



REQUEST FOR PROPOSALS

SUBSTANCE USE DISORDERS TREATMENT AND RECOVERY SERVICES FOR CROOK COUNTY SPECIALTY COURT D CLIENTS

PROJECT INFORMATION

Date of Issue: Tuesday, March 16, 2021
Project County: Crook County, Oregon
Proposal Due: 4 p.m., April 9, 2021
Contact: Lieutenant Brett Lind
541-447-3315
Brett.Lind@crookcountysheriff.org

**CROOK COUNTY
REQUEST FOR PROPOSALS
FOR SUBSTANCE USE DISORDERS TREATMENT AND RECOVERY SERVICES
FOR CROOK COUNTY SPECIALTY COURT D CLIENTS
MARCH 16, 2021**

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1. INTRODUCTION:

Crook County, a political subdivision of the State of Oregon, acting by and through the Crook County Sheriff – Community Corrections Division (“Crook County”) is releasing this competitive solicitation through a Request for Proposals (RFP) to secure one or more contractors to provide an array of Substance Use Disorders Treatment and Recovery Services (hereinafter referred to as “Services” and detailed further in Section 4, “Scope of Services”). Services shall be provided either through a private practice or a group of providers, who through an agreement or memorandum of understanding agree to serve together as a consortium in order to serve the Crook County Specialty Court D participants.

The County contact for this RFP, and the office where this RFP may be reviewed is:

Lieutenant Brett Lind
301 NE 3rd St.
Prineville, OR 97754
Brett.Lind@crookcountysheriff.org
(541) 447-3315

Proposals must be submitted no later than 4:00 PM, April 9, 2021 (“Due Date”). Proposals received after that time will be deemed untimely. Proposals will be opened at 4:05 PM, April 9, 2021, at the office listed above and in a manner that avoids disclosure of contents to competing Proposers. Immediately following the receipt date, a list of the submitting Proposers will be available by request. A register of all proposals received will be prepared and available for public inspection after a contract is awarded. Crook County anticipates that it will announce the results of this procurement on May 19, 2021. Crook County and the selected Proposer will then negotiate terms and sign a legally binding contract to begin services by July 1, 2021.

2. RFP OVERVIEW:

The purpose of this RFP is to execute a contract with a Substance Use Disorders Treatment and Recovery Services private practice or group of providers for the purpose of providing Services to Crook County Specialty Court D participants. Provision of Services may include a Clinical Supervisor, Alcohol and Drug Treatment Coordinator, Certified Alcohol and Drug Counselor(s), and Certified Recovery Mentor(s). Contingent upon approval by the Crook County Court, Crook County intends to award one contract to the responsible Proposer whose proposal is determined to best serve the interest of Crook County. The term of the resulting contract is estimated to begin on or about July 1, 2021 and terminate June 30, 2023, with Crook County retaining sole discretion to renew for additional one-year terms (a one year term would be July 1 through June 30), without a competitive bid process, subject to contractor performance and continued funding. Contracted entities will receive (contingent on approved budget):

- Specialty Court D referrals;
- Reimbursement for services provided to uninsured Specialty Court D participants.

Specialty Court D capacity is between twenty-five and thirty participants. Services must be provided in accordance with all applicable rules, regulations, and policies as specified by federal, state, and county guidelines, including but not limited to, Oregon Administrative Rules (OAR) 309-019-0100 through OAR 309-019-0220.

The estimated amount of grant funds available for this contract period is approximately \$60,000 (subject to funding and an approved budget by Crook County). Direct services provided to Specialty Court D

participants covered by the Division of Medicaid Assistance, Oregon Health Plan (OHP), or other insurance providers shall be billed accordingly.

Reimbursement for Services is based upon Crook County's approval of Contractor's submission of applicable/required documentation. Funding for Services is contingent upon the Criminal Justice Commission budget, receipt of funds from and/or obligation of funds by the Criminal Justice Commission to Crook County. **This is a reimbursement contract and funds shall be reimbursed for actual expenses incurred at the end of each quarter.**

3. PROGRAM OVERVIEW:

The Crook County Specialty Court D Program is an Oregon Criminal Justice Commission (CJC) grant-funded, court-supervised, intensive service and support program, serving Justice Involved Individuals in Crook County who are facing criminal charges as an alternative to incarceration. The program is aligned with the 10-Key Components of Drug Courts and the Adult Drug Court Best Practice Standards. Contractor shall provide services in accordance with the Specialty Court D Policy and Procedures, Oregon Specialty Court Standards, National Association of Drug Court Professionals Best Practice Standards and the 10 Key Components of Drug Courts, which are incorporated into this Contract by reference.

MISSION AND GOALS:

The mission of Specialty Court D is to promote accountability and substance abuse recovery for Justice Involved Individuals and ensure the safety and welfare of the Crook County community. Using a team approach, the program provides close judicial supervision, intensive substance abuse treatment, and comprehensive wraparound services. The goals of the Specialty Court D program are to:

- 1. Lessen the impact substance abuse has on community law enforcement agencies, courts, and corrections;*
- 2. Reduce community rates of addiction, substance abuse, and incarceration;*
- 3. Help drug-addicted Justice Involved Individuals become sober and responsible citizens;*
- 4. Create supported environments for recovery;*
- 5. Promote positive, pro-social behavior;*
- 6. Reduce recidivism;*
- 7. Increase the likelihood of successful rehabilitation through early, continuous and judicially supervised treatment;*
- 8. Provide community supervision and random, mandatory drug testing;*
- 9. Enhancing public safety by addressing the root cause of the individual's involvement in criminal activity; and*
- 10. Addressing substance abuse disorders among most criminal offenses.*

TARGET POPULATION:

The target population for Crook County Specialty Court D is Crook County residents, eighteen years of age or older, who:

1. Have an active criminal case or pending a probation violation;
2. Are willing to voluntarily participate in the Crook County Specialty Court D Program;
3. Are substance dependent; and
4. Are assessed as high-risk/high-need as determined by approved validated risk assessment tools.

