

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

REQUEST FOR PROPOSALS
Community Addictions and Mental Health Program Services

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

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PART I – DESCRIPTION OF PROJECT

Umatilla County is requesting Proposals from qualified organizations to provide Community Addictions and Mental Health Program (CMHP) services for residents of Umatilla County. The chosen CMHP will be the designated entity responsible for planning and delivering services for person requiring behavioral health treatment, and/or addiction treatment. “CMHP” means: an entity that is responsible for planning and delivery of safety net services for persons with behavioral or emotional disturbances, drug abuse problems, and alcoholism and alcohol abuse in a specific geographic area of the state under a contract with the Division or a local behavioral health authority. One entity is being sought to provide all services.

Umatilla County receives funding from the Oregon Health Authority (OHA) in a grant contract. The current contract is for the period from January 1, 2021 through December 31, 2021 and expects to subcontract with a CMHP for these services. The revenues allocated for these services shall be granted contingent on the availability of funds. The programs funded through this RFP process are contingent on an approved budget by the Oregon State Legislature and a fully executed Intergovernmental Agreement between the OHA and Umatilla County for the period beyond December 31, 2021. All provider agreements shall be reviewed annually based on fund availability, continued need for the service, priority need as established by Umatilla County, performance and evaluation reviews, and contract compliance.

The purpose of this RFP is to identify a contractor to provide a continuum of behavioral health and crisis services for children, families, adults, and older adults throughout the County, including:

- Thorough behavioral health assessment and re-assessment across the spectrum of behavioral health conditions
- Individualized person-centered planning for treatment and evidence-based behavioral health interventions
- Provision of or connection to a full continuum of services for persons with behavioral health conditions and/or substance use disorders
- Crisis intervention
- Care coordination and/or case management to support access to needed healthcare to promote stability, recovery, and wellness.

Umatilla County requires the provider to submit and present a quarterly report before the County Board of Commissioners. The required content for the quarterly report will be developed by Umatilla County through consultation with the provider. A Umatilla County representative will be allowed to attend, for informational purposes, regular meetings of provider's governing board.

Any public or private agency, organization or individual with service providers who hold all licenses, certificates, authorizations, and other approvals required by law to deliver services is eligible to submit a proposal. All entities submitting Proposals are referred to as Proposers in this RFP; after execution of the Contract, the awarded Proposer will be designated as Contractor or CMHP.

1. General Information

To be considered an eligible response four paper copies of the proposal must be submitted by mail or courier no later than 4:00 p.m., on April 26, 2021, to Room 121, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, OR 97801. Proposals received electronically or by facsimile are not acceptable.

All proposals received will be evaluated by a committee appointed by the Board of Commissioners. The evaluation committee will make a recommendation as to which firm should be selected. After receipt of the selection committee recommendation, the Board of Commissioners will make its decision.

2. Schedule of Activities

RFP Issued: March 29, 2021

Proposal Submission Deadline: Proposals must be received in Room 121 of the Umatilla County Courthouse by 4:00 p.m. on April 26, 2021.

Public Bid Opening: April 26, 2021, at 4:00 p.m.

Optional On-Site Presentation: To Be Determined: One or more organizations may be asked to make an in person presentation about their firm's qualifications to the Board of Commissioners.

Proposals received after the date and hour specified above will not be accepted under any circumstances and will be returned to the Proposer unopened. Proposals must be submitted by mail or in person, proposals submitted electronically or by facsimile transmission will not be accepted.

3. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

4. Evaluation Criteria

Awarding of a contract will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals:

Evaluation Criteria	Possible Points
All required components are present in the proposal	Pass/Fail
Qualifications of the Proposer relative to the requirements outlined in the RFP and examples of relevant experience with delivering required services	20
Approach to delivering required services	20
Proposal to provide innovative and/or value-added services	10
Evidence of financial and administrative stability	10
Willingness to negotiate contract terms	15
Plan for delivering services that offer quality and value to the County	15
Ability to begin service delivery upon projected start date	10

