



Community Services

ARY/CHINS
Developmental Disabilities
Functional Family Therapy

Meals on Wheels
Mental Health
Senior Centers and Nutrition

Substance Use Prevention and Treatment
Truancy Intervention Program

REQUEST FOR PROPOSALS

SKAGIT COUNTY JAIL SUBSTANCE ABUSE TREATMENT PROGRAM

Skagit County Community Services is accepting proposals for providing treatment services from Division of Behavioral Health and Recovery (DBHR) certified chemical dependency providers with experience in providing comprehensive outpatient treatment services to individuals with substance use disorders who are involved in the criminal justice system. Proposals must be submitted to: Skagit County Community Services, 309 S. 3rd St. Mt. Vernon, WA 98273 and emailed to sarahh@co.skagit.wa.us no later than **3:00 p.m., October 31, 2013**. Late proposals will not be accepted.

Letter of Interest (Attached) is due by **3:00 p.m., October 16, 2013**. No proposals will be accepted from any organization that does not submit a Letter of Interest.

Questions or request for additional information should be submitted by e-mail to sarahh@co.skagit.wa.us. No questions or request for additional information will be accepted after **3:00 p.m., October 16, 2013**.

Responses to all questions received will be sent to all applicants by **October 18, 2013 at 5:00pm**.

Skagit County reserves the right to reject, in whole or in part, any and all proposals received. Skagit County reserves the right to negotiate contract terms subsequent to the submissions of proposals from the selected qualified proposers.

All proposals are public information and subject to public disclosure.

The County is not liable for any costs incurred by proposers prior to entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the County.

1.0 INTRODUCTION

Skagit County Community Services is seeking proposals for treatment services from certified chemical dependency providers with experience in providing comprehensive outpatient treatment services to individuals with substance use disorders who are involved in the criminal justice system.

2.0 BACKGROUND INFORMATION

2.1 The Skagit County Jail Substance Use Disorder Treatment Program (Jail Treatment Program) provides treatment to an average of 24 inmates in the Skagit County Jail. A full time Jail Deputy is assigned to the program to facilitate screening and logistics within the jail.



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2.2 Inmate participation in the Jail treatment Program is voluntary and based on established eligibility criteria.

2.3 The Jail Treatment Program also includes an aftercare component that is comprised of case management and recovery support services.

2.4 The Jail Treatment Program funded through a federal grant and local 1/10th of 1% Sales Tax funds.

2.5 Some of the work pursuant to this agreement will be carried out in secured areas; specifically the Skagit County Jail Facility. Proposer will accept that by entering the jail facility they are assuming the risk that the personal safety of its employees and or other agents cannot be guaranteed due to the inherent risks associated with the jail environment. Contractor will agree that any visitation to the Skagit County Jail shall occur according to a prearranged schedule determined by the Jail. Agency identification or other accepted identification shall be provided to the jail. Additionally, Contractor will agree not to bring any electronic devices (including cell phones, laptops and tape recorders), any unnecessary personal items, knives or other sharp or potentially dangerous objects into the jail. Contractor will agree to follow all jail rules and directions of Jail staff while on the Jail premises. The Jail has the absolute discretion to deny or limit access to the jail or inmates to anyone for any reason at any time.

3.0 SCOPE OF WORK

3.1 The Treatment Provider must provide assessments, individual and group counseling, case management, random, observed urinalysis testing, and comprehensive substance abuse treatment services for participants in the Skagit County Jail. Treatment services shall include, but are not limited to, Moral Reconciliation Therapy (MRT). Services must be effective and based on best practices.

3.2 The Treatment Provider must ensure coordination with jail staff, aftercare services, and other social service and rehabilitation programs which may include, but are not limited to: Education, job skills development, job placement programs, housing, self-help, and peer group programs.

3.3 The Treatment Provider must ensure the delivery of jail-based treatment services that are tailored to the treatment needs of each participant, and are designed to develop the individuals cognitive, behavioral, social, vocational, and other skills.

3.4 The Treatment Provider must ensure inmates enrollment into aftercare services.

3.5 The Treatment Provider must work with jail staff and Community Services to collect and report data for quarterly reporting.

3.6 The ratio of staff to participants will be maintained at a rate that is beneficial to



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conducting the therapeutic treatment of the individuals served and the business of the courts.

3.8 The Treatment Provider will maintain all professional liability insurance as required and will provide the County with evidence of in-force coverage certificates.

4.0 COMPENSATION

4.1 The County shall reimburse the treatment provider a total not to exceed \$300,000.00 per year. Reimbursement for treatment services will be made on a fee for service basis and reimbursement for Recovery Support Services and Aftercare case manager will be made based on actual documented costs as described in the table below:

Service	Compensation
Case Management/Staffing attendance	\$45 per hour
Individual Counseling	\$85 per hour
Group Counseling, Adult	\$25 per client per hour
Assessment	\$178 per assessment
Drug Screening Tests	\$25.00 each
Recovery Support Services	Cost Reimbursement
Aftercare Case Management	.5 FTE Cost Reimbursement

4.2 Treatment provider shall ensure the Medicaid billing process is used for all Medicaid-eligible participants.

5.0 MINIMUM REQUIREMENTS

5.1 The Treatment Provider will have a history of service in the field of substance abuse and knowledge of the criminal justice system.

5.2 The Treatment Provider will provide the Court with the appropriate qualified, trained, experienced, certified and/or licensed staff to meet the challenges faced by the criminal justice substance abuse populations and shall provide the proper documentation to support qualifications.