TREATMENT AND ANCILLARY SERVICES:

The Crook County Specialty Court D Program includes but is not limited to the following treatment and ancillary services:

- Group, family, and individual counseling;
- Alcohol and drug counseling;
- Frequent, random drug testing;
- Gender-specific counseling;
- Culturally competent and linguistically appropriate services;
- Domestic violence and anger management counseling;
- Intensive substance use disorder treatment and recovery services (programming should include):
 - Standardized;
 - Manualized;
 - Cognitive-behavioral or behavioral;
 - Evidence based;
 - Implemented with fidelity and maintained with continuous supervision of the treatment providers;
 - Adopted by the specialty court to ensure quality and effectiveness of services and to guide practice;
- Regular probation reporting and monitoring;
- Education and coaching;
- Community service;
- Community-based alcohol and drug support groups;
- Mental health services;
- Continuing education and vocational rehabilitation;
- Self-sufficiency education and planning;
- Health and wellness education and referral services;
- Criminal thinking interventions
- Brief evidence-based educational curriculum to prevent or reverse drug overdoses and to prevent behavior that poses health risks (such as STIs and other diseases);
- Trauma-informed care, including trauma-related services;
- Transition planning;
- Medication management and medication assisted treatment;
- Housing and residential treatment;
- Employment counseling and assistance;
- Assistance in applying for public assistance benefits and health insurance;
- Parenting education;
- Child care;
- Education and job training;
- Medical and dental care;
- Mentoring and alumni groups and aftercare.

Crook County is the grant, contract, and fiscal intermediary for the Specialty Court D Program. Crook County shall contract with appropriate treatment agencies to provide services to Specialty Court D participants. Contracted treatment providers shall provide all appropriate treatment services as defined in

their contract agreement and in a manner consistent with Specialty Court D policies and procedures. The contract or services shall be reviewed each year and renewed as appropriate.

Ideally, the Proponent selected will provide most, if not all, the Services outlined in section 4, "Scope of Work," of this RFP either through their practice or by a consortium (consortium is an agreement, combination, or group formed to undertake a common enterprise beyond the resources of any one member).

The Specialty Court shall provide participants sufficient duration and dosage of treatment based on their risks and needs as determined by validated standardized assessments. High-need participants ordinarily receive 6-10 hours per week during the initial phase and 200 hours of counseling over 9-12 months, though flexibility to accommodate individual responses to treatment is allowable.

POLICY COMMITTEE:

The Crook County Policy Committee is responsible for general program guidance, oversight, and establishing the written continuity plan. The Policy Committee meets quarterly and advises the Circuit Court on program changes/improvement, securing resources for program enhancement. The Specialty Court D Judge serves as chair of Policy Committee. The Crook County Specialty Court D Policy Committee shall include administrative representation from the following agencies:

- Crook County Circuit Court/ Crook County Specialty Court Coordinator
- Department of Human Services – Child Welfare
- Mental Health Treatment Provider
- Substance Use Disorder Treatment Provider
- Crook County Sheriff's Office/ Crook County Community Corrections/Prineville Police
- Crook County District Attorney's Office
- Crook County Defense Counsel

TREATMENT TEAM:

The Crook County Specialty Court Treatment Team is charged with implementing program policies and procedures, collaboratively carrying out the day-to-day operations of the Specialty Court D Program and ensuring timely delivery of services to all participants. The Specialty Court D Treatment Team is comprised of the following:

- Specialty Court Judge, Crook County Circuit Court
- Crook County Specialty Court Coordinator, Crook Circuit Court
- Alcohol and Drug Treatment Coordinator/Counselors
- Prosecutor, Crook County District Attorney's Office
- Defense Counsel
- Caseworker, Department of Human Services - Child Welfare
- Probation Deputies, Crook County Adult Community Corrections
- Law Enforcement Officer, Crook County Sheriff's Office/Prineville Police

Each Treatment Team member shall conduct themselves with integrity and in such a way that promotes the best interest of the Crook County Specialty Court D Program. Treatment Team members shall:

- adhere to the codes of conduct and ethical requirements of their respective fields and areas of expertise;
- actively participate in the team process and support decisions once they are made;
- remain current on best and evidence-based practices relating to their respective profession and the Specialty Court field and conduct his/her work accordingly; and
- attend bi-weekly staffing meetings to review the progress of each participant and attend bi-weekly Specialty Court D proceedings.

Each participating agency shall submit quarterly reports and documentation in accordance with their contract with Crook County Sheriff – Community Corrections. Individual roles and responsibilities are subject to change based on contract amendments, changes to Crook County Specialty Court D policies and procedures, recommendations from the Policy Committee, and/or governing entities.

CASE TRACKING/DATA COLLECTION:

Members of the Crook County Specialty Court D Treatment Team shall enter and maintain current, accurate information in the information management system (SCMS) used by the Crook County Specialty Court. Data shall be entered within twenty-four hours from the date/time of service delivery.

DEFINITIONS:

1. **“HIPAA”** means the federal Health Insurance Portability and Accountability Act of 1996 and the regulations published in Title 45, parts 160 and 164 of the Code of Federal Regulations (CFR).
2. **“Outpatient Substance Use Disorders Treatment Program”** means a program that provides assessment, treatment, and rehabilitation on a regularly scheduled basis or in response to crisis for individuals with alcohol or other drug use disorders and their family members or significant others.
3. **“Participant”** means any person considered for or accepted into the Specialty Court D Program and considered for or receiving services and support.
4. **“Qualified Mental Health Associate”** means, as defined by OAR 309-019-0125, one who (1) has a Bachelor’s degree in a behavioral sciences field or a combination of at least three years’ work, education, training or experience in a behavioral sciences field; (2) demonstrates the ability to communicate effectively, understand mental health assessment, treatment, and service terminology and application; (3) can implement skills development strategies; and (4) identify, implement and coordinate the services and supports identified in a Service Plan.
5. **“Qualified Mental Health Professional (QMHP)”** means a Licensed Medical Practitioner or any other person meeting the minimum qualifications as authorized by the Local Mental Health Authority, or designee, and specified in OAR 309-019- 0125(8).
6. **“Service Note”** means the written record of services and supports provided, including documentation of progress toward intended outcomes, consistent with timelines stated in the Service Plan.
7. **“Service Plan”** means a written, individualized plan to improve the individual’s condition to the point where the individual’s continued participation in the program is no longer necessary, as described in OAR 309-018-0145.

