

Lewis County Superior Court Solicitation

Request for Proposal for Substance Use Disorder & Behavioral Health Treatment for Lewis County Drug Court & Family Recovery Court programs.

Introduction and Application Process Instructions

Lewis County Superior Court has issued a Request for Proposals for the delivery of substance use disorder and behavioral health treatment in connection with the Drug Court and Family Recovery Court programs.

The solicitation seeks a Washington State licensed behavioral health agency to partner with Lewis County Superior Court to provide assessment and treatment of substance use disorders and diagnosis and treatment of mental illness in a population of up to 80 individuals (age 18+), at any given time, participating in the Drug Court and Family Recovery Court.

Lewis County Superior Court seeks behavioral health treatment providers who are able to provide these comprehensive services to both programs. Qualified applicants must provide a proposal and budget detailing how their agency will deliver services to each program:

- Treatment for Substance Use Disorders & Mental Health within the Lewis County Adult Drug Court
- Treatment for Substance Use Disorders & Mental Health within the Lewis County Family Recovery Court

Services must be fully coordinated with Lewis County Drug Court and Family Recovery Court staff and management. Services delivered will be a component of an evidence-based approach to addressing substance use disorders and mental illness in justice-involved populations. The successful bidder will demonstrate capacity to dedicate treatment staff to the Drug Court and Family Recovery Court programs and be able to fully follow the therapeutic court policies and procedures. The successful bidder will demonstrate the capacity to bill all services delivered that are a covered benefit of program participants' health insurance to their carrier.

Agencies may submit a coordinated proposal as needed. For instance, if an agency does not provide mental health services that agency may collaborate with one that does and submit a proposal.

BACKGROUND

Lewis County Superior Court through the Drug Court Office is currently operating two therapeutic justice programs, an Adult Drug Court and Family Recovery Court. These programs represent the coordinated efforts of Lewis County criminal justice agencies, Department of Children, Youth and Families as well as behavioral health treatment professionals to successfully intervene in the cycle of substance use and crime. The programs are designed to coordinate therapeutic interventions with judicial oversight through intensive supervision and individual accountability. The Therapeutic Court programs use a collaborative team approach that includes the Therapeutic Court Judge,

prosecuting and defense attorneys, program coordinator, law enforcement, case managers, social workers, and behavioral health treatment providers.

Participant entry into the Therapeutic Court programs is voluntary and based on established eligibility criteria. The target population for Drug Court are adults charged with non-violent felony crimes committed in Lewis County, identified as “high risk” for recidivism and “high need” for substance use disorder and/or co-occurring treatment services. The target population for the Family Recovery Court are parents with an open dependency case that have substance use alleged in their petition.

Both programs consist of a multi-phased, comprehensive structure that includes treatment, individual and group therapy, random toxicology tests, case management services, regular court appearances, attainment of basic education, stable housing and employment. Advancement through the phases, including graduation, is based upon participant compliance with phase requirements and adherence to individualized service plans.

In order to be considered for funding under this solicitation, organizations must demonstrate an understanding of and commitment to therapeutic courts. In addition:

- The Behavioral Health Agency must be willing to commit a single staff/point of contact to the Lewis County therapeutic court programs. It is expected that the designated substance use disorder treatment staff serving the therapeutic courts will have caseloads entirely of Drug Court and Family Recovery Court referred participants. Mental Health treatment staff may have caseloads combined with regular outpatient clientele.
- A designated SUD (or trainee) and mental health professional must be present at Drug Court staffing and court every Monday from 1PM-5PM.
- A designated SUD (or trainee) and mental health professional must be present at Family Recovery Court staffing and court session every Friday from 1:30PM-5PM.
- The Behavioral Health Agency must be willing to add staff as needed and as the therapeutic court programs grow and expand.
- Participation in best practice activities of successful therapeutic courts, including participating in weekly client staffing meetings and court, training programs, and sharing information about client treatment participation in accordance with therapeutic court procedures is required.

PROGRAM COMPONENTS

Services delivered by the successful bidder will support implementation of the Adult Drug Court Best Practice Standards, <https://www.nadcp.org/standards/adult-drug-court-best-practice-standards/> and Family Treatment Court Best Practice Standards, https://www.nadcp.org/wp-content/uploads/2019/09/Family-Treatment-Court-Best-Practice-Standards_Final2.pdf. All services must be fully coordinated with Lewis County Drug Court and Family Recovery Court program staff. The services delivered will include use of evidence-based approaches for treating substance use disorders and mental illness in justice involved populations.

