

**Lewis County
Chemical Dependency - Mental Health –
Therapeutic Courts (CD-MH-TC) Sales &
Use Tax**

Request for Proposals (RFP)

RFP Timeline

Release of RFP	June 19, 2015
Written questions due by mail or email	June 29, 2015, 4pm
Responses to questions posted	July 8, 2015
Applications due (7 hard copies) (1 electronic copy)	Aug. 3, 2015, 4pm Aug. 3, 2015, 4pm
Oral presentations	Week of Aug. 17, 2015
Recommendations to BOCC	Aug. 31, 2015
Notification of funding to applicants	Sept. 14, 2015
Contracts to start by	Jan. 01, 2016

All hard copies shall be submitted to:

***Lewis County Public Health & Social Services
(2nd Floor) Attn: Carolyn Price
360 NW North Street
Chehalis WA 98532***

All electronic submissions send to:

Carolyn.price@lewiscountywa.gov

Request for Proposals (RFP)

For the purpose of this RFP, Lewis County is seeking qualified public, non-profit, for profit, and private contractors to submit proposals to provide programs to support the prevention, early identification, and intervention of mental illness and chemical abuse or dependence.

The total amount to be awarded for this RFP will not exceed **\$325,000.00**.

The goals of this request for proposals are to establish services in Lewis County which, individually or together:

- a. Reduce the impact of substance abuse and untreated mental illness on the community,
- b. Lessen the burden of these problems that is borne by the justice system, emergency medical services, and
- c. Move people into needed treatment and recovery oriented services.

The Board of County Commissioners (BOCC) may select one or more contractors to provide any or all of the above services. Applicants are encouraged to outline partnerships they will rely upon to demonstrate how transitions will occur between services provided with these funds and existing services available in the community that assist in reducing the impact of substance abuse and/or mental illness.

- A. Written inquiries regarding RFP content and process may be submitted and must be received by **June 29, 2015**. Written inquiries should be submitted to:

***Lewis County Public Health & Social Services
(2nd Floor) Attn: Carolyn Price
360 NW North Street
Chehalis WA 98532; or
Carolyn.price@lewiscountywa.gov***

Responses will be posted at <http://lewiscountywa.gov/publichealth/public-health-blog> by **July 8, 2015**.

I. Applications

- A. Any party, public or private, may apply to provide services under this proposal, provided it can meet the requirements set forth.
- B. Programs should be evidence-based; however emerging/promising practices may be considered.

- C. Applicants should outline partnerships they will rely upon. Letters of collaborative relationships are encouraged.
- D. Applications must not exceed thirty (30) pages, including attachments.
- E. Applications/Attachments must include the following information:
 - 1. Organizational Information
 - 2. Name of the organization principal(s)
 - 3. Brief description of the organization's experience and qualifications
 - 4. Contact name, phone number, and email address
 - 5. Names of management staff
 - 6. Physical and mailing addresses
 - 7. Washington State Business License number
 - 8. Show that applicant has staff with appropriate licensure/credentialing.
 - 9. Show that applicant will supply appropriate data reporting systems for use of public funds. As an example:
 - i. Chemical Dependency: TARGET
 - ii. Homelessness: HMIS

If any work for this program will be provided by a sub-contractor, all information requested in Section E. must be provided for each sub-contractor.

- F. Statement of Need (20%)
 - 1. Describe the causes, consequences, and magnitude of the issue(s) your program will address.
 - 2. Describe the eligible target population, as well as the geographic locations to be served. Include the numbers to be served and demographic information.
 - 3. If proposed program provides services similar to those already available in the county, clarify the need for additional services.
 - 4. Show that the identified needs are consistent with the developed Strategic Themes and Goals (see attached Strategic Themes and Goals, Attachment A).

- G. Detailed Description of the Proposed Program (50%)
 - 1. Clearly state the purpose, goals, and expected outcomes of your proposed program.
 - 2. Detail specific activities that will be completed to achieve the program goal(s).

3. Include a logic model for your program. Guidance for constructing your logic model as well as a template are available at www.innonet.org/client_docs/File/logic_model_workbook.pdf
4. Identify the model that your proposed program will be based on, and cite the research supporting it. If you will be adapting the model for your program, describe any planned modifications and discuss how model fidelity will be maintained.
5. List the titles of all staff who will be involved in implementing the program. Include their full-time equivalents.
6. Indicate whether the program is new or established. If it is established, please indicate the month and year it began.
7. Identify other organizations participating in the proposed program. Describe the roles and responsibilities of these organizations, demonstrating their commitment/collaboration to the program. Include letters of commitment/collaboration from community organizations supporting the program in the attachments.
8. Identify program locations that are adequate, accessible, and amenable to the target population.
9. Identify "in-kind" and other non-monetary resources.
10. Identify other funding that will be used to support the proposed program.
11. Provide a detailed proposed program budget. Please see Attachment B, Budget for example.
12. Describe your plan to ensure program sustainability if or when funding from this source ends.

H. Staff and Organizational Experience (10%)

1. Discuss the capability and experience of the applicant organization.
2. Provide a list of all staff who will participate in the program; showing the role of each and their qualifications, including professional licensing, if applicable.

I. Evaluation (20%)

1. Describe how you will ensure model fidelity.
2. Identify performance measures that will be tracked.
3. Discuss the plans for data collection and reporting.
4. Describe how data will be used for program quality improvement.