8. **“Substance Use Disorders”** means disorders related to the taking of a drug of abuse including alcohol, to the side effects of a medication, and to a toxin exposure. The disorders include substance use disorders such as substance dependence, substance abuse, and substance-induced disorders, including substance intoxication, withdrawal, delirium, and dementia, as well as substance induced psychotic disorder, mood disorder, etc., as defined in DSM criteria.

9. **“Substance Use Disorders Treatment and Recovery Services”** means outpatient, intensive outpatient, and residential services and supports for individuals with substance use and co-occurring disorders.

10. **“Substance Use Disorders Treatment Staff”** means a person certified or licensed by a health or allied provider agency to provide substance use disorders treatment services that include assessment, development of a Service Plan, and individual, group, and family counseling.

11. **“Adult Drug Court Best Practice Standards”** means as outlined by the National Association of Drug Court Professionals (NADCP), which can be accessed online at: <http://www.nadcp.org/Standards>.

12. **“Oregon Specialty Court Standards”** and the 10 Key Components are outlined by the National Association of Drug Court Professionals (NADCP) and can be accessed on line at: <https://www.oregon.gov/cjc/sc/Documents/OregonSpecialtyCourtStandards.pdf>.

4. SCOPE OF SERVICES:

The selected contractor will provide most, if not all of the Services outlined below either through their practice or by a consortium. All Services are to be aligned with Adult Drug Court Best Practice Standards and Oregon Specialty Court Standards including the 10 Key Components. Proposers shall be licensed and/or certified in accordance with the Services provided, have experience working with a criminal justice population, receive ongoing education and supervision, and have been or will be trained in the specific evidence-based practice models to be delivered with fidelity to the designed model. As this is a Criminal Justice Commission (CJC) grant-funded program, the selected contractor shall participate in the State review process by the CJC or the Oregon Department of Corrections.

ADMINISTRATIVE/INDIRECT SERVICES:

A. Clinical Supervisor.

A designated individual, subject to written acceptance by the Policy Committee, to serve as Clinical Supervisor. The Clinical Supervisor shall be licensed by the State of Oregon as a Certified Alcohol and Drug Counselor II (CADC II) or higher, have a degree in social work, addiction counseling, or a closely related field and at least three years’ experience providing substance-use disorder treatment and recovery services. The Clinical Supervisor shall provide clinical supervision, in accordance with OAR 309-019-0125, of all employees, subcontractors, volunteers, and/or interns (collectively referred to as “employees”) who provide substance-use disorder treatment and recovery services to Specialty Court D clients. Clinical Supervisor shall provide a written quarterly report to the Policy Committee documenting the supervision of each employee who provides substance-use disorder treatment and recovery services to Crook County Specialty Court D participants. If additional staff are needed for clinical supervision, such staff will meet the above-mentioned criteria.

B. Alcohol and Drug Treatment Coordinator (A&D Coordinator).

Contractor shall designate an individual, subject to written acceptance by the Policy Committee, to serve as Alcohol and Drug Treatment Coordinator (A&D Coordinator). The A&D Coordinator shall be licensed by the State of Oregon as a CADC I or higher, have an associate's degree and at least three years' experience providing substance-use disorder treatment and recovery services. The Clinical Supervisor may also serve as A&D Coordinator.

The A&D Coordinator is a member of the Crook County Specialty Court D Treatment Team and shall:

- Provide case management for substance-use disorder treatment and recovery services for Crook County Specialty Court D participants and collaborate with the Crook County Specialty Court D Treatment Team for the coordination of services and supports provided to Specialty Court D participants.
- Participate in bi-weekly Specialty Court D Case Management meetings ensuring (1) participants are linked to relevant and effective services and supports; (2) all service efforts are monitored, connected, and in synchrony; and (3) pertinent information gathered during assessment and monitoring is provided to Treatment Team members in a timely manner.
- Participate in bi-weekly pre-court staffing meetings and court hearings to ensure timely information about participants' progress in treatment is communicated to the Treatment Team and treatment-related issues are taken into consideration when decisions are reached in staff meetings and status hearings.
- Participate in Treatment Team work sessions, as scheduled.
- Maintain real-time communication with Crook County Specialty Court Coordinator and other Treatment Team members regarding participants' engagement and prognosis in substance-use disorder treatment and recovery services and compliance with program rules and expectations.
- Provide weekly updates to Crook County Specialty Court Coordinator regarding participants' treatment schedules, including individual and group treatment services/appointments. Weekly updates shall be provided via email no later than 2:00 p.m. each Thursday.
- Be knowledgeable about participants' service plan and progress.

C. Certified Alcohol and Drug Counselors (Counselors).

Each counselor providing services to Crook County Specialty Court D clients shall be licensed by the Addiction Counselor Board of Oregon as a CADC I or higher, have a minimum of an associate's degree and at least three years' experience providing substance-use disorder treatment and recovery services or have a master's degree in social work, addiction, or a closely related field and be registered with the Addiction Counselor Board of Oregon (ACCBO), at a minimum, as a CADC Candidate.

D. Certified Recovery Mentors (Recovery Mentors).

Contractor shall assign a Recovery Mentor to each Specialty Court D participant within 60 days of the signed date of this contract. Recovery Mentors must be certified by the Addiction Counselor Certification Board of Oregon. A Recovery Mentor may be assigned to one or more Specialty Court D participant as schedule and caseload allow. The services provided by a Recovery Mentor shall align with participants' current substance-use disorder and recovery needs and shall include, but not be limited to, the following Services:

- Telephone and in-person home contact, which shall initially occur daily and weekly, respectively, and continue at intervals appropriate to the participants' needs;

- Motivational counseling;
- Assistance in accessing sober-living housing;
- Modeling skills learned in treatment;
- Transportation services to treatment and recovery related activities and appointments; and
- Guidance and support in engaging in community-based support programs (i.e. Alcoholics/Narcotics Anonymous, Celebrate Recovery, Smart Recovery).

