

Yakima County Department of Human Services



Yakima County DOC, Probation, and Drug Court Service RFP

August 1, 2023

Contents

Section 1: RFP Overview	3
Introduction	3
Project Descriptions	3
Department of Corrections (DOC) Medication Assisted Treatment Services.....	3
Probation Behavioral Health Treatment Services.....	4
Drug Court Behavioral Health Treatment and Coordination Services.....	4
Timeline.....	4
Technical assistance.....	5
Results-Based Accountability.....	5
Program Accountability	5
Fiscal Accountability.....	6
Section 2: Eligibility Requirements	6
Program Purpose	6
Program Participants	7
Alignment with Behavioral Health Systems Maps.....	7
Adherence to State and Federal Anti-Discrimination Laws	7
Section 3: Application	7
Submission Instructions and Deadline.....	7
Required Agency Information.....	7
Proposal Narrative and Rating Criteria	8
A. Program Description	8
B. Behavioral Health Systems Mapping Alignment.....	8
C. Data Management	8
D. Fiscal Management	9
E. Capacity and Experience	9
F. Budget	10
Attachment A Sample Contract Language	10

Section 1: RFP Overview

Introduction

The Human Services Department of Yakima County is seeking applications from agencies to provide the following services:

1. **Medication Assisted Treatment Services** in partnership with the Yakima County Department of Corrections
2. **Probation Behavioral Health Treatment Services** in partnership with the Yakima County District Court
3. **Drug Court Behavioral Health Treatment and Coordination Services** in partnership with the Yakima County Superior Court

Awards are anticipated to be made for the period of October 1, 2023, to December 31, 2026. Awards may have a later start date, depending on the needs of the program.

Organizations wishing to apply for multiple programs are required to fill out a separate RFP application for each.

Yakima County will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by the Human Services Department for information or participation throughout the evaluation and selection process.

If you have questions about the Yakima County DOC, Probation, and Drug Court Service RFP, please email the Department of Human Services at HumanServices@co.yakima.wa.us.

Project Descriptions

Yakima County is Seeking Partners to provide the following services within county programs.

Organizations wishing to apply for multiple programs are required to fill out a separate RFP application for each.

Department of Corrections (DOC) Medication Assisted Treatment Services

The objective of this project is to get residents withdrawn and detoxed from illegal drugs through the administration of Methadone Assisted Treatment (MAT) services. Services included will be physical assessments, nursing assessments, and dispensation of medications.

Successful applicant will provide the following MAT services within the Yakima County DOC Jail based on client need and medical recommendations: methadone, buprenorphine, naltrexone, naloxone.

Core components of the MAT in-jail program include:

- Dispensation of FDA approved medications for opioid use disorder
- Assessment for Opioid Use Disorder (OUD) and risk of acute withdrawal upon intake
- Development of discharge plan and re-entry coordination, including arrangements of continued care upon release of custody

Through this RFP, Yakima County seeks a partner agency that can provide staff within the Yakima County DOC Jail for the following roles:

- 1.0 FTE Mid-Level Prescriber
- 1.0 FTE Substance Use Disorder Professional Trainee (SUDP(T))

- 1.0 FTE Case Manager/PEER
- 2.0 FTE Nurse
- 1.0 Driver/Security

Associated supply and training costs will also be accepted under this application.

Probation Behavioral Health Treatment Services

The objective of this project is to pilot a non-traditional probation model focused on those probation clients who are ordered to be supervised by probation and who have a mental health evaluation/treatment requirement and may also have a substance abuse treatment requirement. These clients will be assigned to the Mental Health Supervision Team, which will be staffed by a supervising probation officer and three probation officers who will carry a caseload of no more than 75 clients.

The Mental Health Supervision Team probation officer would take a uniquely hands-on approach and work closely with the client and successful applicant to connect clients to services. This would include researching options to meet client needs, learning about how to access services, assisting the client in gaining access to those services which could include completing applications, participating in meetings with the service provider to advocate for the client, and more.

Through this RFP, Yakima County seeks a partner agency that can provide staff to partner with Yakima County Probation for the following roles:

- FTE Behavioral Health Specialist
- 0.5 FTE Therapist

Associated supply and training costs will also be accepted under this application.

Drug Court Behavioral Health Treatment and Coordination Services

The objective of this project is to provide additional support in the form of staff and additional team members to the existing Drug Court Program. This additional support will provide the resources necessary to promote positive change, ensure compliance with the Drug Court rules, establish relationships between local law enforcement and participants, create clear communication and timelines for team members, and decrease the time for individuals on the waiting list to get into the Drug Court Program.

Through this RFP, Yakima County seeks a partner agency that can provide staff to partner with Yakima County Drug Court for the following roles:

- 1.0 FTE Behavioral Health Case Manager
- 0.5 FTE Behavioral Health Therapist
- 1.0 FTE Resource Specialist

Associated supply and training costs will also be accepted under this application.