5. Instructions to Proposers

1. **General.** Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Community Mental Health Program Services." Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the Proposer's ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.
2. **Proposals.** All proposals shall be typed and comply in every manner with the requirements of this solicitation. Each proposal must be signed in ink. If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the proposal is made by a corporation, it must be signed in the name of such corporation by a person that is authorized to bind the Proposer and who shall also affix the corporate seal of such corporation. Proposals must contain the name, title, address, and telephone number of an individual or individuals with authority to bind the Proposer(s) during the period of validity of the proposal. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.
3. **Withdrawal of Proposals.** Proposals may be withdrawn, by written or telegraphic request received from the Proposer, prior to the time fixed for opening. 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 until such time as Umatilla County:
 - a. Specifically rejects the proposal or

b. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The Proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

4. **Modifications.** Any Proposer may modify their proposal by sealed written registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time.
5. **Acceptance or Rejection of Proposals.** Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between Proposers may constitute a cause for rejection of any proposals so affected.
6. **Interpretations.** No oral interpretations shall be made to any Proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective Proposers. Failure of any Proposer to receive any such addendum or interpretation shall not relieve such Proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.
7. **Nondiscrimination.** The successful Proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, Proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.
8. **Failure to Submit Offer.** If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future

solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

9. **Preparation of Proposals.** Proposers are expected to examine the specifications, schedule, and all instructions.

The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

Proposers further agree to the following:

- a. To examine all specifications and conditions thoroughly.
- b. To comply with all Federal, State, and County laws, ordinances, and rules.
- c. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

6. Protests

Any protests under this RFP shall follow the protest procedures set forth in OAR Division 137-48.

7. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279C for Related Services.

PART II - PROGRAM INFORMATION

8. Scope of Work/Services

This section outlines the role of the Contractor, the County and other stakeholders in delivering on Umatilla County's goals for the contracted CMHP services and outlines the various activities and services the Contractor is expected to provide.

Oregon Revised Statutes (ORS) 430.610 through 430.651 establishes local Community Addictions and Mental Health Services and describes basic services, conditions, and expectations of these programs. Provider will be required to fulfill all requirements and all meet service elements of the 2021 Intergovernmental Contract for the Financing of Community Addictions and Mental Health Services between Umatilla County and the Oregon (OHA). All service elements must be provided. Service element descriptions are subject to change based on the Intergovernmental Agreement between the State and the County. If additional service elements are added by the State, Provider must supply those additional services. All services must be provided in compliance with applicable State statutes, Oregon Administrative Rules as well as other Federal, State or County requirements as detailed in the Intergovernmental Agreement between the State and the County.

Proposers must be willing to participate in transition activities as appropriate from completion of the protest period to the initial Contract start date of July 1, 2021. To the extent applicable, Proposer will need to comply with ORS 236.610 for the transfer of public employees.

9. Contractor Description/Objectives

Umatilla County is seeking a Contractor who is innovative and capable of ensuring high quality services and who can demonstrate the ability to meet specific licensure requirements necessary for compliance with delivery of required services. A single entity is sought that provide all of the requested services.

Minimum Qualifications:

The following are requirements for the Contractor. The respondent may demonstrate current ability to meet these requirements. If an awarded Contractor cannot meet these requirements, the County has the right to award a new Contractor:

1. The Contractor must be a current provider of mental health and substance use services in the State of Oregon or in another State.

2. The Contractor must be able to comply with relevant state statute, ORS 430.630, and administrative rules including 309-014-000 through 309-014-0040, 309-019-0150, and others as applicable.
3. Specifically, the Contractor must be capable of qualifying for the necessary certifications or licensures with the Oregon Health Authority, Health Systems Division, Licensing and Certification Unit,
4. The Contractor must have or meet criteria to become an Oregon Medicaid Provider.
5. The Contractor must have or meet criteria to become a Medicare Provider.
6. The Contractor must be contracted and credentialed with or hold the capacity to become contracted and credentialed with the primary commercial insurance companies in the State of Oregon.
7. The Contractor must demonstrate current use of a certified electronic health record.
8. The Contractor must demonstrate the capacity to engage in sharing and receiving data through an HIE or other information exchange.
9. The Contractor must identify a Program Director. The Program Director must meet all the qualification requirements of OAR 309-014-0020.