5.3 The Treatment Provider must provide copies of all applicable current certifications and/or licenses as required for the staff that will be performing the treatment curricula being proposed. If the staff has not been appointed as yet, the treatment provider will inform the program of the qualifications that can be expected from staff working in the program.

5.4 The proposer must show proof of these minimum requirements before their proposal will be further considered:



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- Certification by DBHR to provide outpatient treatment, or the ability to obtain certification by January 1, 2014.
- A minimum of two years of experience in successfully performing services of similar scope and size as the Jail Treatment Program.
- Policies and procedures which ensure compliance with HIPAA and 42CFR.
- Proof of ability to obtain Commercial General Liability in the amount of \$3,000,000.00 per occurrence, with no aggregate, to cover Contractor's activities during the term of the Contract. The Certificate must name the County, its elected officials, officers and employees as additional insured and shall otherwise be deemed acceptable and determined by the Skagit County Risk Manager in their sole and absolute discretion.
- A signed statement that the organization is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in a potential contract by any federal department or agency. Proposer must also agree not to enter into any arrangements or contracts related to this grant with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" at <http://epls.arnet.gov/>.

5.5 A proposer's overall capability, specialized experience, reputation, past performance for similar services, technical competence, financial stability, ability to meet program goals, performance under contract terms and fee schedule will be considered in the award decision.

6.0 PROPOSAL SUBMISSION REQUIREMENTS

6.1 Please include the following in your proposal, along with **everything listed in section 5.4**:

- a. A copy of the organization's most recent financial audit.
- b. A resume for each key staff person who will participate in the program that highlights key and relevant experience and states the percentage of the total program effort each person is anticipated to perform.
- c. The proposal must be signed by a person with the ability to bind the proposing entity and must submit the name of the central contact person, along with their phone number(s) and any cellular phone number, pager number, and/or fax number.
- d. A minimum of three (3) references.

6.2 Include a complete and concise written executive summary that clearly states the proposer's approach to rendering the required services. Any special techniques,



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strategies and capabilities should be discussed here. (1 page limit)

6.3 Include a narrative that demonstrates the proposer's qualifications, understanding of the scope of work, and the program goals. (5 page limit)

6.4 Include a description or outline that includes how the proposer will approach its working relationship with jail staff and others. (1 page limit)

6.5 Specify special services and techniques the proposer will offer to differentiate the proposal from another. (1 page limit)

7.0 CONTRACT TERM

The Services to be performed under this Agreement are anticipated to begin on or around January 1, 2014. The initial term of this Agreement shall be through December 31, 2014. Upon sole discretion of the County, the County may extend this agreement for up to six additional one year terms. The County has the right to terminate the contract for public convenience with 30 days' notice.

8.0 PROPOSAL EVALUATION PROCESS

8.1 Skagit County Community Services intends to select the proposal which is the most qualified to meet its needs. The proposal submitted must fully address the requirements listed in this solicitation and the Proposer's degree of experience, knowledge, and ability to provide experienced and qualified support staff and perform the services as proposed. Community Services reserves the right to reject any and all proposals received by reason of this request or to negotiate separately with any source whatsoever, in any manner deemed to be in the best interests of the Jail Treatment Program.

8.2 During the course of the evaluation and selection process, the County may request the highest scoring proposers to give a brief presentation to the Selection Committee. The purpose of the presentation would be to offer a brief explanation of the proposer's services and how the proposer plans to provide the services outlined in the RFP, and to answer any questions the team may have. Any costs associated with the preparation or presentation will be at the expense of the proposing organization.

8.3 The County also reserves the right to require other evidence of managerial, financial, or other abilities prior to award of the contract.

8.4 Membership of the Evaluation Committee shall include 2 representatives from Skagit County Community Services, up to 2 representatives from the Skagit County Jail, and 1 representative from the 1/10th of 1% Treatment Tax Advisory Committee. At the discretion of the committee, other non-voting participants may be invited to offer input.



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8.5 Upon selection, the proposer must enter into a contract with Skagit County. If a contract agreement is not able to be reached with selected proposer, Skagit County reserves the right to negotiate a contract with the second highest scoring proposer.

9.0 PROPOSAL EVALUATION CRITERIA

9.1 Evaluation of proposals will be based on the following criteria:

Criteria Points:

- 1) Methodology and Technical Approach to the Project. 40
- 2) Qualifications of Proposer and proposer's personnel. 40
- 3) Experience with similar projects and references. 20

TOTAL Maximum Scoring Point 100

9.2 Oral presentation: If an on-site presentation is required up to 15 additional points could be added to the total score of the Proposer.

9.3 Contract award will be announced on or before November 30, 2013.



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LETTER OF INTEREST FORM- Jail Treatment Program

Please type or print all information. Return the completed and signed form to Sarah Hinman, Skagit County Community Services, 309 So. 3rd Street, Mount Vernon, WA 98273. Forms may also be emailed to Sarah Hinman at sarahh@co.skagit.wa.us. Letter of Interest Form must be received by **3:00p.m., October 16, 2013**. Late or incomplete forms will not be accepted.

IDENTIFYING INFORMATION

Contractor's Name _____

Organization's Name _____

Address _____

Street or Box # _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Signature below indicates an interest in becoming a contractor for Skagit County. I understand that signing this letter does not bind me to submission of a full application. All information submitted in this letter of intent is true to the best of my knowledge and belief. I fully understand that any significant misstatement in or omission from this application may constitute cause for denial of participation.

Name and Title (print or type)

Signature

Date