



Grays Harbor County
 Public Health and Social Services Department
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June 8, 2022

Request for Proposals for Jail Re-Entry Care Coordinator

As part of sustaining a coordinated continuum of care, the County is interested in contracting with a qualified agency to perform care coordination with individuals in the County Jail who are preparing for re-entry. These individuals will have identified as having a Substance Use Disorder (SUD) and are participating in the jail-based treatment program.

Through a variety of new funding sources, Grays Harbor County ("County") is soliciting proposals for the purpose of continuing to expand re-entry care coordination services to identified individuals in the County Jail. Notice is hereby given that letters of interest and statement of qualifications will be received by Grays Harbor County, Washington, for Jail Re-Entry Care Coordination by filing with the County at the location below.

<u>Request for Proposal Information:</u>		<u>Submittals Delivered to:</u>	
RFP Name:	Jail Re-Entry Care Coordinator	Physical Address:	Grays Harbor County Public Health Department Attn: Wilma Weber 2109 Sumner Ave Aberdeen, WA 98520
Date Issued:	June 8, 2022		
Contact Person:	Wilma Weber		
Phone #:	360-500-4069		
Email Address:	wweber@co.grays-harbor.wa.us		
Submittals Accepted Until	June 29, 2022 @ 4:30pm		

Qualifications submitted after the due date **June 29, 2022 at 4:30 p.m.** will not be considered. Applicants accept all risks of late delivery of mailed submittals regardless of fault.

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

It is Grays Harbor County's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be

denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful applicant must comply with Grays Harbor County's equal opportunity requirements.

Published: June 8, 2022

Grays Harbor County Request for Proposals

Introduction

Grays Harbor County has issued a Request for Proposals (RFP) to solicit proposals to enter into an agreement to continue existing direct care coordination services for individuals re-entering the community from the county jail. The RFP is intended for applicants with the necessary capacity and experience to successfully deliver behavioral health and social service care coordination to individuals with SUD. Current contractors must provide a renewal request that states interest and capacity, as well as a projected budget. New applicants must submit a narrative response to the questions at the end of this RFP and a new project application.

This project will fund one care coordinator position to support this community-based care coordination to justice-involved individuals at risk of adverse health outcomes. Applicants must demonstrate the ability to provide consistent structure for care coordination efforts without duplicating services.

Because housing is a significant concern for this population, the successful agency will also be expected to demonstrate the ability to connect individuals in this population to appropriate housing.

Objectives and Scope of Work

The awarded contractor will work with the County Jail Medical Team to coordinate care. This work will include but is not limited to:

- Ability to conduct and document client assessment and build client-led service plan from that process
- Establish trusting relationships with the justice-involved target population and referred clients
- Act as a cultural liaison between the Jail, clients and grant coordinator as appropriate; communicate information to client in a culturally appropriate manner
- Work collaboratively with the grant partners to ensure that all client needs are identified and addressed
- Collaborate with Jail Medical Team to identify high-risk clients and assist in the coordination of various wellness and health activities
- Help clients navigate the judicial system as appropriate

Funding Available

Grays Harbor County intends to award compensation for a Care Coordinator to one successful bidder for the period of **July 1, 2022** through **September 30, 2024** with potential for contract extension* that would subsequently increase maximum award on monthly cost basis as funding allows.

The County reserves the rights to recommend contract amounts less than the maximum budget and to reject any proposal that is non-responsive to this Request for Proposals. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Grays Harbor County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of grant funds to ensure alignment with fund requirements and contract deliverables.

RFP Qualifications Considerations

The following are minimum qualifications for bidders:

- Documented experience in providing direct care coordination to marginalized populations
- Currently employ at least one Peer Counselor with lived experience and certification through Washington Health Care Authority who can be assigned to this project
- Currently employ at least one supervisor who is familiar with care coordination systems
- Established relationships and trust in the underserved communities of Grays Harbor, based on geography, race, or other criteria
- Experience working with government or other regulatory agencies
- Applicants must have adequate foundational capacity including administrative infrastructure with ability to manage grant on a reimbursement basis and manage funding over the course of the grant term
- Ability to participate in coordinated staffing as needed with Jail Medical Team
- Ability to advocate on clients behalf for services to improve health
- Ability to collect and maintain data related to program outcomes

RFP Submittal Information

Renewal requests must meet the following:

- (1) Letter/statement of interest with the ability to maintain capacity
- (2) Yearly requested budget

New applicants must meet the following:

- (1) A cover letter/statement of interest indicating agency's ability to meet minimum qualifications
- (2) Answer all components of the RFP Narrative (Attachment A)
- (3) The grant request must be reasonable based upon the proposed scope
- (4) All materials must be submitted by noted deadline

Existing contractors must provide documentation that they are in good standing. New contractors must provide a response to all components of the RFP Narrative (Attachment A).