Preferred Qualifications:

The Contractor holds accreditation with a behavioral health accrediting body such as The Joint Commission or the Commission on Accreditation of Rehabilitation Facilities (CARF) International.

10. Outpatient Treatment Services

Must meet requirements for evidence-based mental health and psychiatric care, crisis services, assessment, counseling, and treatment services meeting the Local Mental Health Services plan. The services will also include evidence-based substance use disorder treatment, including medication assisted treatment that includes the prescription of pharmacological agents approved by the U.S. Food and Drug Administration for the treatment of substance use disorders, i.e., methadone, buprenorphine, acamprosate and naltrexone.

Outpatient treatment services are to be provided that are therapeutically and medically necessary and consistent with the clinical needs of the individual.

All services must be provided in compliance with applicable Oregon Administrative Rules (referenced below).

11. Required Services

The Contractor shall provide services as required by applicable Oregon Revised Statutes and Oregon Administrative Rules and as defined below. The Provider will be required to fulfill all requirements and meet all service elements of the 2021

Intergovernmental Contract for the Financing of Community Addictions and Mental Health Services between Umatilla County and the OHA, as well as future contracts beyond December 31, 2021. Behavioral health services provided by Contractor shall effectively prevent and respond to behavioral health needs, initiate appropriate treatment, and support engagement in ongoing mental health and substance use disorder treatment and support services for long term stability in the community.

The Applicants will attest to their ability to meet requirements for Oregon Revised Statute [430.630](#) Services to be provided by community mental health programs. In addition, the Applicants will attest to their ability to meet current requirements for Oregon Administrative Rules [309-014-000 through 309-014-0040](#) addressing general administrative standards and certification requirements, [309-008-0100 to 309-008-1600](#) addressing certification of behavioral health treatment services, [309-019-0150](#) addressing community mental health programs, [309-019-0155](#) addressing enhanced care services, [309-019-0165](#) addressing intensive outpatient services and supports for children, [309-019-0170](#) addressing problem gambling treatment and recovery services, [309-019-0185](#) addressing outpatient substance use disorders treatment and recovery programs, [309-019-0195](#) addressing DUII services providers, and [309-019-0200](#) addressing medical protocols in outpatient substance use disorders treatment and recovery programs. Definitions are as described in OAR [309-019-0105](#).

Collaboration with and Support of County Programs and Initiatives

The Contractor is expected to collaborate with larger community efforts, partners and stakeholders as described:

1. Collaborate with existing mobile crisis and co-response teams to support 24/7 community-based screening and assessment in conjunction with law enforcement, crisis hotlines and hospital emergency personnel.
2. Support efforts to expand access to step-down housing and services that provide ongoing assistance for those with significant disorders in permanent supportive housing and in the community; Support efforts to encourage expansion/development of independent, voluntary sober housing in the community to provide safe and supportive living environments for those who choose and can pay for this type of residence;
3. Support suicide prevention efforts.
4. Support services for youth and families for early identification of Behavioral Health conditions.

12. Optional Services/Activities

In addition to the required services, Respondents may recognize community needs that can be met by providing additional value-added services.

Medical Screening

Screening and triage will include access to medical services to assess medical status and determine disposition for health conditions identified. The goal of this medical and screening triage is to avoid unnecessary emergency department and other acute care encounters by screening for and offering treatment for minor medical conditions.

Crisis Stabilization

Provision of, or coordination with, Crisis Stabilization services offering acute 24-hour care for individuals with behavioral health needs such as assessment, evaluation, observation, treatment and stabilization planning as well as referral and placement to additional services. Crisis Stabilization Centers may serve children and/or adults who are in need of short-term, mental health crisis assessment and stabilization, but do not require the medical capabilities of an acute care hospital or longer-term residential care. Stabilization Centers may offer walk-in crisis services and/or referrals from law enforcement and/or other community partners.

Substance Use Services

Treatment for substance use disorders will include the following either provided by the Contractor or by another service provider with coordination from Contractor:

Withdrawal Management

- a. Detoxification services - Social level (ASAM 3.2) and Medically-Monitored Intensive Inpatient Services level (ASAM 3.7)
- b. Induction of Medication Assisted Treatment (MAT) for individuals diagnosed with Alcohol Use Disorder (AUD) and Opioid Use Disorder (OUD)
- c. Services to support ambulatory detox (ASAM Level 2.0, intensive outpatient/partial hospitalization) managed on outpatient basis in the community

Short-term, intensive residential treatment which provides a safe therapeutic environment where clinical services and medications are available to patients who are medically stable and withdrawn from substances.

