections, pages, figures, and tables must be numbered and clearly labeled. Focus should be on accuracy of content, clarity, and conciseness.

The content and sequence of each proposal must comply with the following tabbed Sections, including and identifying the following:

Tab 1	Cover Letter: The Cover Letter shall include a brief general statement of interest, availability, organizational background, primary mission/philosophy, and intent to perform services, qualifications for selection, and is to be signed by an authorized officer of the Contractor of your organization who has legal authority in such matters;
Tab 2	Table of Contents: The Table of Contents shall identify the contents of the proposal in a format consistent with the requirements stated herein;
Tab 3	<p>Statement of the Contractor:</p> <ul style="list-style-type: none"> • List firm’s experience and the number of years providing mental health services to students. Focus on services provided to community colleges, colleges, universities, and K-12 school districts. • Do you know or have you ever had any direct or indirect business, financial, or other connection with any official, employee, consultant of NVCCD, or the Associated Student Body? If so, please elaborate. • Describe management/oversight capabilities for delivery of mental health services to students.
Tab 4	Client References: Contractor must include at least three (3) references in California on the attached “References” (Attachment A) for whom you have provided similar services to is required even if your firm is a current Contractor of NVCCD. Provide business name, contact, phone number, email address, and brief description of scope of services provided. Preference will be given to references from California community colleges, colleges, universities, and/or K-12 school districts.
Tab 5	Authorized Statement Documents: All respondents must include a fully executed copy of an authorized officer of the organization on the attached “Non-Collusion Declaration” (Attachment C) and “Acknowledgement Statement” (Attachment D). Submittals that do not comply with proposal requirements as described above may be deemed non-responsive.
Tab 6	Fee Proposal: Contractor must use the attached “Fee Proposal Form” (Attachment B). Fee proposals submitted in any other form may be deemed non-responsive.

Section 4: Scope of Services

The successful Contractor shall increase student access and use of mental health services with an emphasis on serving students from historically underserved backgrounds. Basic services to include:

- Deliver culturally responsive, trauma-informed therapy services Monday through Friday, from 8:00 a.m. to 5:00 p.m. while campus is open. See Academic Calendar (Appendix A).
- Accommodate the therapy interest from approximately 100 students each Fall and Spring semesters; and 25 students during Summer term with peak interest occurring during midterms, finals, and winter break.
- Assist and support currently enrolled Napa Valley College students in assessing mental health needs and develop a support plan consistent with established guidelines.
- The ability to provide services to English and Spanish speaking populations.
- Demonstrate capacity to manage a high-volume caseload while addressing potentially urgent support needs.
- Provide mental health treatment to students that are coping with multiple stressors that are significant, and if left untreated, risk preventing them from pursuing their academic goals.
- Provide experienced associates (under the supervision of a licensed practitioner) or a licensed clinician with a proven record of providing counseling services to a college aged population and achieving satisfactory results.
- In collaboration with NVC Student Health Department, participate in the Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule Program.
- Provide monthly reports on the number of students or small groups seen and related needs. All reports must comply with HIPAA, FERPA, and California privacy laws.
- Maintain all records related to this service as confidential and consistent with industry standards.
- Deliver culturally competent care that promotes equity, reduces stigma, and ensures easy access for underrepresented and historically underserved student populations.
- Identify and eliminate barriers to student well-being and basic needs—including housing, food, and financial security—by directly connecting students to community resources.

NVCCD will coordinate and provide the following:

- In collaboration with the Contractor, establish guidance for level of care provided to students (e.g., duration of college provided services) and referral resources for continued or elevated service needs.
- A dedicated private and safe office space on campus for the Contractor to deliver services.
- Coordinate referrals, initial intake, and care with Contractor, providing essential information in strict compliance with HIPAA, FERPA, and California privacy laws.
- Conduct initial screenings to assess student eligibility and collaborate with the Contractor to recommend appropriate levels of care.
- Provide all support and information needed by the Contractor to prepare and submit claims to the CYBHI Fee Schedule.
- Include Contractor's information during outreach events to raise awareness and reduce the stigma of accessing student mental health services.

