

**PROJECT PROPOSAL PACKET**

**Including Request for Proposals  
for Drug Treatment Services  
through Justice Reinvestment Funds**

**Application Deadline - 4:00 p.m., January 24, 2018**

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**Umatilla County  
4705 NW Pioneer Place, Pendleton, OR 97801**

# Request for Proposals

## I. GENERAL INFORMATION.

Umatilla County is seeking proposals to provide drug treatment services, Substance Abuse and Mental Health Evaluations at the Umatilla County jail. The services will be paid through Justice Reinvestment Funds. The period for the services will be from the time of the award to June 30, 2019.

**a. Programs.** The services to be provided are for drug treatment assessments. The provider will need to be certified and able to perform both ASAM and psycho social mental health evaluations. The services must comply with the Principles of Effective Intervention by assessing offender risk and providing services to those offenders who pose the most risk to re-offend. Further these services will be required to be evaluated via the Correctional Program Checklist to ensure evidence based delivery of services and fidelity to the model. Services will address offender needs by offering holistic services to address offender anti-social thinking, pro-criminal associations, alcohol and drug issues, employment and education needs, mental health services, housing and financial needs, and family and social support. Programming will provide skill acquisition as well as advocacy for and brokering ancillary services.”

The services must include:

1. Entity qualifying as a QMHP
2. Employee certified and trained as a CADC 1 or 2
3. Clinical Supervision of that CADC
4. Certified and able to perform Mental Health Evaluations
5. Work in partnership with Sheriff's Office Program Service Specialists in determining level of care needs and finding proper treatment placements (mental health or substance abuse)
6. Perform ASAM's and mental health evaluations for those in custody with special attention to the 1145 population
7. Aid in the coordination of community based service delivery and post release case planning.
8. Trained and able to deliver group services in the event the Jail Service Specialists is unavailable.

**b. Availability of Funds and Revenue Sources -**

Funds for these projects come from Justice Reinvestment Funds. The services will be contingent on receiving the funds. The contract will be paid for new and expanded services, and may not be used to replace or supplant existing funding.

**c. Contract Period** – Program funds allocated for projects requested by this RFP will be contracted beginning on or about March 1, 2018 and will end on June 30, 2019. Payments are anticipated to be paid monthly on an equal basis over the term of the contract.

Contract performance for qualifying projects will be assessed quarterly. Continued contracting will be contingent upon the availability of funds, quality of service being provided and contract compliance. All contracts become binding on the date of signatures by the Board of County Commissioners.

**d. Contract Award.** The County reserve the right to reject any or all proposals and to not allocate any portion of the funds offered through this RFP. The County also reserves the right to re-issue all or part of the RFP if it is not able to establish acceptable vendors for any or all services.

The County reserves the right to select parts of proposals for funding without any obligation to fund or support other parts of the proposal, to amend contracts throughout the contract period, and to renegotiate the contract length as needed.

**e. Provider/Project Eligibility** - Projects funded through this process shall not be used for capital construction, to supplant program dollars available through other sources, nor to replace existing funding. Real property acquisitions and building construction, including remodeling, are not eligible for funding.

## **II. GENERAL APPLICATION INSTRUCTIONS**

**a. Application Requirements**

1. Submit one original proposal. Please use the format for proposal and provide the information set out in Part 1.
2. Proposals must be typed.
3. Completed proposals must be submitted to the County at the following address: Umatilla County Local Public Safety Coordinating Council, 4705 NW Pioneer Place, Pendleton, OR 97801.

**b. Proposal Deadline.** Please confirm that you have the correct understanding of this office location prior to deadline. Project proposals must be received by 4:00 p.m., January 24, 2018, to be eligible for funding. The staff designated to receive proposals is Dale Primmer.

***The official deadline is absolute.*** No proposals will be received past the deadline. Any attempt to deliver or receive subsequent to the designated timeline shall be ineffective and the proposal shall be deemed ineligible for consideration. Proposals will be opened at 4:00 p.m., on January 24, 2018,

### **III. EVALUATION AND SELECTION PROCESS**

**a. RFP Committee Review Process** - All applications will be reviewed and rated by the LPSSC. The work of the Council will be prepared in report form including a summary of the recommended projects. The Council will keep a record of the review process including proposal ratings and make it available upon request to any interested party. While ratings of the proposals provide a method of comparison, other factors may also be considered and may be given greater consideration as part of the Committee deliberations. In all instances, the final decision will rest with the Board of Commissioners.

**b. Contact with Applicant, RFP Committee Members** – Agencies submitting applications will be contacted and asked to be available by phone the day(s) of the RFP Committee deliberations. This availability will help ensure that questions can be answered promptly and that the LPSSC can complete its work in a timely fashion. In addition, the County reserves the option of requesting meeting(s), in person, if necessary.

Contact (regarding application) with any member(s) of the LPSSC or its RFP Committee members, during the contract awarding process, must be directed in writing to Susan McHenry, Chair, Umatilla County Local Public Safety Coordinating Council Chair, 4705 NW Pioneer Place, Pendleton, OR 97801.