Core staff positons: The successful bidder will have an experienced and designated point of contact, who is a Washington State Certified Chemical Dependency Professional (or trainee with more than 750 hours) ready to provide services as of January 1, 2021. The successful bidder will have the capacity to assess and treat substance use disorders and mental illness as co-occurring disorders **OR** will have collaborated on this application to ensure both services are met.

FUNDING

Services are funded with a blend of Lewis County Treatment Sales Tax, private and public insurance coverage and other state grant funds. It is expected that services provided through most phases of the programs are medically necessary to treat a behavioral health condition and will be funded through the participant's insurance coverage. Non-covered services will be funded through grant funds and other local resources, as a payer of last resort.

APPLICATION COMPONENTS

Applicant Narrative

1. Provide a brief description of your agency including name, type of organization, date organization was established, services provided by the organization, and area served.
2. Specify your agency's capacity, qualifications and experience providing evidence based behavioral health treatment for justice-involved individuals in Lewis County. Include a summary of each program design.
3. Provide your organization's mission statement. If your organization does not have a mission statement, describe the mission of your organization.
4. Describe why your agency is interested in providing this type of services.
5. Describe how your agency will collect and process random urinalysis testing samples, as ordered by the Court programs.
6. Provide a plan for transitioning current participants in the Court programs into your program.

Applicant Declaration Form

1. Submit a completed applicant declaration form (attached).

GENERAL INFORMATION AND REQUIREMENTS

Proposals must be received **no later** than **4:00PM on Tuesday September 22, 2020.**

- **Application Submittal Requirements:** In order for an application to be considered, the applicant must adhere to guidelines and instructions that are stated in this document.
- **Payment:** Payments will be made monthly on a basic invoice based upon an agreed upon rate schedule.
- **Eligible Applicants:** Washington State Licensed Behavioral Health Agencies. Applicants must be free or be taking action to be free of any correction notice or action by the DOH, County or DSHS. Please attach a copy of all applicable licenses. If the applicant agency is subject to current or pending disciplinary action, please provide an attached

statement explaining the following: (1) the disciplinary action; (2) what prompted disciplinary action; (3) what corrections have been made or are in the process of being made in response to the action; (4) the agency's plan to be free from any such actions or similar actions in the future.

- **External Financial Audit:** Attach the most recent external financial audit and management letter, if any.
- **Contact Information:** All inquiries shall be directed to the Solicitation Coordinator:

Stephanie Miller, Drug Court Manager
E-mail: stephanie.miller@lewiscountywa.gov
Phone: 360-740-2731

- **Instructions, Forms, and Other Documents:** The application instructions, forms, and other documents are in a combination of Microsoft Word and PDF formats and can be printed from the website. If you are unable to open and/or print any of these documents, you may contact Stephanie Miller to make arrangements to receive paper copies of these documents.
- **Amendments to Solicitation:** The County reserves the right to issue amendments to this solicitation for clarification, substitution, addition, or deletion. Applicants are strongly advised to check the website periodically to see if amendments have been posted.
- **Cancellation:** The County reserves the right to cancel this solicitation in whole or in part and any or all proposals may be accepted or rejected in whole or in part.
- **Proposal Revisions:** The County may find it necessary to seek clarification from applicants regarding any of the responses submitted. The County may, at its discretion, request that applicants submit additional information in order to permit a more informed evaluation of the application.
- **Property of the County:** Any application submitted becomes the property of the County and will not be returned to the applicant.
- **Contract Awarding:** A diverse group of community stakeholders will assist by reviewing and scoring each proposal against required criteria. Scores will not be released until after the award is made.

Expected Timeline:

Application Process	Tentative Date
Issue RFP	August 17, 2020
Receipt of full application by	4PM on September 22, 2020
Agency Oral Presentations	October 14-15, 2020
Successful Bidder Announced by Commissioners	November 2, 2020
Agency Contract Development Process	November/December 2020
Service Start Date	January 1, 2021

TECHNICAL REQUIREMENTS OF THE PROPOSAL:

- Use standard 8.5 x 11 white paper;
- Use 12-point font, black, double-spaced narratives with one-inch margins;
- Print your organization name as a header on all pages of the application response;
- Insert page numbers at the bottom of the page;
- Submit one original and one copy stapled in the upper left-hand corner;
- There is no minimum or maximum number of pages for the entire response;
- Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response are not desired;
- Proposal applications that are incomplete or do not follow the guidelines described in the “General Information and Requirements” and “How to Apply” sections will not be considered;
- All questions must be answered;
- All required attachments must be included.