DIRECT SERVICES TO PARTICIPANTS:

Services shall comply with the Oregon Specialty Court Standards, Adult Drug Court Best Practice Standards as defined by the National Association of Drug Court Professionals, and Oregon Administrative Rules Chapter 309, Division 19. All providers administering screening and risk-assessment tools and/or providing substance-use disorder treatment and recovery services shall receive formal training on approved screening and assessment instruments and treatment modalities according to developer's guidelines prior to administering the tools or delivering services and interventions. Written documentation of the training procedures and screening and risk assessment tools used to monitor fidelity to the tools, instruments, and treatment modalities utilized to the Crook County Specialty Court D Coordinator shall be provided. Quarterly written reports regarding the activities undertaken during the preceding ninety days to monitor and ensure fidelity to the tools, instruments, and treatment modalities utilized shall be provided to the Crook County Specialty Court D Coordinator.

A. Program Eligibility Screening.

Conduct the initial program eligibility screening for referred potential Specialty Court D participants. Screening shall be completed and results provided to Specialty Court Coordinator in writing within three business days of receipt of referral. The listed screening tools (below) shall not be modified, nor should any other screening instrument be administered without prior written acceptance and approval by the Policy Committee. Allowable screening tools are as follows:

- The Level of Service Case Management Inventory (LS/CMI) shall be used as a comprehensive measure of offender risk, needs, and responsivity (RNR) factors.
- The Texas Christian University Drug Screen V shall be used to screen for drug dependence.
- The Brief Mental Health Screening Form shall be used to determine whether a referral for mental health services is needed.
- The Risk and Needs Triage (RANT®) screening tool which is designed to match the prognostic-risk and criminogenic needs of defendants with substance-use disorders with dispositional outcomes that support recovery and promote law-abiding behavior.

B. Post-Admission Assessment.

Conduct a post-admission assessment for Specialty Court D participants using the American Society of Addiction Medicine (ASAM) criteria. The post-admission assessment shall be completed and results provided to the Specialty Court Coordinator in writing within five business days from the date of receipt of referral to the program. Contractor shall apply the ASAM Criteria to create a holistic, biopsychosocial assessment of the participant to be used for service planning and assigning the appropriate level of care.

The use of the ASAM Criteria shall not be modified, nor any other assessment tool be administered without prior written acceptance and approval by the Policy Committee.

C. Service Plan.

Prepare and maintain a comprehensive written Service Plan for each Specialty Court participant. The Service Plan shall be completed and a copy provided to the Specialty Court Coordinator within ten business days of participant admission to the program. The Service Plan shall be updated every 90 calendar days thereafter, or more frequently as needed for the purpose of reviewing goals, assessing outcomes, and making therapeutic adjustments. The Service Plan shall address the services and supports provided to or coordinated for an individual, as applicable, and shall be reflective of the assessment and the intended outcomes of services provided. The Service Plan shall be prepared in a form accepted and approved by the Policy Committee. Any updates to the Service Plan shall require a copy to be sent to the Specialty Court D Coordinator within five business days.

D. A Continuum of Care.

Provide the assessed level of care as determined by the ASAM criteria. If the appropriate level of care is not available within the scope of practice, the Specialty Court Coordinator shall be notified and the participant referred to another provider who offers the appropriate level of care. No individual or entity, unless they are a Crook County Specialty Court D contracted provider, shall request payment from Crook County Specialty Court grant funds for services provided without prior written approval from Crook County.

E. Frequent, Random Drug Testing.

Drug Testing shall occur seven days a week, including weekends and holidays. Crook County Specialty Court D participants are to be randomly tested no less than two times each week and the odds of being tested shall be two in seven or 28% every day of the week. Testing results, including results of confirmation testing, shall be communicated to the court within 24 hours. Procedures shall be established to ensure the validity of a urinalysis testing process and results and include direct observation of collection and documented chain of custody. **A third-party, web-based system shall be utilized to ensure random, automated drug test scheduling and call tracking. Testing results shall be entered and uploaded into SCMS within 24 hours of receipt of test results.**

F. Individual and Group Substance Use Disorder Treatment and Recovery Services.

Utilize the following treatment programs for Individual and Group Substance Use Disorder Treatment and Recovery Services with Specialty Court D Participants:

- Utilize an evidence-based treatment program(s) for Individual and Group Substance Use Disorder Treatment and Recovery Services with Specialty Court D Participants that is aligned with the 10 Key Components of Drug Courts and the Adult Drug Court Best Practices Standards.
 - Group counseling sessions shall consist of a maximum of twelve participants and shall be separated by gender.
 - Gender-specific treatment modalities shall be provided when appropriate.

The use of the above listed treatment modalities shall not be modified, nor shall any other treatment modality be used without prior written acceptance and approval by the Policy Committee.

G. Medication and Co-Occurring Disorders.

Manage, or have formal partnerships with other providers with the ability to assess medical necessity for, prescribe, and monitor medication-assisted treatment for addiction (i.e., Naltrexone, Methadone,

Suboxone). Frequent collaboration with medication-assisted treatment providers shall occur to effectively monitor treatment progress and prognosis.

H. Ancillary Support Services.

Coordinate access and/or provide ancillary support services to Crook County Specialty Court D participants, including, but not be limited to:

- Employment counseling and assistance (beginning in a later phase of the Program);
- Assistance in applying for public assistance;
- Parenting education;
- Education and job training;
- Assistance in applying for health insurance;
- Transportation;
- Mentoring and alumni groups;
- Interventions that promote a holistic approach to participants' general health and well-being (i.e., smoking cessation, sexual and reproductive health, yoga, acupuncture, and nutrition counseling);
- Housing – assistance in accessing safe, stable, and drug-free housing; and
- Aftercare.