**c. Conflict of Interest** - If any person involved in the grant process has any actual or potential conflict of interest in any matters coming before that person, the person must declare a conflict according to the Oregon Government Standards and Practices Laws. According to the before mentioned Laws, potential conflicts of interest may occur when an action could potentially affect the financial interests of the reviewer. Any person appointed to the LPSSC or its subcommittees, including the RFP Committee, must publicly declare a potential or actual conflict of interest prior to discussion, vote or other action. (Oregon Government Standards and Practices Laws – A Guide for Public Officials).

**d. Award.** The Board of Commissioners reserves the right to reject any and all proposals upon a finding that it is in the public interest to do so. Any bid found to be out of compliance with the instructions in this packet will be rejected.

The BOC reserves the right to exercise its option of negotiation with proposers in the development of final award(s) and contract(s), and to waive any irregularities or informalities. This RFP is subject to the conditions of ORS Chapter 279A and B.

### **IV. CONTRACTURAL REQUIREMENTS**

**a. Contractual Agreements for Contractors and Subcontractors**

1. Applicants must be willing to enter into a county contract, to include contract monitoring, program evaluation, and quarterly fiscal and program reporting.
2. Grant recipients must agree to comply with the requirements and provisions set forth by Umatilla County and the LPSCC for contract monitoring.
3. Any negotiated work plans and/or modifications will become part of the contract.
4. All applicants must provide assurances to Umatilla County that its program’s fiscal operation conforms to generally accepted accounting practices.
5. Grant recipients are required to provide proof of insurance coverage in the prescribed amount set forth in the county contract. Refer to the contract for specific dollar amounts required.
6. The contractor agrees to operate the project as a sole provider of services unless otherwise stated within the work plan.
7. The contractor may not deviate from the signed agreement without prior written permission from the County.
8. Failure of the contractor to operate the program in accordance with the written, agreed-upon objectives and budget may constitute immediate grounds for suspension and/or termination of the contract.
9. Contractor is required to notify the County within 15 days in writing of any significant changes in the program, fiscal staff, or any other changes which occur that would affect the program or render it unable to continue to provide the services as outlined in the contract.

**b. Failure to Commence Project** - If a project is not operational within 30 days of the proposed start date of the grant, the grantee must report by letter to the County the steps it has taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is still not operational within 90 days of the start date, the County may cancel the grant.

**c. Statutes, Rules, Regulations** - Grantee must agree to conform to all state, federal county and local statutes, rules and regulations. These include, but are not limited to, Title VI of the Civil Rights Act, Title II of the American Disabilities Act and Title IX, prohibiting discrimination on the basis of race, color, sex, national origin or those with disabilities. Grantees will also comply with all local ADA drug free policies, cultural competency, fraud and embezzlement, and gender specific laws and rules as referenced in the county contract. Please refer to the Umatilla County contract for specific details.

**d. Quarterly Report Requirements** – Contractors MUST complete all quarterly reporting forms demonstrating progress made during the reporting period. Reports will be in sufficient detail to show that goals and outcomes are being met. Accurate client monitoring and fiscal information is expected. Problems encountered during the most recent quarter should be documented (e.g., what they were, how they impacted the project and how they were resolved). Progress reports are due on the following dates:

Quarter	Due Date
October 1 – December 31 .....	January 15, 2019
January 1 – March 31 .....	April 15, 2018 & 2019
April 1 – June 30 .....	July 15, 2018 & 2019

July 1 - September 30..... October 15, 2018

**e. Failure to Submit Quarterly Reports** - The County is required to submit quarterly reports to the State and other funding agencies and organizations. If our reports are not timely to the state they withhold funding to the County reporting is complete. Because of these regulations, we have established deadlines for all contractor reports to be submitted.

**f. Reimbursement Policy** - The contract will be written as a reimbursement contract. Payment will be made to grantee only after reports have been received and approved.

**g. Contract Period** - Contract timelines can be adjusted according to the length of the program and the desired outcomes. The County and the LPSCC are not responsible for any costs incurred prior to the effective date of the contract, which is the date of signature by the Umatilla County Board of Commissioners.

**h. Budget Design** - The proposal budget must be designed for a 24 month period or the duration of the contract if less than a 24 month period.

**i. Insurance Certificate** – Any contractor must provide a current, original Certificate of Insurance assuring \$500,000 or more of liability and auto insurance. In addition, county regulations require a certificate of insurance naming Umatilla County, its officers, agents and employees, as additional named insured. Any certificate must contain this exact language. It is the contractor’s responsibility to ensure that the County has a current Certificate of Insurance on file at all times during the contract period. This certificate must accompany the contract prior to Board review and signatures.

**j. Contract Termination** - The contract may be terminated by either party by written notice to the other thirty (30) days prior to the effective date of termination. In addition, this contract may be terminated upon thirty (30) day written notice, if funding to the County is not obtained or continued in an amount sufficient to allow for purchase of the services provided in the contract. Failure to comply with any Umatilla County requirements or any terms of the contract may result in withholding of funds or termination of the contract.