



Request for Proposals

Nisqually Tribal Jail Reentry Services

RFP 2021-02JRE

## PART I Description of Opportunity

### A. Key Dates

<b>Release Date:</b>	October 15, 2021	
<b>Due Date:</b>	<b>November 15, 2021 Proposals must be received by 5:00 PM PST.</b>	
<b>Proposal Contact:</b>	Sunny Russell, Behavioral Health Care Coordinator Phone: 360.995.2625 Email: sunny.russell@tmbho.org	
<b>Timeline for Selection:</b>	Question and Answers Period	October 15-November 5
	Proposal Review/Evaluation Period	November 16-December 10
	BH-ASO Governing Board Review Period	November 18-November 26
	RFP Award Notification	December 15
	Contract Negotiation and Execution	December 16-December 30
	Contract Executed (Estimated Date)	December 30
	Services Intended to Begin	January 1, 2022
<b>RFP Exhibits and Attachments</b>	<b>Exhibits</b> <b>A:</b> Letter of Submittal <b>B:</b> IS Questionnaire <b>C:</b> Budget Proposal	

### B. Overview

Thurston Mason BH-ASO is seeking proposals for Nisqually Tribal Jail Reentry services. This program will provide funds for 1.0 FTE case manager to provide services to individuals who are incarcerated, residing in and/or charged with crimes in Thurston County (including its cities) to reduce their risk for future justice involvement and support their re- entry into the community and recommended substance use disorder and/or mental health treatment. The Global Appraisal of Individual Need Short Screen (GAIN-SS) assessment form will be used to determine if an individual meets behavioral health eligibility criteria for services.

Populations to be served include adults who are incarcerated, residing in and/or charged with crimes in Thurston County (including its cities). These individuals have been identified by law enforcement, Court staff, emergency room staff and/or treatment professionals as being at risk of re-incarceration if their mental illness and/or substance use disorder remains untreated.

TMBH-ASO is initiating this RFP consistent with existing procurement policy to:

- Provide fair and equitable treatment for those interested in bidding on TMBH-ASO Contracts or otherwise providing goods and services.
- Help guard against fraud and favoritism when awarding TMBH-ASO Contracts or purchasing goods and services.
- Advance the goal that TMBH-ASO Contracts are to be performed satisfactorily, efficiently at the lowest cost to the public, and that purchasing practices maximize the value received when spending public funds.

### **C. Eligible Organizations**

1. Proposals for a Nisqually Jail Reentry services provider will be accepted from organizations that are Department of Health (DOH) licensed Behavioral Health Agencies that are in good standing in Washington State.
2. The Bidder must be able to provide services in compliance with:
  - a) Thurston-Mason BH-ASO's Contract on General Terms and Conditions;
  - b) Thurston-Mason BH-ASO's policies, procedures, protocols, guidelines, and instructions provided or referenced herein, and any successors, amended or replaced.

### **D. Funding**

The Nisqually Jail Reentry Services Program is supported through funding from the Thurston County Treatment Sales Tax (TST) Program.

### **E. Contract**

The successful bidders will be expected to sign a contract with Thurston Mason BH-ASO for the delivery of services they are awarded, which includes the General Terms & Conditions and a Business Associate Agreement. The Contractor will be required to submit their written business continuity/disaster recovery plan (BCDR) for technology hardware and software.

Thurston Mason BH-ASO is seeking a Nisqually Jail Reentry Services provider for the anticipated contract performance period defined in the table below.

Contract Renewal: Thurston Mason BH-ASO may opt to renew the contract beyond the initial period of performance, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with procedural requirements associated with the RFP, contracting process, and funder specifications. The actual contract date will be established by a completed, approved, and fully executed contract. TMBH-ASO contracts require approval of the TMBH-ASO governing board and funding source approval may be required.

<b>Period</b>	<b>Start Date</b>	<b>End Date</b>
Period of Performance	1/1/2022	12/31/2022
Renewal Period #1	1/1/2023	12/31/2023

### **F. Number of Awards**

Thurston Mason BH-ASO anticipates making one (1) Nisqually Jail Reentry Services award as a result of the Request for Proposals process.