PERFORMANCE MEASURES AND OUTCOMES:

Have established policies and procedures for monitoring and evaluating program adherence to evidence-based practices and program effectiveness. A copy of established policies and procedures shall be provided to and approved by the Policy Committee within 30 days from the commencement of services. When applicable, instruments designed specifically for treatment modalities and/or interventions shall be used. Provide a copy of fidelity measures, evaluations, program audits and data reports in accordance with established policies and procedures within 30 days of completion. Provide the Policy Committee with any external audits or program evaluations conducted for services provided to Crook County Specialty Court D participants within 30 days of receipt. Participate in monitoring and evaluation processes of the Specialty Court D Program as established by the Policy Committee. Quarterly reports, including timecards and other documentation to support funds requested (i.e., mileage reimbursement forms, purchase orders), and Request for Reimbursement reports shall be submitted no later than 5:00 p.m. on the 5th day of the month following the end of the preceding quarter (October, January, April, July).

PERIOD OF SERVICE:

A contract is expected to be awarded for the period July 1, 2021 and terminate June 30, 2023. The contract may be renewed for additional years. Should a new contract be awarded for subsequent years, the County reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to approval by Crook County and the availability of sufficient funds and satisfactory performance by the contractor.

COMPENSATION AND PAYMENT METHOD:

Services shall be billed to Crook County Specialty Court D participant's Oregon Health Plan (OHP) or other private insurance, as applicable.

- Submit reimbursement requests from Crook County Specialty Court D grant funds for services that would have been covered under OHP (or other insurance) if the Specialty Court D participant was

covered by that insurance plan. Services shall be invoiced at current Medicaid Reimbursement Rates for substance-use disorder and recovery services or through established funding sources (i.e., Measure 57, RESTART, and indigent funds). This fee schedule may be found at the following website: <http://www.oregon.gov/oha/healthplan/pages/feeschedule.aspx>.

- If an individual receiving services enrolls in OHP during the term of the individual's treatment, OHP must be invoiced instead of Crook County Specialty Court D grant funds. No payment may be received for an individual's treatment services from both OHP and Crook County Specialty Court D grant funds. Contracted provider shall be responsible for verifying individual's OHP status and requesting CCO authorization and reimbursement in a timely manner. The Crook County Specialty Court D Program must be immediately notified when participants are eligible for OHP but have not yet applied or whose coverage has lapsed to ensure this is immediately addressed.

Invoices may be submitted for the Crook County Specialty Court D grant up to a maximum of five hours per week for services provided by the Clinical Supervisor and/or A&D Coordinator at a rate not to exceed \$50.00 per hour. Clinical Supervisor and/or A&D Coordinator Services are defined as services not billable to OHP or other insurance and are administrative in nature. Examples of services include, but may not be limited to attending meetings, participating in pre-court staffings and/or court hearings, data entry into SCMS, and providing updates through e-mail or other forms of communication. Time must be tracked, and evidence of such time spent toward services shall be provided through copies of calendar dates, timesheets, or other forms acceptable to Crook County. Documentation shall be submitted along with the reimbursement request.

5. PROPOSAL AND SELECTION PROCESS:

MODIFICATION AND WITHDRAWAL OF PROPOSALS:

Prior to the Due Date, any proposal may be modified or withdrawn by notice to the party receiving proposals at the place designated for receipt of proposals. Such notice shall be in writing over the signature of the Proposer and shall be delivered by the Due Date. Negligence on the part of the Proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable for 120 days or until such time as Crook County specifically cancels the procurement, rejects the proposal, or awards a contract.

ACCEPTANCE OR REJECTION OF PROPOSALS:

In awarding a contract, Crook County will accept and consider the proposal or proposals which, in the estimation of Crook County, will best serve the interest of Crook County. Crook County reserves the right to award a contract to the Proposer whose proposal is most advantageous to the County based upon the evaluation process and evaluation criteria contained within this RFP. Crook County reserves the right to accept or reject any or all proposals. Any proposal which Crook County determines to be incomplete or nonconforming may be rejected. Any evidence of collusion between Proposers may constitute a cause for rejection of any proposals so affected.

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SELECTION PROCESS:

All proposals submitted by the RFP due date will be subject to a standard review process. An initial review of each proposal will be conducted to determine if it is complete, in the required format, and in compliance with all requirements of this RFP. Failure to meet all of these requirements may result in a rejected proposal. Each proposal that passes the initial review will be evaluated and scored. The process may include a panel interview with the applicable agency. The review panel will evaluate and score each proposal on a 100-point scale, using the assigned weights listed below.

Evaluation Criteria:	Point Value:
Administrative Capability	15
Project Description/Scope of Services	35
Performance Measures and Program Evaluations (Outcomes)	15
Qualifications of Staff and Staffing Plan	25
<u>Fiscal Responsibility and Budget</u>	<u>10</u>
Total:	100 Points

Narrative responses to each section of the application, any required attachments, and the completed budget forms will be reviewed to determine compliance with the requested information and the feasibility and reasonableness of proposed program design, cost, and expected outcomes.

MINORITY, WOMEN OR DISADVANTAGED BUSINESS ENTERPRISE (M/W/DBE):

M/W/DBEs shall receive equal opportunities to submit proposals and shall not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award. A MWDBE is defined as a small business concern which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals. Socially and economically disadvantaged individuals include Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans.

WRITTEN QUESTIONS AND ADDENDA:

Questions regarding the information contained in this RFP must be submitted to Crook County Community Corrections, attention Lieutenant Brett Lind, 301 NE 3rd St., Prineville, OR 97754. Emailed questions will be accepted at Brett.Lind@crookcountysheriff.org. All questions must be submitted in writing and received by March 30, 2021. No oral questions will be accepted. All questions received will be answered by addenda to this RFP, which will be posted on the County's website. Subject to Oregon law, anonymity of the source of the specific questions will be maintained in the written responses.

PROTEST OF AWARD:

After Crook County approves and selects a Proposer, Crook County will provide notice of its intent to award the contract to all other Proposers. If no written protest is filed by 5:00 p.m. on the seventh day following announcement of the decision, the award will be deemed final. Crook County will not entertain protests submitted after this time period. The written protest must specify the grounds upon which the protest is based. If a timely protest is filed, the decision of Crook County will be considered final only upon issuance of a written notice deciding the merit of the protest. The Crook County Court shall have the authority to settle or resolve a written protest. The award and any written decision regarding the protest will be sent to each Proposer.