- a. Care coordination to facilitate continuity to outpatient treatment for individuals with substance use disorders and/or mental illness following stabilization services by the Contractor, including coordination or provision of transportation. In addition to linking to behavioral health treatment, care coordination activities will include connecting individuals with community-based services organizations to meet prioritized needs determined by assessment for social determinants of health and physical health conditions.
- b. Assist uninsured and underinsured individuals with accessing benefits for which they are eligible.

13. Program Performance Requirements

The expenditure of these funds must result in delivery of outpatient services to unduplicated individuals newly enrolled into the Measures and Outcomes Tracking System (MOTS), as of the first day of each biennium. Individuals who are already in CPMS or MOTS the first day of the biennium will not count toward the goal of serving unduplicated individuals consistent with available funding. Individuals who are enrolled for less than thirty continuous days or without evidence of treatment engagement in the clinical record, or who have already been counted toward Umatilla County's goal of serving unduplicated individuals will not count toward the required unduplicated individuals.

Program performance and client service outcomes will be monitored. All programs will be required to maintain service standards set by OHA's Behavioral Health Services (BHS) . If the program's service performance falls below that standard for a three-month period, a corrective action plan will be instituted. If the performance standard does not improve to meet the state standard within three months following institution of the corrective action plan, the number of individuals and funding may be reduced and/or terminated.

Contract reporting requirements include program reporting requirements, an agency annual audit, quarterly management reports consisting of board of director's meeting minutes (where applicable) and financial, utilization, and performance reports as well as any other incidental reports as requested by County.

Funding

Funding for the services is paid through the Intergovernmental Agreement with the Oregon Health Authority. The current contract is for the period from January 1, 2021 through December 31, 2021 and has a total financial assistance award of \$2,170,905. The revenues allocated for these services shall be granted contingent on the availability of funds. The programs funded through this RFP(RFP) process are contingent on an approved budget by the Oregon State Legislature and a fully executed Intergovernmental Agreement between the (OHA) and Umatilla County. Anticipated funding is based upon a projection of revenue received from the state and federal governments. Changes in funding received from the federal and state government may change the total funds dedicated to this service.

The contract period will be July 1, 2021 through June 30, 2022 with five one-year extensions possible based upon contractor performance and availability of funding. It is anticipated that these revenue sources will continue at the current level to support these services.

Data Reporting

All individuals receiving Services with these funds must be enrolled and that client's

record maintained in the Measures and Outcomes Tracking System (MOTS) as specified in OHA's MOTS manual located at:

<http://www.oregon.gov/OHA/amh/Pages/reporting-reqs.aspx>.

Program reporting requirements include MOTS report forms or other reporting systems required by the State and program reports (including wait list report). Report Forms must be completed for each client served and forwarded to the state in a timely manner. CPMS or MOTS forms must be completed with no greater than a 10 percent error rate.

Administrative and Fiscal Management

Contractor is responsible for assuring that all required core administrative functions, and clinical operations, are conducted efficiently, effectively and in compliance with all relevant laws, rules, and regulations. Contractor is also responsible for assuring that all County funding streams for services are braided for maximum leverage to support behavioral health service delivery while assuring that fiscal accounting methods support accountability for use of funds. Braided funding consists of multiple funding streams brought together to pay for more services than any one stream can support and are tracked separately to report to funders. Contractor shall be responsible for identifying, managing, and reporting in a systematic manner to County individual funding streams supporting behavioral health services . Funding streams could include dollars from Medicaid, Medicare, State/Block Grant, commercial insurance, and County funds.

Quality Performance Management and Accountability

County is interested in establishing a quality and performance data set and process to drive, monitor, and evaluate positive outcomes for persons receiving behavioral health services under the provisions of this contract. The Contractor selected will be required to systematically report on established performance measures to the County. The County will work with the Contractor to establish a collaborative data development process, in which the Contractor will play a prominent role, based on consensus agreement on and documentation of, specific uses for sharing data, identifying the minimum types and amounts of data needed to achieve the established purpose, providing ongoing opportunities to inform individuals and the public about how their data are being used, and building privacy, security, and civil liberty protections into the design of the data sharing systems.