DELIVERY OF THE PROPOSAL:

Applications and related materials must be received no later than **4PM on September 22, 2020** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with:

BEHAVIORAL HEALTH PROVIDER FOR LEWIS COUNTY DRUG COURT & FAMILY RECOVERY COURT PROGRAMS.

Applications may be submitted via US post, courier or delivery service, or in person at:

Lewis County Law and Justice Center
Attn: Stephanie Miller
345 West Main, 2nd Floor
Chehalis, WA 98532
stephanie.miller@lewiscountywa.gov

Proposals received after 4:00 p.m. (Pacific Time) on September 22, 2020 will be disqualified from consideration under this Solicitation. The proposal may be hand-delivered, mailed, or delivered by parcel, courier, or other delivery service. A postmark or other mark will not be accepted as receipt of the proposal. The applicant assumes full responsibility for the delivery method chosen.

APPLICATION PROCESS AND INSTRUCTIONS

Lewis County Drug Court and Family Recovery Court programs are requesting proposals from experienced, licensed and qualified agencies to perform behavioral health services for the program participants beginning **January 1, 2021 - December 31, 2021**.

Agencies interested in applying must complete and submit the following information:

Part 1 –Requirements

1. Provide a brief description of your agency including name, type of organization, mission statement, date organization was established, services provided by the organization and area served.
2. Describe your agency's qualifications and experience providing evidenced-based behavioral health (include substance use and mental health) treatment with reference to the Threshold Criteria below.
3. Provide a summary of program design.
4. Budget projections for 2021. Identify all sources and amount of other resources (such as Medicaid and private insurance) to be used. Include fees to be charged, third party reimbursements and in-kind resources.

Part 2 – Threshold Criteria

- Demonstrated experience operating therapeutic justice services for the program service area making application (Drug Court and Family Recovery Court)
- Demonstrated experience delivering coordinated SUD and MH behavioral health treatment services
- Demonstrated experience utilizing and delivery of best practices
- Ability to report services provided for data management purposes
- Demonstrated staff capacity and readiness to implement service delivery
- Be in good standing with all of its grantors/funders and demonstrated sound financial practices
- Proof of current WA business license, certifications and 501c3 status if applicable
- Ability to submit claims to private and public insurance
- Capacity to operate the program on a cost-reimbursement basis
- Fiscal management system compliant with government accounting systems
- Ability to comply with the insurance requirements of the contract
- Demonstration of working partnerships with other behavioral health, social services and other relevant providers and engage in collaborative approach to case management
- Prioritization of Drug Court and Family Recovery Court program participants within agency's scope of behavioral health service delivery and ability to involve additional staff and resources to augment treatment and support services as treatment plans indicate
- Prompt assessment and admission of patients to medically necessary level of care
- Ability to monitor gender specific random UA tests
- Operation of program according to the Therapeutic Court model and/or best practices.
- Ability to receive and incorporate ongoing updates, tools, and best practices
- Experience with measuring and documenting positive outcomes

Part 3 - Scoring Criteria

All interested applicants must complete and submit a narrative responding to the information below.

(1) Experience and Readiness to serve Drug Court and Family Recovery Court (0–30 points)

Applicants will receive points based on readiness to implement services based on experience.

- Please describe your agency's qualifications and experience working with the criminal justice system and any Therapeutic Court Program. If none, please describe your agency's willingness to receive technical assistance to gain expertise.
- Describe your agency's qualifications and experience providing the evidenced based behavioral health treatment for justice involved individuals
- Please describe the levels of care provided, the major differences and if services are offered for both individuals and families.
- Describe your agency's training and use of Moral Reconciliation Therapy, Seeking Safety, and Cognitive Behavioral Therapy. Include any other manualized treatment curricula used.
- Describe your approach to providing individualized, group and cognitive behavioral based services specifically, Moral Reconciliation Therapy – MRT; Seeking Safety, for both gender-specific and mixed-gender groups which will provide integrated and comprehensive treatment services.
- Describe your agency's ability to provide a clinical case manager, counselor or other approved and designated staff to participate in multi-disciplinary clinical staffing, court hearings, quarterly team meetings, trainings and to enter compliance updates into databases specific to Drug Court and Family Recovery Court.
- Describe your agency's practice of collecting and reporting randomized/observed urine toxicology services for all therapeutic court program participants regardless of status in treatment. Describe how you will ensure availability of appropriate gender, adhere to frequency of proposed tests, randomness, days random urinalysis can be performed, cost structure and billing practices. Note: urinalysis work in this project will likely consist of collection and packaging of samples for further testing by another entity.
- Describe how the agency plans to work within the court environment and culture. Please include how the agency envisions working with the court personnel (including the judge, the attorneys, and the Drug Court Manager).
- Describe how your agency conducts assessments utilizing a multi-dimensional evaluation based on American Society of Addiction Medicine (ASAM criteria) for substance use and co-occurring disorders and appropriate referral to ASAM level of care, treatment planning and monitoring of treatment goals identified Assessment/Intake/Individualized Service Plan development/case management process. Include the proposed, sequence and timing of services.
- Describe how the agency ensures culturally competent, trauma-informed treatment is provided to program participants.
- Describe your after-hours and emergency service protocols.
- Indicate how many years your organization has been licensed and certified by the State of Washington to provide chemical dependency and/or mental health treatment services.
- If available, please provide a copy of your organizational chart that clearly describes key administrative and operational components.
- Describe any other relevant services your agency provides that program participants would have access to—e.g., transportation, housing, or other wrap around services