The protest shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. A written response will be sent to the protester within ten working days after receipt of the written protest. Prior to the award of a contract, if any Proposer files a protest against the award of the contract, the contract may not be awarded until either the protest has been withdrawn or Crook County Court has decided the matter. After the Crook County Court issues a response, an aggrieved Proposer may seek judicial review in the manner provided in ORS 279B.415.

AWARD AND COMMENCEMENT OF WORK:

Recommendation for award is contingent upon successful negotiation of the contract and resolution of any protests. The successful Proposer shall be required to sign the negotiated contract, which will be in the form and content as approved by Crook County. The final authority to award a contract rests solely with the Crook County Court. The successful Proposer shall not be allowed to begin work under any negotiated contract until such time as the contract has been approved by Crook County Counsel's Office and executed by the Crook County Court. The successful Proposer must agree to all terms, insurance coverage provisions, and conditions of the contract with Crook County. The required insurance coverage is listed in Attachment 2.

As applicable, the selected Proponent shall also submit to Crook County prior to contract award the following documents:

- Articles of Incorporation and/or business license;
- Required insurance documents;
- Grievance procedures for participants;
- Handicapped Access Survey; and
- Verification of credentials, including education qualifications and professional licenses/certifications, as applicable.

6. TENTATIVE SCHEDULE OF EVENTS:

Proposers must follow the instructions and conditions detailed in this RFP. The milestones for the selection process are set out below. The tentative schedule of events is as follows:

- | | |
|---------------------------------------|---------------------------------|
| • RFP publication: | March 16, 2021 |
| • Deadline for questions: | March 30, 2021 |
| • Final addenda, if any: | April 1, 2021 |
| • Proposals due: | 4:00 PM, April 9, 2021 |
| • Proposal opening: | 4:05 PM, April 9, 2021 |
| • Proposal evaluation: | April 12 through April 16, 2021 |
| • Notification of interviews: | April 16, 2021 |
| • Interviews, if needed: | April 19 through April 23, 2021 |
| • Recommendation to County Court: | May 19, 2021 |
| • Notice of Intent to Award: | May 19, 2021 |
| • Protest period: | May 12 through May 19, 2021 |
| • Contract negotiation and execution: | May 20 through May 27, 2021 |
| • Contracted services commence: | July 1, 2021 |

7. INSTRUCTIONS AND CONDITIONS:

PROPOSAL REQUIREMENTS:

One original and three copies of the proposal must be submitted, through hand delivery or mailing, in a sealed envelope that is clearly marked with the name and address of the proposing agency, titled "Proposed Crook County Specialty Court D Treatment Provider" and addressed to:

Crook County Community Corrections
Attn: Lieutenant Brett Lind
301 NE 3rd St.
Prineville, OR 97754

Proposals must be received no later than 4:00 pm, on Friday, April 9, 2021 to be eligible for consideration. Submission and receipt of proposals by electronic means is not permitted. A proposal shall be considered late if received at any time after 4:00 pm, April 9, 2021. Proposals received after the specified time will be rejected, except that, in the County's sole discretion, the County may accept late submittals if no timely submittals are received. It is the responsibility of the Proposer to ensure the proposal is submitted by the time and date and to the location as specified. Postmarks will not be accepted in lieu of this requirement. Therefore, use of the U.S. Mail is at the Proposer's own risk. Proposals submitted to any other office will not be accepted.

Proposals must be signed by an authorized representative. Proposals drafted by a consortium shall include a Memorandum of Understanding (MOU) signed by individuals of each entity choosing to participate. Proposals without an original authorized signature will be rejected.

Any proposal may be rejected if it is conditional, incomplete, or deviates from the specifications in this RFP. By submitting a proposal, the Proposer agrees to meet all the requirements set forth in the RFP, unless specific exceptions are noted in Attachment 3 (Executive Summary). Proposals must be valid for a minimum of 120 days from the due date of this RFP.

All costs associated with preparing and submitting a proposal is solely the responsibility of the proposer. This solicitation does not obligate Crook County to select any single proposer, and Crook County reserves the right to cancel the procurement, reject any and all proposals, to retain all proposal materials in accordance with ORS 279B.100, and to use any material included in the proposal regardless of whether it is selected.

NOTE: All proposals submitted in response to this Request for Proposal (RFP) shall become the property of Crook County and may be utilized in any manner and for any purpose by Crook County. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. Proposals should not include personal identifier information in resumes or other documents such as social security numbers, dates of birth, criminal clearance documents, etc. Crook County shall not in any way be liable or responsible for the disclosure of any such records. If you intend to submit any information with your proposal which you believe is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Crook County will endeavor to resist disclosure of properly identified portions of the proposals.

SUBMISSION PACKAGE:

Applications submitted in response to this RFP must include the items and be in the order as listed below. All of the items combined comprise your completed Application pursuant to this RFP:

- Signed Proposer Certificate – Attachment 1
- Signed Acknowledgement of Insurance Requirements – Attachment 2
- Executive Summary – Attachment 3
- Narrative Section: Prepare a written response to the narrative section that fully addresses each of the evaluation criteria listed. The narrative must be typed in 12-point font, one-inch margins, 8½” x 11”, paginated, on white paper. The narrative section is limited to twelve pages, one-sided – Attachment 4
- Proponent’s and/or consortium’s fee schedule.
- Proponent’s and/or consortium’s proposed budget using the following line items: Clinical Supervisor and A&D Coordinator Services (administrative), Direct Services to Uninsured Participants, Supplies and Materials, Ancillary Support Services, and Drug Testing.
- Consortium’s MOU, if applicable.