J. Other Guidelines:

1. Expenditures for capital improvements will not be permitted.
2. Expenditures for administrative overhead shall be a maximum of 10%.
3. Applications are due by 4:00 p.m. on **Aug. 3, 2015**.

- i. Seven (7) hard copies must be received at the following address no later than 4:00 p.m. on **Aug. 3, 2015**:

***Lewis County Public Health & Social Services
(2nd Floor) Attn: Carolyn Price
360 NW North Street, Chehalis WA 98532***

- ii. One (1) electronic copy must be received by email no later than 4:00 p.m. on **Aug. 3, 2015**. The electronic copy is to be sent to the following email address:

carolyn.price@lewiscountywa.gov

- iii. Any proposals received after 4:00 p.m. on **Aug. 3, 2015** will not be reviewed or considered.
- iv. All proposals submitted become the property of the County and will not be returned or retained. It is understood and agreed that the applicants claim no property rights to the ideas contained therein. After an award is made the only proposal that becomes public information is the proposal that is funded.

4. Recommendations to the Board of County Commissioners are expected to be complete on or about **Aug. 31, 2015**.
5. Notification to applicants that will receive funding will be made no later than **Sept. 14, 2015**.
6. Contracts are expected to begin on or about **January 1, 2016**.
 - i. Contracts will be **twenty-four (24)** months in duration. Contract funding will be by **calendar year**, with no roll-over of unused funding to the subsequent year.
 - ii. Contracted services are paid on a cost-reimbursement basis.

II. Decision Making Process

- A. Applicants of selected proposals will be required to make oral presentations to the committee during a public meeting. Oral presentations are tentatively scheduled for **the week of August 17, 2015**.
- B. Applications will be reviewed by a committee, and the committee will make recommendations for awards to the Lewis County Board of County Commissioners (BOCC). The BOCC will make the final funding determinations.
- C. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

Lewis County

Chemical Dependency - Mental Health – Therapeutic Courts (CD-MH-TC) Sales & Use Tax Strategic Themes and Goals

Strategic Themes

The following strategic treatment themes will be referred to in meeting the desired outcome as listed in the executive summary above:

- *Chemical Dependency* – Chemical dependency and its effects upon the individual, their family and society are devastating and directly tied to the health and welfare of the community. The disease is far more complex than the mere abuse of and dependency on mood-altering chemicals and recovery is far more complex than just becoming abstinent. Reducing the numbers of people who are affected by chemical dependency is directly correlated with a decrease in crime, medical treatment and mental health issues within our community.
- *Mental Health* – Access to mental health care is critical to a healthy community. It is estimated that 1 in 5 Washington residents will experience mental illness in a given year. In Lewis County that would translate to roughly 16,000 people in a year. With these significant numbers we are also experiencing a decrease in resources to adequately help and serve this population. With proper mental health treatment including prevention and early intervention we can reduce the impact upon our justice system and our community.
- *Therapeutic Courts* – Therapeutic Courts are court supervised treatment programs designed to treat addicted individuals to give them the tools they need to change their lives. Therapeutic Courts reduce recidivism, substance abuse, and child abuse and neglect, improve family relationships, and increase earning potential for participants. Therapeutic Courts are comprised of a multi-disciplinary team, including chemical dependency and mental health professionals, which adheres to the fidelity of the therapeutic court model. Most individuals participating in a therapeutic court program suffer from co-occurring chemical dependency and mental health disorders.

Strategic Goals

Professionals within their field of expertise will develop goals for each of the following strategic themes. Agencies that submit proposals for the use of the sales tax funds will build their programs/programs around these specific goals.

1. Chemical Dependency

- Goal #1: Increase access to treatment and support services that promote recovery for adults and youth for residents that do not qualify for other funding sources.
- Goal #2: Provide services to individuals who present for treatment with a diagnosis of abuse as an early intervention strategy to reduce the long-term cost of providing services at a higher level.
- Goal #3: Promote engagement in treatment and recovery services by utilizing a best practice model that removes barriers that prevent individuals from being successful in treatment and recovery.
- Goal #4: Provide education, screening, referral and brief intervention services in the community. (Emergency room, Jail, Medical Facilities etc.)

2. Mental Health

- Goal #1: Increase access and continuity in treatment and support services for families and individuals regardless of ability to pay.
- Goal #2: Reduce inappropriate use of county, municipal, and community resources by individuals who have co-occurring mental health and chemical dependency issues.
- Goal #3: Improve quality of treatment and support services by utilizing best practice models to create innovative programs.

3. Therapeutic Courts

- Goal #1: Implement therapeutic courts that adhere to the key components.
- Goal #2: Reduce substance abuse and promote long term recovery among participants in therapeutic courts.
- Goal #3: Reduce future involvement in the court system.
- Goal #4: Improve permanency placement process for children in Family Dependency Treatment Court.

BUDGET EXAMPLE

ALLOCATIONS:

Contract No.: 2016

Agency Name:

CONTRACTOR

Date: 12/15/15
5

Amount	Narrative
\$32,000.00	Salaries: Salary cost for actual work done
\$4,300.00	Benefits: (FICA, Medical, Dental, Retirement, Disability)
\$4,050.00	Training & Travel
\$3,000.00	Mileage
\$15,250.00	Fixed Facility Costs or other costs (be specific)
\$7,500.00	Administrative costs (must be under 10%)
\$66,100.00	TOTAL