Section 5: General Terms

Cost of Preparing Proposals and Oral Presentations

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the Contractor. Reimbursement will not be provided for these costs.

Preparation of Offers

Contractor is expected to follow all specifications, terms, conditions, and instructions in this Request for Proposal.

Deviations from the Request for Proposal

The stated requirements appearing elsewhere in this Request for Proposal shall become a part of the terms and conditions of any resulting contract. Any deviations must be specifically defined in the proposal response and accepted in writing by NVCCD to become effective.

Amendments

Contractors are advised that NVCCD reserves the right to amend this Request for Proposal at any time. Amendments will be made formally by providing written Addenda to all

potential Contractors known to have received a copy of the Request for Proposal. If, in the sole and absolute discretion of NVCCD, the change is of such nature that additional time is required for Contractors to prepare proposals, NVCCD will change the due date deadline and notify all known Contractors in writing of the revised due date and be posted to the website <https://www.napavalley.edu/about/administrative-services/request-for-proposals.html>.

Contractors must acknowledge receipt of any and all Request for Proposal addenda. This shall be done by any one of the following means:

1. In the cover letter or proposal.
2. By signing and returning a copy of the addendum by email NOT by telephone.

Any addenda or instructions issued by NVCCD prior to the time for receiving proposals will become a part of this Request for Proposal. No changes to this Request for Proposal or responses to Contractor questions by NVCCD will be binding unless documented in writing by NVCCD in a duly issued addendum.

Proposal Scoring & Selection

The evaluation of responses to the Request for Proposal will be a three-stage process.

1. The first stage will be based on analysis principally focusing on specific experience and qualification and cost for the services. Proposals will be scored as a means of assisting the selection committee in assessing which Contractor(s) fully meets the requirements of this Request for Proposal.
2. The second stage may include an interview with the Contractor's full understanding of and responsiveness to this proposal and their specific experience and approach.
3. The third and final stage is successful contract negotiations.

Prior to presenting a recommendation to the Board of Trustees, NVCCD staff will engage in contract negotiations with selected Contractor. If negotiations with the first bidder selected are unsuccessful, negotiations will commence with the second bidder and so on until a contract has been successfully negotiated, or NVCCD rejects all proposals.

Award at Sole Discretion of NVCCD

By issuing this request for proposals, NVCCD does not commit itself to award a contract, or to otherwise pay for information solicited. NVCCD reserves the right to accept the proposal it deems to be in its best interest or to reject all proposals.

NVCCD Right to Negotiate

NVCCD reserves the right to negotiate with each Contractor submitting a proposal on any aspect of the products and services which this document stipulates or implies and/or which the Contractor provides, in connection with the specifications. Respondents are cautioned, however, to submit proposals initially on a most favorable basis, since an award decision may be made without any award negotiation, based on best meeting the evaluation criteria.

NVCCD reserves the right to negotiate with any Contractor at any time in its sole discretion. In the event that information or pricing submitted by a Contractor is unclear to NVCCD, NVCCD may request additional information and/or pricing breakdowns from that Contractor. The Contractor must answer, in writing, such requests for additional information and/or clarification; these responses will become part of the Contractor's proposal.

Respondents failing to provide adequate information on any issue in a timely manner necessary to allow a comprehensive evaluation by NVCCD will be considered unresponsive and their proposals may be subject to rejection on the sole discretion of NVCCD.

Debriefing

NVCCD will not provide debriefing to Request for Proposal applicants who were not selected for recommendation of award to the Board of Trustees. This practice helps maintain the confidentiality of the selection process. NVCCD appreciates your honoring this practice and looks forward to future opportunities for doing business with your firm.

Termination

NVCCD may terminate this contract upon ten (10) days' notice without cause and Contractor shall be entitled to compensation for work adequately performed up to the date of termination based on satisfactory acceptance by NVCCD. NVCCD may terminate immediately upon default and may withhold payments due on this contract the amount necessary to complete the work as scheduled.