Timeline

The Human Services Department reserves the right to change any dates in the RFP timeline.

Event	Date
RFP released	August 1, 2023
Last day to submit questions	August 17, 2023
Application Deadline	September 5, 2023

BOCC consideration; site visits and interviews conducted, as needed	September 5-12, 2023
Planned Award Notification	September 12, 2023
Contract scope development process	September 12-29, 2023
Contracts signed by Providers and submitted to Yakima County	October 3, 2023
Contracts signed by Board of County Commissioners	October 10, 2023
Contract start date	October 1, 2023 (or dependent on program)

Technical assistance

Technical assistance can be requested directly from Human Service Department Staff. Help sessions can be provided via email, by phone, or in-person, and will be scheduled on a first-come, first-serve basis. Applicants are strongly encouraged to schedule appointments for technical assistance as early as possible, to ensure availability of staff time. To schedule a help session appointment, contact the Department of Human Services at HumanServices@co.yakima.wa.us, or (509) 574-1365.

Results-Based Accountability

The Yakima County Human Services Department is committed to identifying and supporting effective programs. In addition to being in alignment with systems mapping priorities, all investments resulting from this funding opportunity are expected to produce measurable and meaningful outcomes within our community.

All funded providers will be required to track and report service data appropriately and comply with any additional reporting requirements requested by the Human Services Department. Outcomes will also be assessed on the following criteria:

Program Accountability	Behavioral Health System Mapping Goals <i>Goals developed by our community reflecting opportunities and needs within Yakima County, in alignment with priorities set by the Behavioral Health Systems Maps</i>	Performance Measures determined based on applications.
	Performance Measures <i>How we know the desired result is achieved</i>	Performance Measures determined based on applications.

Fiscal Accountability	Expectations	<p>Administrative expenses do not exceed 6% of total expenditures</p> <p>Funds are evenly disbursed throughout the contract period, or program communicates a clear understanding of how to maintain their operating costs once the grant funds have been utilized</p> <p>Reimbursement paperwork is submitted by the 10th of every month</p> <p>Reimbursement requests are submitted with minimal errors</p> <p>Submitted reimbursement requests are allowable per the funding source and the contract, grant recipients understand the scope of allowability for their funding</p>
	Performance Measures <i>How we know the desired result is achieved</i>	<p>Administrative expenses do not exceed 6% of total expenditures</p> <p>Less than 25% of reimbursement requests are submitted late over the length of the contract period</p> <p>Less than 25% of reimbursement requests need to be resubmitted due to clerical errors over the length of the contract period</p>

Section 2: Eligibility Requirements

Programs applying for any of the funds in this RFP must first meet the basic minimum eligibility requirements established by the State of Washington and the Board of County Commissioners – including preference for alignment with the priorities identified in the Yakima County [Behavioral Health Systems Mapping Reports](#).

Program Purpose

In order to be considered for funding, proposed projects must be considered an allowable use under [RCW 82.14.460](#). Specifically, the law states that:

Moneys collected under this section must be used solely for the purpose of **providing for the operation or delivery of chemical dependency or mental health treatment programs and services** and for the **operation or delivery of therapeutic court programs and services**. Moneys collected by cities under this section may also be used for **modifications to existing facilities to address health and safety needs necessary for the provision, operation, or delivery of chemical dependency or mental health treatment programs or services otherwise funded with moneys collected in this section**. For the purposes of this section, "programs and services" includes, but is not limited to, **treatment services, case management, transportation, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service**. [...] All moneys collected under this section must be used solely for the purpose of providing **new or expanded programs and services** as provided in this section.

Program Participants

Proposed services must be within the [Yakima County limits](#).

Alignment with Behavioral Health Systems Maps

Program should address at least one of the Priorities for Change in the Yakima County [Behavioral Health Systems Mapping Reports](#).

1. [Criminal Justice Systems Map](#) (Priorities for Change found on page 26)
2. [Homeless Response Systems Map](#) (Priorities for Change found on page 25)
3. [Critical Intervention Map for Youth](#) (Priorities for Change found on page 17)

Adherence to State and Federal Anti-Discrimination Laws

Program must adhere to relevant State and Federal anti-discrimination laws:

- Program ensures equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal.
- Programs designed to serve families with children experiencing homelessness ensure equal access regardless of family composition and regardless of the age of a minor child.
- Programs that operate gender segregated facilities allow the use of facilities consistent with the person's gender expression or identity.

Section 3: Application

Submission Instructions and Deadline

Completed applications are due by September 5, 2023, 11:59pm

Applications must be completed via the [JotForm portal](#). Applications submitted in any other format will not be accepted. Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.

Applicants must ensure applications are received by the Human Services Department by the deadline. It is advisable to complete the application several hours prior to the deadline in case applicants encounter issues with internet connectivity which impact ability to upload Documents. Yakima County is not responsible for ensuring that applications are received by the deadline.