The Contractor will provide input into development of the framework for ongoing data collection to support clear actionable milestones, data-sharing, and data-driven process improvement. This data and performance evaluation process is critical to support the County's responsibility to community members to provide validated data to prove the efficacy and impact of the community's investment in the County's behavioral health services. The County will audit and ensure quality and accountability of the Contractor.

Data Management / Health Information Technology

It is essential that the Contractor demonstrate electronic data sharing capabilities, considering relevant privacy and security rules and regulations, to support streamlined coordination of services and rigorous outcomes tracking. Given this requirement, Contractor must have experience using an electronic health record (EHR). Contractor will be required to share ([within legal processes and parameters]) client information with subcontractors and community partners to coordinate care, monitor outcomes and produce required reports.

Additional Program Information

If applicants need additional information about any aspect of the program, questions and requests for information should be addressed to Mark Royal. Requested information to the extent it is available, will be provided to any applicant.

PART III – SCHEDULE OF RFP EVENTS

RFP Released	March 29, 2021	
Deadline for Submission of Questions or Written Comments on or Protesting Specification Believed to Limit Competition	April 12, 2021	5 pm PDT
Deadline for proposal submission	April 26, 2021	4 pm PDT
Notification of Review E-mailed	May 7, 2021	
Deadline for Submission of Written Protests of Recommendations	May 14, 2021	5 pm PDT
Award of Contract	June 1, 2021	
Anticipated Start of Services	July 1, 2021	

PART IV- GENERAL INSTRUCTIONS

- A. All responses to the RFP must include all items requested. Proposals which are incomplete or fail to include all items will be rejected.
- B. Response should follow the sequence of questions or documentation requested in all sections of the Request for Proposals.
- C. To be considered, four copies of the proposal must be delivered by mail or courier no later than 4:00 p.m. on April 26, 2021, to Room 121, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, OR 97801. Proposals received electronically or by facsimile are not acceptable
- D. Responders may comment on or object to any of the specifications of the RFP which they believe limit competition as outlined in the Protests section of this RFP.
- E. All protests of award must be filed within seven (7) calendar days after notice of the decision was mailed pursuant to OAR 137-047-0740.

PART V – PROPOSAL CONTENT

REQUIRED DOCUMENTATION

1. (15 pages) Describe your agency's experience in:
 - a. Providing outpatient behavioral health treatment services, including
 - A. Crisis Services, including Mobile Crisis
 - B. Case Management Services
 - C. Medication management
 - D. Peer Delivered Services
 - E. Enhanced Care Services and Enhanced Care Outreach Services
 - F. Intensive Outpatient Services and Supports (IOSS) for Children
 - G. Outpatient Problem Gambling Treatment and Recovery Services
 - H. Outpatient Substance Use Disorders Treatment and Recovery Program/s, including
 - i. Culturally Specific Substance Use Disorders Treatment and Recovery Services
 - ii. DUII Services
 - iii. Medical Protocols
 - b. Collaboration with and Support of County Programs and Initiatives
 - c. Meeting State OAR requirements. State the types of service treatment licenses held and the status and history of each.
 - d. Providing services in rural areas.
 - e. Providing coordination with Yellowhawk Tribal Health Center for services to Tribal Members.
 - f. Providing services for co-occurring disorders.
 - g. Providing services to people of color.
 - h. Providing services to the LGBTQ+ communities.
2. (5 pages) Describe how your agency will address treatment access issues, i.e., who will be served, in what order or priority, what will happen when services are at capacity. If your agency has developed a policy which addresses these issues, please include it in response to this item. The priority populations are:
 - a. People needing crisis response services
 - b. Adult and youth who are involved with the criminal justice system
 - c. Pregnant females who use substances and/or drugs by injection or people using methamphetamine.
 - d. People experiencing homelessness.
 - e. Children and youth in the Child Welfare system.
3. (2 pages) Describe the cultural and language proficiencies of your agency's behavioral health outpatient program staff and your recruitment practices to support and retain staff. Discuss strategies used to ensure that clients using a language other than English will be able to access outpatient services, starting