REPRESENTATIONS BY PROPOSER

1. The undersigned certifies the proposal is offered by an independent contractor as defined in ORS 670.600.
2. No person, firm, or corporation, other than that named, has any interest in the proposal or in the proposed contract.
3. The proposal, if submitted by a joint venture, is in the name of the joint venture and all parties have examined this RFP including all requirements and contract terms and conditions thereof, and, if successful, the joint venture shall execute a contract, which incorporates the stated requirements, proposal response and terms and conditions.
4. By submitting a response, the Proposer certifies that no relationship exists between the proposer and the County that interferes with fair competition or is a conflict of interest, and no relationship exists between the Proposer and another person or firm that constitutes a conflict of interest.
5. The Proposer has examined all parts of this RFP, including all requirements and contract terms and conditions thereof, and, if successful, the proposer shall execute a contract which incorporates the stated requirements, proposal response, and terms and conditions.
6. The Proposer fully understands and submits its proposal with specific knowledge that in the event the Proposer’s proposal is accepted and receives all necessary approvals, the proposal will be incorporated into a contract containing general terms and conditions as provided in the RFP.
7. The undersigned hereby certifies to the truth and accuracy of all statements, answers, and data contained in this proposal, and hereby authorizes the County to make any necessary examinations or inquiries in order to make a determination as to the qualifications and responsibility of the proposer. The undersigned has examined all parts of this RFP and understands that it is completely discretionary with the County whether to accept, reject, or negotiate its proposal submitted pursuant thereto.

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RESERVATIONS BY CROOK COUNTY

Crook County reserves the right to accept any part of the proposal and not be obligated in any way to accept those parts that do not meet with the approval of Crook County. Crook County reserves the right to waive, at its discretion, any procedural irregularity, immaterial defect, or other impropriety not warranting rejection of the proposal. Any waiver will not excuse a Proposer from full compliance if awarded a contract. Reasons for rejecting any proposal will be supplied to the Proposer. Crook County, in its sole discretion, reserves the right to modify or cancel this RFP in whole or in part. If modification or cancellation is determined to be in Crook County's best interest, all Proposers will be notified in writing of the specific reasons for such modification or cancellation.

Crook County reserves the right to seek additional proposals beyond the final submission date, if, in Crook County's sole discretion, the proposals received do not meet with the approval of Crook County and the Crook County Specialty Court D program.

If only one proposal is received and it is deemed that such proposal meets requirements for funding, Crook County reserves the option to award such entity a contract on a sole-source basis. In the event no proposals are received, or proposals received do not meet requirements for funding under this RFP or designate another qualified entity to operate the program on a sole-source basis.

Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply with contract requirements once a contract has been awarded will constitute a material breach of the contract and may result in the suspension or termination of the affected contract and debarment from future Crook County contracting opportunities for a period not to exceed three years. Other penalties may also apply.

Attachment 1 – Proposer Certificate

PROPOSER CERTIFICATE

This certification must be completed, signed, and returned.
Failure to do so will result in bid disqualification.

PUBLIC CONTRACTING LAWS

Bidder has reviewed and is familiar with and agrees to abide by the terms and provisions required by Crook County Code Chapter 3.12 for public contracts and ORS Chapter 279C. Bidder further agrees that all of the applicable provisions of Oregon law relating to public contracts are, by this reference, incorporated in and made a part of this invitation.

RESIDENT BIDDER

A “resident bidder” is a bidder that has paid unemployment taxes or income taxes in Oregon during the 12 calendar months immediately preceding submission of this bid and has a business address in Oregon.

Check One: Bidder is is not a resident bidder.

If a non-resident bidder, enter your state of residency: _____.

NON-DISCRIMINATION

ORS 279A.110(1) states: "A bidder . . . may not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055." Subsection (4) states "A bidder ... shall certify ... that the bidder ... has not discriminated and will not discriminate, in violation of subsection (1)."

Check One: Bidder states that it:

Has discriminated or will discriminate against minorities, women, or emerging small business enterprises in obtaining any required subcontracts.

Has not discriminated and will not discriminate against minorities, women, or emerging small business enterprises in obtaining any required subcontracts.

OREGON TAX LAWS

For purposes of this certificate, “Oregon Tax Laws” means those programs listed in ORS 305.380(4), which is incorporated herein by this reference. Examples include the state inheritance tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue (Lane Transit District Employer Payroll Tax, The County Metropolitan Transit District of Oregon "Tri- Met" Employer Payroll Tax, and Tri-Met Self-Employment Tax).

Check One: Bidder states that it:

Has authority and knowledge regarding the payment of taxes, and that Contractor is, to the best of its knowledge, not in violation of any Oregon tax laws.

Does not have authority and knowledge regarding the payment of taxes, and that Contractor is, to the best of its knowledge, not in violation of any Oregon tax laws.

STATEMENT REGARDING CERTIFICATIONS

Proposer understands and acknowledges that the above representations are material and important and will be relied on by the Crook County Court in awarding the contract for which this proposal is submitted. The Proposer understands that any misstatement in these certifications is and shall be treated by the Crook County Court as fraudulent concealment of the true facts relating to the submission of proposals for the contract.

I, the undersigned, a duly authorized representative of the Proposer, hereby certify that the answers to the foregoing Proposer Certificate questions and all statements therein contained are true and correct.

Signature: _____

Date: _____

By: _____

Title: _____

Phone: _____

Email: _____

Company Name: _____

Company Address: _____

Attachment 2 – Acknowledgement of Insurance Requirements

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below. Insurance coverage must apply on a primary or non-contributory basis. All insurance policies, except Professional Liability, shall be written on an occurrence basis and be in effect for the term of the contract. Policies written on a "claims made" basis must be approved and authorized by Crook County.

Workers Compensation insurance in compliance with ORS 656.017, requiring contractor and all subcontractors to provide workers' compensation coverage for all subject workers, or provide certification of exempt status. Worker's Compensation Insurance to cover claims made under Worker's Compensation, disability benefit or any other employee benefit laws, including statutory limits in any state of operation with Coverage B Employer's Liability coverage all at the statutory limits. In the absence of statutory limits, the limits of said Employers Liability coverage shall be not less than \$1,000,000 each accident, disease, and each employee. This insurance must be endorsed with a waiver of subrogation endorsement, waiving the insured's right of subrogation against County.