(2) Coordination of Care (0-25)

Applicants will receive points based on the organization's demonstrated ability to coordinate care.

- Describe your agency's integrated behavioral health treatment delivery framework
- Describe your agency's ability to make necessary referrals and to maintain care coordination with other providers for SUD interventions not available within the program (i.e. detox, inpatient, MAT services)
- Describe your agency's willingness to communicate regularly and how your agency will communicate effectively with the programs and specifically all team members.
- Describe collaborative partnerships the agency has with other organizations that enhance treatment outcomes for their clients. Please provide some examples which illustrate how such collaboration has benefited client treatment outcomes. Please describe how the agency resolves conflicts that emerge in collaborative relationships.

(3) Quality Assurance (0-25)

Applicants will be scored on the organization's process for evaluating its services and client outcomes

- Describe how your agency uses an internal client satisfaction survey. If so, please provide a copy of the instrument and the results for the past year. Describe improvements that the agency implemented in response to client feedback and the strengths identified by clients.
- Describe how the organization will measure treatment outcomes for the participants in the Drug Court and Family Recovery Court programs.
- Describe any other relevant quality assurance process employed by the organization.

(4) Leveraging (0-20)

Applicants will receive points based on the extent to which the service can leverage additional resources for sustainability

- Describe your procedures for determining client financial eligibility and submitting claims for reimbursement to public and private insurance. Describe other possible resources, including grant options and in-kind support to the programs.

LIMITATIONS: This RFP does not commit Lewis County to award a contract, to pay any costs incurred in the preparation of a response to this RFP or for interviews if they are held, or to procure or contract for services or supplies. Lewis County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Lewis County.

DECLARATION FORM:

Regarding: Lewis County Superior Court

Solicitation Behavioral Health Treatment for Lewis County Therapeutic Justice Programs to be delivered no later than 8:00am on January 1, 2021

Applicant, by and through its undersigned representative, makes the following declarations:

Organization Name

Address

Type of legal structure

Contact person

Phone number

Fax number

Email address

I have the authority to submit this proposal on behalf of my organization.

Yes _____ No _____ (check one)

I understand and agree that the County may accept my organization's proposal in whole or in part and that the County may request that my organization consider modifying items in the proposal. Yes _____ No _____ (check one)

I understand and agree that if my organization is selected as an apparently successful bidder, the County is not bound to offer a contract. Yes _____ No _____ (check one)

During the past three years my organization has had:

- a. Audit Findings: Yes _____ No _____ (check one)
- b. License Revocation or Suspensions: Yes _____ No _____ (check one)
- c. DSHS, BHO, DOH or CMS Investigation: Yes _____ No _____ (check one)

If I answered "yes" to any of the above, the following is my explanation of each, use additional paper if necessary: _____

I have the authority to make the preceding declarations on behalf of my organization.

Yes _____ No _____ (check one)

By signature listed below the organization declares that it is not nor any of its owner(s), officers, partners, and representatives are not debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension", or under any other provision of law pertaining to debarment. Further, the agency, its owner(s), officers, partners, limited partners, or representatives, will not contract with a subcontractor that is debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations.

To the best of my knowledge the information contained in this proposal is accurate and complete, the agency will satisfy all requirements of the Request for Proposal and that I have the legal authority to bind my agency to a contractual agreement.

Signed: _____

Name and Title

Date