Disclosures:

- **PROPRIETARY SUBMITTAL MATERIAL** – All submittals received will be subject to disclosure under Washington's Public Records Act (chapter 42.56 RCW). Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.
- **SIGNATURES:** RFP's shall be signed by a legally authorized officers of said corporation and if the signatory is not a President or Vice President, or that equivalent, proof of signatory authorization shall accompany the proposal, Improperly endorsed proposals shall be deemed non-responsive.
- **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed in Attachment A
- **QUESTIONS:** Questions regarding this project may be directed to Wilma Weber via e-mail at wweber@co.grays-harbor.wa.us. Any oral communications will be considered unofficial and non-binding on the County. All questions will be answered in writing, and each question and answer will be posted on the Public Health website: <http://www.healthygh.org/directory/opioid>

- **REJECTION OF SUBMITTALS:** The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of the RFP. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The County reserves the right to make an award without further discussion of the submittals. The organizations selected will be expected to enter into a contract with the County. Once the County and Agency have reached an agreement on the compensation for services, a final contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. The County shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the County.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful agency or agencies must comply with Grays Harbor County equal opportunity requirements. Grays Harbor County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is Grays Harbor County's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The selected agency shall maintain insurance that is sufficient to protect the agency's business against all applicable risks, as set forth in the County's Standard Insurance Requirements Please review insurance requirements prior to submitting a statement of qualifications. If selected agency is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the County.
- **BUSINESS REGISTRATION AND TAXATION:** The agencies awarded a contract must be licensed and registered to operate a business under state and local laws and regulations, and shall be required to submit verification of said licensure and registration prior to execution of the contract.
- **NON-ENDORSEMENT:** As a result of the selection of an agency to supply products and/or services to the County, agency agrees to make no reference to the County in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the County.
- **NON-COLLUSION:** Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the agency has not induced or solicited others to submit a sham offer, or to refrain from submitting proposals.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the agency or agencies ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

- PUBLIC RECORDS:** Under Washington state law, all documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof; and including any documents identified by the proposer as proprietary) submitted in response to this RFQ (the “documents”) become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the County (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the County within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.

Grays Harbor County does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the agency. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. Grays Harbor County accepts no responsibility for the performance of the agency in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the agency for other public agency purchases.

Evaluation Process

- County staff will review all submitted proposals to confirm they have met threshold criteria
- A committee will review all proposals that meet the threshold criteria using evaluation framework outlined in RFP
- The committee may arrange presentations or host Q & A forums with applicants to get additional contextual information or answer questions that emerge from review
- A committee of stakeholders make recommendations to Grant Coordinator
- Grant Coordinator reviews recommendations and submits final result of RFP process to Board of County Commissioners for review and approval
- Apparently successful bidders will work with Grant Coordinator to draft and finalize contracts that outline scope of work, budget, and deliverables – to be monitored by GHPH

Calendar/Timeline*:

Application Process	Date
Issue RFP	June 8, 2022
Proposals Due	June 29, 2022
Executive Committee Review	June 2022
Recommendations provided to Board of County Commissioners for review and approval	July 12, 2022
Agency Contract Development Process	July 2022
Contract Period	*anticipated through 9/30/24

**All dates and timelines are estimates and subject to change. The County reserves the right to revise the timeline as needed.*

Applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health and Social Services
Attn: Wilma Weber
2109 Sumner Avenue

ATTACHMENT A

RFP Narrative and Scoring Matrix:

Renewal Applications

Agencies that are currently under contract with Grays Harbor County for re-entry care coordination services will need to submit a “Renewal Application” for the program they wish to continue to provide. For agencies that are currently under contract who wish to apply for additional programming outlined above, they will need to submit a response to point 1 – “Proposal Background” for that specific component.

New Applications

All interested applicants who are **not** currently contracting with GHPH must complete and submit a narrative responding to the below narrative criteria.

Please respond to the following areas of interest and submit to Grays Harbor County to be considered for funding:

1. Proposal Background (20 points)

- Agency/organization Name
- Primary contact(s) contact information including telephone number(s), e-mail, and mailing address
- Total funds requested, including a detailed budget
- Provide a general description of your program, target population, and time limits on services (if any)
- Describe how many people can potentially be served in the anticipated ten-month demonstration period
- How will your program work with Grays Harbor’s Coordinated Entry system to accept referrals and/or connect clients with CE?

2. Readiness to Proceed (20 points)

- Describe the experience of the organization in undertaking similar activities or – including experience with the population to be served and the type of services to be provided.
- Describe the experience of staff proposed to fill the role of jail re-entry care coordinator.

3. Commitment to Low Barrier Service Principles (30 points):

- What criteria must participants meet before receiving services?
- What would cause your agency to deny someone services?
- What program rules do participants have to follow?
- What would cause you to terminate a client from services?
- Can an individual who has been terminated from your program return at another time? Under what conditions?
- How does your agency ensure that services are voluntary while keeping participants engaged to promote recovery goals?

4. Program Staffing & Commitment to SUD Support Services (20 points):

- What is the ideal ratio of direct-service staff to participants and how does that ratio support program success?
- What qualifications are most important to your agency when hiring care coordination staff?
- How do these qualifications prepare staff to serve your program participants?

5. Program Performance Evaluation and Sustainability (10 points):

- Describe systems or tools you have to collect and track evaluation performance outcomes.
- How does your program ask for and incorporate participant feedback about services into your program design and policies/procedures? Please provide specific examples.
- How might your organization be able to sustain this program without grant funding?