Insurance

Contractor shall procure and maintain an insurance company permitted to write insurance in the State of California or that has a rating of or equivalent to an A: VIII by A.M. Best and Company. Contractor shall maintain the following insurance coverage throughout the term of the Agreement:

- Commercial General Liability equivalent in scope to ISO form CG 00 01 1093 in an amount not less than Two Million Dollars (\$2,000,000) per occurrence. Such coverage shall include, but not be limited to, premises and operations liability, personal and advertising injury liability, broad form contractual liability, products and completed operations liability, and cross-liability protection. Napa Valley Community College District "NVCCD," its officials, employees, and agents shall be named as additional insureds by endorsement. Such insurance shall be primary and not contributing to any other insurance or self-insurance maintained by NVCCD, its officials, employees, and agents.
- Professional Liability (Errors and Omissions/Malpractice) Insurance covering claims arising from performance of professional mental health, counseling, psychological, psychiatric, telehealth, case management, crisis intervention, and related professional services under this Agreement in an amount not less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) aggregate.
- Cyber Liability and Privacy Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) per claim covering liability arising from data breaches, unauthorized access, disclosure of confidential information, privacy violations, network security failures, cyber extortion, ransomware incidents, regulatory actions, and costs associated with breach response and notification requirements.
- Commercial Automobile Liability, if vehicles are used in the performance of services under this Agreement, equivalent in scope to ISO Form CA 00 01 covering owned, hired, and non-owned automobiles, in an amount not less than One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage. endorsement. NVCCD, its officials, employees and agents shall be named as additional insureds by endorsement.
- Workers' Compensation as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (US \$1,000,000) per accident, disease, or occupational illness. The policy shall

be endorsed with a waiver of the insurer's right of subrogation against NVCCD, its officials, employees, and agents.

- Sexual Abuse and Molestation Liability Insurance, either as a separate policy or included within the Commercial General Liability or Professional Liability coverage, with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, covering claims arising from actual or alleged sexual misconduct, abuse, molestation, exploitation, or inappropriate conduct by Contractor's employees, agents, volunteers, or representatives.
- Any self-insurance program or self-insurance retention must be approved separately in writing by NVCCD and shall protect NVCCD, and its officials, employees, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Prior to commencement of services, Contractor shall furnish NVCCD with certificates of insurance and applicable endorsements evidencing the required coverages. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after thirty (30) days prior written notice to NVCCD, and shall be primary and not contributing to any other insurance or self-insurance maintained by NVCCD.

Attorney's Fees

If a party to this contract brings any action, including an action for declaratory relief, to enforce or interpret the provision of this contract, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

Indemnification General

Each party shall indemnify, defend, and hold harmless the other party, its governing board, officers, employees, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from the negligent acts, errors, omissions, recklessness, willful misconduct, or unlawful conduct of the indemnifying party, its officers, employees, agents, subcontractors, or representatives in the performance of this Agreement.

Without limiting the foregoing, Contractor shall indemnify, defend, and hold harmless NVCCD, its trustees, officers, employees, and agents from and against any claims, demands, damages, liabilities, costs, or expenses arising out of or relating to Contractor's provision of professional services, including but not limited to professional malpractice, errors or omissions, breach of confidentiality, unauthorized disclosure of protected health information or personally identifiable information, violations of federal or state privacy laws, and the acts or omissions of Contractor's employees, agents, subcontractors, or representatives.

The obligations of this section shall survive the expiration or termination of this Agreement.

Governing Law

The Contract shall be governed, construed, and enforced in accordance with the laws of the State of California.

Jurisdiction

The state courts within Napa County, California, and respective federal courts, shall have exclusive jurisdiction to adjudicate any dispute arising out of the Contract. Each party expressly consents to the personal jurisdiction of, and venue in, such courts.