Professional Liability insurance with an occurrence combined single limit of not less than:

Per Occurrence limit:	Annual Aggregate limit
\$2,000,000	\$4,000,000

Professional Liability insurance covers damages caused by error, omission, or negligent acts related to professional services provided under the contract. The policy must provide extended reporting period coverage, sometimes referred to as "tail coverage" for claims made within two years after the contract work is completed. **Required by County**

Commercial General Liability insurance with a combined single limit of not less than:

Per Single Claimant and Incident	All Claimants Arising from Single Incident
\$2,000,000	\$4,000,000

Commercial General Liability insurance includes coverage for personal injury, bodily injury, advertising injury, property damage, premises, operations, products, completed operations and contractual liability. The insurance coverages provided for herein must be endorsed as primary and non-contributory to any insurance of County, its officers, employees, or agents. Each such policy obtained by contractor shall provide that the insurer shall defend any suit against the named insured and the additional insureds, their officers, agents, or employees, even if such suit is frivolous or fraudulent. Such insurance shall provide County with the right, but not the obligation, to engage its own attorney for the purpose of defending any legal action against County, its officers, agents, or employees, and that contractor shall indemnify County for costs and expenses, including reasonable attorneys' fees, incurred or arising out of the defense of such action. The policy shall be endorsed to name Deschutes County, the State of Oregon, their officers, agents, employees, and volunteers as an additional insured. The additional insured endorsement shall not include declarations that reduce any per occurrence or aggregate insurance limit. The contractor shall provide additional coverage based on any outstanding claim(s) made against policy limits to ensure that minimum insurance limits required by the County are maintained. Construction contracts may include aggregate limits that apply on a "per location" or "per project" basis. The additional insurance protection shall extend equal protection to County as to contractor or subcontractors and shall not be limited to vicarious liability only or any similar limitation. To the extent any aspect of this Paragraph shall be deemed unenforceable, then the additional insurance protection to County shall be narrowed to the maximum amount of protection allowed by law. **Required by County**

Automobile Liability insurance with a combined single limit of not less than:

Per Occurrence \$1,000,000

Automobile Liability insurance includes coverage for bodily injury and property damage resulting from operation of a motor vehicle. Commercial Automobile Liability Insurance shall provide coverage for any

motor vehicle (symbol 1 on some insurance certificates) driven by or on behalf of Contractor during the course of providing services under this contract. Commercial Automobile Liability is required for contractors that own business vehicles registered to the business. Examples include: plumbers, electricians, or construction contractors. An Example of an acceptable personal automobile policy is a contractor who is a sole proprietor that does not own vehicles registered to the business. **Required by County**

Additional Requirements. Contractor shall pay all deductibles and self-insured retentions. A cross-liability clause or separation of insured's condition must be included in all commercial general liability policies required by the contract. Contractor's coverage will be primary in the event of loss.

Certificate of Insurance Required. Contractor shall furnish a current Certificate of Insurance to the County with the signed contract. Contractor shall notify the County in writing at least thirty (30) days in advance of any cancellation, termination, material change, or reduction of limits of the insurance coverage. The Certificate shall also state the deductible or, if applicable, the self-insured retention level. Contractor shall be responsible for any deductible or self-insured retention.

I certify that I acknowledge the above insurance information as a requirement to enter into a contract with Crook County. I also certify that I carry the required insurance limits as stated in this Exhibit or can, if selected as a result of this RFP, obtain the required insurance and provide proof of the required insurance certificates prior to signature and execution of the contract.

Signature: _____ Date: _____

Printed Name and Title: _____

Attachment 3 – Executive Summary

EXECUTIVE SUMMARY

(if consortium, please fill one out for each business entity)

1. Proposer's legal name:

Firm Name: _____

Address: _____

Telephone: _____

2. Briefly summarize your program design:

3. Chief Executive contact:

Name of Chief Executive: _____

Title:

Telephone: _____

E-mail Address: _____

4. Primary Application Contact

Name of Primary Contact: _____

Title:

Telephone: _____

E-mail Address: _____

5. Legal Status Information

Federal Employer Tax Identification or Social Security Number: _____

Oregon Tax I.D. Number: _____

Attachment 4 - Narrative

NARRATIVE

Please provide a written response to each section. Your application proposal will be reviewed and scored according to the following evaluation criteria. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation.

1. Administrative Capability (15 Points)

Substance Abuse Treatment and Support Services program for the Crook County Specialty Court D. The proposal should demonstrate the agency's understanding of the population served and knowledge of the Drug Court Model including an understanding of the 10 Key Components and the Adult Drug Court Best Practice Standards (www.nadcp.org).

2. Project Description/Scope of Services (35 Points)

Demonstrate a clear plan for development and implementation of a sustainable In-person Substance Abuse Treatment and Support Services Program that meet the needs of participants served by the Crook County Community Corrections. The proposal should demonstrate the agency's ability to meet the requirements listed in Section 4, "Scope of Services", and clearly explain how the agency will carry out these requirements. The proposal should specifically identify the evidence based treatment program(s) proposed and how the Contractor would evaluate fidelity to the treatment model and how the treatment program(s) delivery would be structured to support the required group sizes for each gender. If agency will be partnering with other service providers to ensure availability of full continuum of Substance Abuse Treatment Services, the proposal should include signed Memorandums of Understanding (MOU) with partner agencies.

3. Performance Measures and Program Evaluations (Outcomes) (15 Points)

Identification of key performance measures. Demonstrate ability to track and report on established performance measures as well as ability to address performance deficits in a timely manner. Plan for on-going program evaluation and quality improvement.

4. Qualifications of Staff and Staffing Plan (25 Points)

Background and experience of project staff and or sub-contractors in working with Adult Drug Court participants. Bilingual (i.e. Spanish/English) and culturally competent staff should be identified. Demonstration of plans for recruitment, training and oversight in order to deliver services and supports to Specialty Court D participants.

5. Fiscal Responsibility and Budget (15 Points)

Demonstration of ability to maintain accountability for contract funds; cost effectiveness of the project, planning for fiscal stability during times of shifting capacity demand. Provide a proposed budget reflecting funding categories.

Total Points 100