

**Lewis County
Behavioral Health Sales & Use Tax
Request for Proposals (RFP)**

RFP Timeline

Release of RFP	August 22, 2017
Written questions due by email	August 29, 2017, 4pm
Responses to questions posted	September 1, 2017
Applications due (7 hard copies) (1 electronic copy)	September 22, 2017, 4pm September 22, 2017, 4pm
Oral presentations	Week of Oct. 9-13, 2017
Recommendations to BOCC	October 23, 2017
Notification of funding to applicants	November 13, 2017
Contracts to start on	Jan. 01, 2018

All hard copies shall be submitted to:

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

All electronic submissions send to:

katie.strozyk@lewiscountywa.gov

Request for Proposals (RFP)

Lewis County is seeking qualified applicants to submit proposals to provide behavioral health programs that support early identification, intervention, and prevention of mental illness and/or substance use/abuse.

The total amount to be awarded for this RFP will not exceed **\$245,000.00**.

The goals of this request for proposals are to either renew or establish new services in Lewis County which, individually or together will provide needed treatment, recovery-oriented and/or prevention services in order to:

- a. Reduce the impact of substance use and untreated mental illness on the community,
- b. Lessen the financial and operational burdens borne by the criminal justice system, emergency medical system, and emergency departments as a result of substance use disorder and mental illness,

The Board of County Commissioners (BOCC) may select one or more contractors to provide any or all of the above services.

- A. Written inquiries regarding RFP content and process may be submitted and must be received by **5:00 PM on August 29, 2017**. Written inquiries should be submitted to:

katie.strozyk@lewiscountywa.gov

Reponses will be posted at <http://lewiscountywa.gov/publichealth/public-health-blog> by **September 1, 2017**.

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 conform to the following formatting requirements:
 1. No more than thirty (30) single sided pages, or fifteen (15) printed front and back, including attachments

2. 1" margins and 12-point font
3. Not bound & without pre-drilled holes for binder insertion

E. Applications/Attachments must include the following information:

1. Organizational Information
 - i. Name of the organization principal(s)
 - ii. Brief description of the organization's experience and qualifications
 - iii. Contact name, phone number, and email address
 - iv. Names of management staff
 - v. Physical and mailing addresses
 - vi. Washington State Business License number
 - vii. Show that applicant will supply appropriate data reporting systems for use of public funds. As an example:
 - a. Substance Use Disorder: MyAVATAR
 - b. Homelessness: HMIS

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 RFP's 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. Indicate whether the program is new or established. If it is established, please indicate the month and year it began and detail achievements of the program and achieved outcomes.
6. Describe the roles, responsibilities, workload share, and program commitment of other organizations, if any, listed in Section E, Paragraph 2. Include letters of commitment/collaboration from community organizations supporting the program, including any sub-contractors.
7. Identify program locations and how they are adequate, accessible, and amenable to the target population.
8. Provide a detailed proposed program budget that itemizes funding from all sources, all program-related expenses, and description and source(s) of all “in-kind” and other non-monetary resources. Please see Attachment B, Budget for example.
9. 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 the applicant organization relevant to performing the work described in its proposal.
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. Identify performance measures that will be tracked.
2. Discuss the plans for data collection and reporting.
3. 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% of the grantee’s total annual award amount.
3. Applications are due by 4:00 p.m. on **September 22, 2017**.
 - i. One (1) hard copy must be received at the following address no later than 4:00 p.m. on **September 22, 2017**:

***Lewis County Public Health & Social Services
(2nd Floor) Attn: Katie Strozyk
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 **September 22, 2017**. The electronic copy is to be sent to the following email address:

katie.strozyk@lewiscountywa.gov

- iii. Any proposals received after 4:00 p.m. on **September, 22, 2017** 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 intellectual or property rights to the ideas contained therein.
- 4. Recommendations to the Board of County Commissioners are expected to be complete on or about **October 23, 2017**.
 - 5. Notification to applicants that will receive funding will be made no later than **November 13, 2017**.
 - 6. Contracts are expected to begin on or about **January 1, 2018**.
 - 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 October 9, 2017**.
- B. Applications will be reviewed by a committee made of individuals who have expertise in behavioral health treatment and prevention services but who are not affiliated with any of the applicants. The committee will make recommendations for awards to the Lewis County Board of County Commissioners (BOCC). The BOCC makes 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:

- Substance Use Disorder – Substance use disorder 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 substance use disorder 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 experience co-occurring substance use and mental health disorders.

Strategic Goals

Agencies that submit proposals under this RFP will build their program(s) around these specific goals.

1. Substance Use Disorder

- Goal #1: Increase access to treatment and support services that promote recovery for adults and youth for residents who 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 preventing individuals from being successful in treatment and recovery.
- Goal #4: Provide education, screening, referral and brief intervention services in the community. (Emergency department, 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 or insurance coverage.
- 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 permanent placement process for children in Family Recovery Court.

BUDGET EXAMPLE

ALLOCATIONS:

Contract No.: 2017

Agency Name:

CONTRACTORDate: 12/15/17

Amount	Narrative
\$32,000.00	Salaries: Salary cost for actual work done
\$4,300.00	Benefits: (FICA, Medical, Dental, Retirement, Disability) be specific and detail the estimated cost for each benefit provided
\$4,050.00	Training & Travel: List types of trainings and what the funding will cover (registrations, speaker fees, airfare, hotels, etc.)
\$3,000.00	Mileage reimbursement (at approved Lewis County rate)
\$15,250.00	Other costs (be specific)
\$7,500.00	Administrative costs (must be under 10%)
\$ _____	In-kind Donation value and source (do not include in Total at bottom).
\$66,100.00	TOTAL