Specific Inclusions

Attachment A – References

Attachment B – Fee Proposal Form

Attachment C – Non-Collusion Declaration

Attachment D – Acknowledgement Statement

Attachment E – Sample Service Contract

Appendix A
2026-2027 Academic Calendar



Fall 2026

Spring 2027

AUGUST							JANUARY						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30	31						31						

Last day of summer session – 8/6
 Non-instructional days (campus open) – 8/10-8/19
 Fall flex days – 8/20-8/21
 First day of Fall semester – 8/24

New Year's Day – 1/1
 Non-instructional days (campus open) – 1/4-1/15
 MLK Day – 1/18
 Spring flex day – 1/19
 First day of Spring semester – 1/20

SEPTEMBER							FEBRUARY						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28						

Labor Day – 9/7

Non-instructional day (campus open) – 2/12
 President's Day – 2/15

OCTOBER							MARCH						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
				1	2	3		1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27
25	26	27	28	29	30	31	28	29	30	31			

Spring Recess – 3/22-3/26 – aligns with NVUSD
 Farmworkers Day– 3/26 Honored on the last day of spring break

NOVEMBER							APRIL						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30						25	26	27	28	29	30	

Veteran's Day – 11/11
 Thanksgiving Day – 11/26
 Thanksgiving Recess – 11/26-11/28

Commencement – TBD
 Last day of spring semester – 5/15
 Memorial Day – 5/31
 Non-instructional days (campus open) – 5/17-5/28

DECEMBER							MAY						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30	31			23	24	25	26	27	28	29
							30	31					

Last day of Fall semester – 12/12
 Non-instructional days (campus open) – 12/14-12/18
 Fall Recess – 12/21-1/1
 Christmas Day -12/25



2026-2027 ACADEMIC CALENDAR

Summer 2027

JUNE		JULY				
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Non-instructional days (campus open) – 6/1-6/10

First day of summer session – 6/14

Juneteenth (observed) – 6/17

Independence Day (observed) – 7/5

Last day of six-week summer session – 7/22

- Flex Day
- Weekday instructional days
- Saturday instructional days (no services open)
- Non-instructional days (campus open)
- Holidays (campus closed)
- Recess days (campus closed)

Final assessments are held on the last regularly scheduled class meeting(s).

Napa Valley College is closed on Fridays during the summer session.

Fall 2026	M	T	W	Th	F	S	Total Instructional Days
Flex Days				1	1		2
Instructional Days	15	16	15	15	15	14	90
Total	15	16	15	16	16	14	92

Spring 2027	M	T	W	Th	F	S	Total Instructional Days
Flex Days		1					1
Instructional Days	14	15	16	16	15	15	91
Total	14	16	16	16	15	15	92
Total Instructional Days Fall 2026 & Spring 2027							184

REFERENCE #2

NAME OF AGENCY	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE #	()
CONTACT	
E-MAIL ADDRESS	
PROJECT NAME	
SCOPE OF SERVICE	
COMPLETION DATE	
APPROX. COST	

REFERENCE #3

NAME OF AGENCY	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE #	()
CONTACT	
E-MAIL ADDRESS	
PROJECT NAME	
SCOPE OF SERVICE	
COMPLETION DATE	
APPROX. COST	

**ATTACHMENT B
FEE PROPOSAL FORM**

COST

Total monthly service

\$ _____

To include:

Basic Monthly Services (as listed in the scope of services)

Personnel Costs

Operating Costs

ATTACHMENT C
NON-COLLUSION DECLARATION

STATE OF CALIFORNIA
COUNTY OF NAPA

Request for Proposal – Student Mental Health Services

The undersigned declares:

I am the _____ of _____,
Title Company

the party making the foregoing bid.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.

The proposal is genuine and not collusive or a sham.

The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham proposal, or to refrain from submitting.

The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other bidder, or to fix any overhead, profit or cost element of the proposal price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

All statements contained in the proposal and related documents are true.