Organizations wishing to apply for multiple programs are required to fill out a separate RFP application for each.

Jotfrom link: <https://form.jotform.com/232047328883158>

Required Agency Information

The following information will be required for the application:

1. Organization information (name, address, phone, fax, website, federal tax ID, DUNS number)
2. Program name
3. Type of program
4. Amount requested
5. Applicant information (name, title, phone, email)

6. Primary organization contact information (name, title, phone, email)
7. Type of organization
8. Program address(es)
9. (For nonprofits) Board Documents (List of Board Members, charter, bylaws)

Proposal Narrative and Rating Criteria

A. Program Description	
Questions <ol style="list-style-type: none"> 1. Describe the staff positions in your proposal. 2. Describe how your agency will meet the needs of one of the three programs. 	
Rating Criteria <p>A strong application meets all the criteria below:</p> <ul style="list-style-type: none"> • Applicant describes a strong understanding of the issues they intend to address, the results they are seeking to improve said issues, and the strategies they are implementing to achieve said results. • Program has clear, measurable objectives. • Programs are ready to fund, with a clearly established plan of action. • Proposal is for new or expanded services. • Strategies are informed by thoughtful reflection and awareness of best practices. • For capital projects, the project has also applied for funds for services being provided within the facility. 	

B. Behavioral Health Systems Mapping Alignment	
Questions <ol style="list-style-type: none"> 1. Identify which of the Behavioral Health Systems Mapping Priorities for Change the program addresses. Specify both the report(s) and priority number(s) addressed. 2. Describe how the program addresses the specific Priorities for Change identified. 	
Rating Criteria <p>A strong application meets all the criteria below:</p> <ul style="list-style-type: none"> • Program adequately addresses at least one of the Priorities for Change in at least one of the Behavioral Health Systems Maps. • Description of how the goal is addressed is specific, measurable, and actionable. 	

C. Data Management	
Questions <ol style="list-style-type: none"> 1. Describe what data will be collected as a part of this project – how it will be measured, and what it will tell us about the effectiveness of the work. 2. Please indicate if your organization is currently using HMIS (Yes/No) 3. Describe your organization's experience and capacity to collect and manage data, including confidential data. 4. What challenges does your organization experience in collecting and managing data? 	
Rating Criteria <p>A strong application meets all the criteria below:</p> <ul style="list-style-type: none"> • Project has specific, measurable goals, and an understanding how to collect data that will convey the success of achieving the intended outcomes. 	

- Applicant understands current organizational capacity to collect and manage data.
- Applicant understands current data being collected.
- Applicant understands and can identify current organizational barriers to effective data collection.
- All necessary forms are submitted.

D. Fiscal Management

Questions

1. Describe your organization's financial management system. How does your organization establish and maintain accounting principles to safeguard all funds that may be awarded under the terms of this funding opportunity?
2. Upload the results of your organization's most recent fiscal audit. If your organization does not have audited financial statements, upload the most recent year-end financial statements.
3. Upload a copy of your organization's General Liability and Insurance Certificate.
4. For non-profits:
 - a. Upload a copy of your organization's IRS Form 990
 - b. Upload a copy of your organization's 501(c)(3) Tax Exempt Letter

Rating Criteria

A strong application meets all the criteria below:

- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles. If applicant lacks fiscal management capabilities, applicant identifies fiscal sponsor and describes their fiscal management system.
- All necessary forms are submitted.

E. Capacity and Experience

Questions

1. Describe your organization's experience that would indicate your ability to successfully execute the program you are applying for. If your agency has no experience, describe a plan for development of service capacity.
2. Describe relevant trainings that program staff currently participate in.

Rating Criteria

A strong application meets all the criteria below:

- Organization has proven experience that lends itself to future success with the implementation of the program.
- Staff are provided with the resources needed to be successful in their roles.

F. Budget

Questions

1. Complete a separate [Proposed Program Budget](#) for each activity in your proposal. **Administrative Costs:** Please note that administrative costs are limited to 6% and cannot exceed this percentage. Administrative costs are defined as cost that cannot be directly attributed to the service but rather the organization as a whole. Ensure you accurately calculate and include the administrative expenses in the budget. If you have additional costs and need more room, insert rows above the total row.
2. Describe the sustainability of the other funding sources listed in your budget.

Rating Criteria

A strong application meets all the criteria below:

- Budget items are reasonable and appropriate given the nature of the service, the priority populations, and the proposed level of service.
- The proposed program is cost effective given the type, quantity, and quality of services.
- Applicant identifies other funds to be used with any funds awarded from this priLast opportunity for providing the services described in the proposal and provides evidence that these funds are sustainable.
- Key staff identified in section A. Program Description are all funded.

Attachment A Sample Contract Language