- with the first point of contact. Include a description of how and when interpreter services are utilized.
- a. Discuss the most commonly presenting non-majority clients served by your agency and important cultural considerations in service planning and delivery.
 - b. Discuss how your organization will ensure access and service delivery in a culturally appropriate manner to any individual requesting service regardless of the language spoken.
4. (5 pages) Provide an overview of your proposed services, including capacity for number served and areas of particular expertise. The overview must include:
- a. The treatment philosophy, program model, and the theoretical framework(s) that serves as the basis for your treatment approach(es). Include a description of your agency's use of skills training, peer delivered services, and other community based treatment services.
 - b. Any evidence-based practices and/or evidence of the effectiveness of the proposed treatment model(s) and standardized clinical practices you will be using for the population(s) you will be serving.
 - c. If there are treatment models or practices that you are not currently using but plan to put in place within the next two years, indicate your plan for implementing these changes.
5. (1 page) Describe how your services will align with the priorities outlined in the 2019 Umatilla County Community Health Assessment (CHA) and Community Health Plan (CHP). Include the five policy recommendations for Priority Issue #3, how outreach will be done, number to be served, how services will be provided and where services will be provided while retaining fidelity to the chosen practice. Include information on how your services will address issues such as age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and gender in the target population(s).
6. (1 page) Describe how your organization ensures that individuals who are eligible for insurance, OHP or private, are identified and assisted to enroll in those benefits. Describe the strategies your agency uses for cost containment including the ratio of direct to non-direct or administrative costs. Submit the findings of the last three fiscal audits of your agency (will not count toward page total). Please ensure that the date of the audits is clearly indicated. If your organization has not completed three fiscal audits, please provide available audits, available internal financial reports, and the name of your auditing firm.
7. (3 pages) Describe how your organization meets the staffing requirements to ensure compliance with relevant ORS and OARs for those providing services directly to the client as well as staff not involved with direct client services. Provide resume or curriculum vitae for leadership team (will not count toward page total) including Executive Director, Clinical Leadership, and Program Managers or Directors. If you are planning to hire staff upon award of contract, describe how you will be able to meet the contract requirements from the contract start date.

PART VI PROPOSER'S STATEMENTS AND CERTIFICATIONS

Proposer's Name: _____

RFP Title: _____

PROPOSER'S STATEMENTS

Proposer offers to provide the required services in accordance with the requirements of the RFP(RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named Request for Proposals, and that, if this proposal is accepted, Proposer will execute a contract with the County to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

By execution of this Form, the undersigned Proposer accepts all terms and conditions of this RFP except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of sixty (60) days from the date proposals are due.

By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer's Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend and indemnify the County for any costs associated with establishing a claimed exemption.

ADDENDA

Proposer has received and considered, in the enclosed proposal, the terms of the following addenda, if any:

CERTIFICATIONS

By signing this Proposer's Certification form, Proposer certifies that:

1. Proposer is is not (check one) a resident bidder, as defined in ORS 279A.120.
2. Proposer has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women, or emerging small business enterprises certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

- 3. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other Proposer.
- 4. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:
 - a. All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - b. Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
 - c. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the Proposer's Statements and Certifications as stated above.

PROPOSER

Authorized signature	Proposer's legal name
Name of authorized signer Address	
Title	
Date Federal Tax ID Number	

PART VII- ATTACHMENTS

The following information shall be provided in each proposal in the order listed below unless otherwise indicated. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the County.

A. Minimum Requirements

1. Provide Oregon license(s) and/or certification(s) necessary to perform services as identified in the scope of work.
2. Prior to the execution of an award document, the successful Bidder shall either furnish the Agency with proof of State of Oregon Business Licensure or initiate the process of application where required.
3. Bidder shall provide responses to the RFP scope of work and clearly identify capabilities.
4. Complete all appropriate attachments and forms as identified within the RFP.
5. Proof of insurance and amount of insurance shall be furnished to the County prior to the start of the contract period and shall be no less than those required under the Oregon Tort Claims Act or \$4,000,000, whichever is greater.