The bidder has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that they have full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____,

Date

at _____,

City

State

Signature

Address

Name Printed or Typed

City, County and State

Area Code and Telephone Number

ATTACHMENT D

Acknowledgement Statement

Sealed Proposals: All proposal sheets and this original acknowledgement form must be executed and submitted under sealed cover. The face of the cover must contain, in addition to the address, the date and time of the proposal opening and the proposal number. All proposals are subject to the conditions stated within the Request for Proposal. Proposal must contain a manual signature of authorized representative in the space provided below. **Proposals must be typed or printed in ink.** Use of erasable ink is not permitted. All corrections made to the attached proposal must be initialed. The company name must appear on each page of the proposal. Each page of the proposal must be sequentially numbered. Proposals not presenting fee proposals as described in section "Format for Submittals," will be considered non-responsive. One (1) Original and three (3) copies of the proposal, plus one (1) copy in PDF on a flash drive must be provided.

I certify by my signature below that, I have been given Napa Valley Community College District's Request for Proposal, including specifications and materials that summarize the terms and conditions, and will submit said Request for Proposal prior to **2:00 p.m., July 9, 2026.**

Agency Name: _____

Agency Address: _____

Phone: _____

Email: _____

Printed Name/Title: _____

Signature: _____

Acknowledgement Statement must be completed and submitted along with the Request for Proposal otherwise bidders submission will be considered non-responsive.

ATTACHMENT E
SAMPLE SERVICE CONTRACT
FOR
Student Mental Health Services

This contract made and entered into on _____, by and between _____ a California corporation, hereinafter called the “CONTRACTOR” and **Napa Valley Community College District**, a California Community College District, hereinafter called “NVCCD.”

WITNESSETH, the parties do hereby contract and agree as follows:

1. SCOPE OF SERVICES

CONTRACTOR agrees to furnish NVCCD with services in accordance with the Scope of Services as outlined in “Exhibit A.”

2. TERM

The initial contract will be for a one (1) year period commencing September 1, 2026, with the option to renew for up to two additional one (1) year periods, not to exceed a total of three (3) years.

3. PRICE

- 3.1 The cost for the basic services shall be provided per CONTRACTOR’S Rate Schedule as shown in “**Exhibit B.**”
- 3.2 CONTRACTOR shall be liable for all taxes, fees or other charges imposed by federal, state, or local laws and regulations.
- 3.3 Payment Schedule: CONTRACTOR shall submit invoices on a monthly basis, and NVCCD shall pay CONTRACTOR within thirty (30) days after receipt of an approved invoice.
- 3.4 Disputes: NVCCD shall timely pay all undisputed amounts due to CONTRACTOR. NVCCD shall notify CONTRACTOR of its dispute of any portion of the invoice, and shall, at its sole discretion, withhold payment for such disputed portion until the issue is resolved to the satisfaction of the parties. CONTRACTOR shall continue with the

responsibilities under this contract during any dispute.

4. PERIODIC REVIEW

Periodic review of services and outcomes shall be performed by the Director of Student Health Services for NVCCD, or his/her authorized representative.

5. INSURANCE AND INDEMNIFICATION

Contractor shall procure and maintain an insurance company permitted to write insurance in the State of California or that has a rating of or equivalent to an A: VIII by A.M. Best and Company. Contractor shall maintain the following insurance coverage throughout the term of the Agreement:

5.1 Commercial General Liability equivalent in scope to ISO form CG 00 01 1093 in an amount not less than Two Million Dollars (\$2,000,000) per occurrence. Such coverage shall include, but not be limited to, premises and operations liability, personal and advertising injury liability, broad form contractual liability, products and completed operations liability, and cross-liability protection. Napa Valley Community College District "NVCCD," its officials, employees, and agents shall be named as additional insureds by endorsement. Such insurance shall be primary and not contributing to any other insurance or self-insurance maintained by NVCCD, its officials, employees, and agents.

5.2 Professional Liability (Errors and Omissions/Malpractice) Insurance covering claims arising from performance of professional mental health, counseling, psychological, psychiatric, telehealth, case management, crisis intervention, and related professional services under this Agreement in an amount not less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) aggregate.

5.3 Cyber Liability and Privacy Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) per claim covering liability arising from data breaches, unauthorized access, disclosure of confidential information, privacy violations, network security failures, cyber extortion, ransomware incidents, regulatory actions, and costs associated with breach response and notification requirements.

5.4 Commercial Automobile Liability, if vehicles are used in the performance of services under this Agreement, equivalent in scope to ISO Form CA 00 01 covering owned, hired, and non-owned automobiles, in an amount not less than

One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage. endorsement. NVCCD, its officials, employees and agents shall be named as additional insureds by endorsement.

5.5 Workers' Compensation as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (US \$1,000,000) per accident, disease, or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of subrogation against NVCCD, its officials, employees, and agents.

5.6 Sexual Abuse and Molestation Liability Insurance, either as a separate policy or included within the Commercial General Liability or Professional Liability coverage, with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, covering claims arising from actual or alleged sexual misconduct, abuse, molestation, exploitation, or inappropriate conduct by Contractor's employees, agents, volunteers, or representatives.

5.7 Any self-insurance program or self-insurance retention must be approved separately in writing by NVCCD and shall protect NVCCD, and its officials, employees, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Prior to commencement of services, Contractor shall furnish NVCCD with certificates of insurance and applicable endorsements evidencing the required coverages. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after thirty (30) days prior written notice to NVCCD, and shall be primary and not contributing to any other insurance or self-insurance maintained by NVCCD.

Indemnification General

Each party shall indemnify, defend, and hold harmless the other party, its governing board, officers, employees, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from the negligent acts, errors, omissions, recklessness, willful misconduct, or unlawful conduct of the indemnifying party, its officers, employees, agents, subcontractors, or representatives in the performance of this Agreement.

Without limiting the foregoing, Contractor shall indemnify, defend, and hold harmless NVCCD, its trustees, officers, employees, and agents from and against any claims, demands, damages, liabilities, costs, or expenses arising out of or relating to Contractor's provision of professional services, including but not

limited to professional malpractice, errors or omissions, breach of confidentiality, unauthorized disclosure of protected health information or personally identifiable information, violations of federal or state privacy laws, and the acts or omissions of Contractor's employees, agents, subcontractors, or representatives.

The obligations of this section shall survive the expiration or termination of this Agreement.

6. TERMINATION

- 6.1 NVCCD may terminate this contract for cause upon thirty (30) days written notice to CONTRACTOR should CONTRACTOR fail to perform any of the requirements of this contract at the time and in the manner herein provided.
- 6.2 NVCCD may terminate this contract for convenience upon ninety (90) days written notice to the CONTRACTOR.
- 6.3 In the event of termination for cause, NVCCD shall pay CONTRACTOR for all work actually performed by CONTRACTOR prior to the date of termination.

7. MISCELLANEOUS

- 7.1 Governing Law. This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- 7.2 Capacity. In furnishing services under this contract, neither CONTRACTOR nor NVCCD shall be construed to be the agent, employee, or representative of the other, except as specified in this contract. In furnishing services under this contract, none of the employees or representatives of CONTRACTOR is an employee or agent of NVCCD.
- 7.3 Non-Discrimination. CONTRACTOR agrees that it will not discriminate in the selection of any employee with regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- 7.4 Guarantee. CONTRACTOR guarantees all labor and equipment used in

the performance of this contract.

- 7.5 Notices. Any notice relevant to this contract shall be addressed to the signatories listed below and shall be served one on another only if delivered by personal delivery, by postage prepaid First Class Certified Return Receipt Requested United States Mail, by special courier or facsimile that provides confirmation of receipt.
- 7.6 Assignment. This contract is not assignable by CONTRACTOR, either in whole or in part, without the written consent of NVCCD.

IN WITNESS WHEREOF, this contract has been duly executed by CONTRACTOR and NVCCD as of the date set forth above.

NVCCD

CONTRACTOR

Assistant. Superintendent /
Vice President, Administrative Services

Napa Valley Community College
District
2277 Napa-Vallejo Hwy,
Room 1542
Napa, CA 94558
(707) 256-XXXX

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title _____

Date: _____

Date: _____

Exhibit B
Rate Schedule

(To be inserted) by Contractor