### **G. Subcontracting**

Thurston Mason BH-ASO is seeking Nisqually Jail Reentry Services that will be provided directly by the organization applying for funding through the RFP. Applicants must be able to enter into a contract with Thurston Mason BH-ASO and provide evidence of coverage acceptable to Thurston County Risk Management Division and the Thurston Mason BH-ASO Governing Board.

### **H. Expenses**

RFP funding may be used for:

- Hiring and training for the Nisqually Jail Reentry services.
- Costs for computers and phones for the Nisqually Jail Reentry services.
- Basic office supplies and equipment.
- Purchase of supplies and equipment to securely transport confidential information.
- Staff travel and transportation costs
- Indirect costs up to 10%.

RFP funding may not be used toward any of the following:

- Leased space.
- Vehicle purchase.

### **I. RFP Questions**

Questions about the Request for Proposals (RFP) can be emailed to [inquiries@tmbho.org](mailto:inquiries@tmbho.org) until

November 5, 2021, at 5:00 PM PST. No calls please.

- Email address: [inquiries@tmbho.org](mailto:inquiries@tmbho.org)
- Recommended subject line: Nisqually Jail Reentry RFP

RFP questions and answers will be posted on the Thurston Mason BH-ASO website at <https://www.tmbhaso.org/notices-information> and will be updated each time a new question and answer are recorded so all Bidders will have access to view all questions and answers.

## **PART II Scope of Services**

### **A. Services Overview**

#### **Nisqually Tribal Jail Reentry Services**

##### **General Description**

The Nisqually Tribal Jail Reentry Program contractor provides services to support stabilization and recovery of individuals (adults) with mental health and/or substance use disorder diagnoses housed at the Nisqually Tribal Jail who reside in or are charged with crimes in Thurston County (including its cities). The Nisqually Jail Reentry Program assigned case manager uses an evidence-based screening tool, the Global Assessment of Individual Needs-Short Screener (GAIN-SS), to identify and prioritize clients who have one or more behavioral health concerns. The information gathered from the GAIN-SS is used to classify the severity of the behavioral health concerns to inform care coordination decisions. The Nisqually Jail Reentry Program case manager creates pretrial release plans that include a needs-based assessment to support the development of an individualized plan to be presented in court. Individualized plans address the courts concerns and the individual's needs in the areas of housing, mental health treatment, substance use disorder treatment, medication, and professional appointments. Plans are distributed to the prosecution, defense, and other parties (e.g. probation, therapeutic court staff). The case manager in the Nisqually Jail Reentry Program also develops individualized reentry assistance plans, with the goal of connecting individuals to behavioral health treatment at the time of release. The Nisqually Jail Reentry Program case manager coordinates with Intensive Case Management (ICM) and others to obtain substance use disorder assessments and mental health evaluations for individuals who are incarcerated.

##### **Program Goals**

The contractor will use Thurston County TST funding to provide case management services to individuals who are incarcerated, residing in and/or charged with crimes in Thurston County (including its cities) to reduce their risk for future justice involvement and support their re-entry into the community and recommended substance use disorder and/or mental health treatment. Thurston County TST funds are provided to purchase 1.0 FTE in staff support needed to operate the Nisqually Jail Reentry services.

**Population Served**

Individuals (adults) who are incarcerated at the Nisqually Tribal Jail residing in and/or charged with crimes in Thurston County (including its cities). These individuals have been identified by law enforcement, Court staff, emergency room staff and/or treatment professionals as being at risk of re-incarceration if their mental illness and/or substance use disorder remains untreated.

**Coordination and Oversight**

The contractor oversees the use of the Global Appraisal of Individual Need Short Screen (GAIN-SS) assessment form to determine if an individual meets behavioral health eligibility criteria for services. The contractor will ensure program staff will be trained in Motivational Interviewing techniques.

**Evidenced-Based or Promising Practices**

The contractor will use the following evidence-based or promising practices as part of the treatment model used to deliver the services purchased by this agreement.

<b>Name of Practice</b>	<b>Description</b>
<b>Jail diversion for offenders with mental illness (post-arrest programs)</b>	Jail diversion programs redirect mentally ill offenders from traditional criminal justice pathways to mental health treatment programs. The level of treatment afforded to mentally ill offenders can range from referrals to more substantial programs that integrate the criminal justice system and community-based providers in treating and monitoring offenders. Jail- and court-based diversion programs typically offer probation, deferred prosecution, or withdrawal of charges in lieu of incarceration for mentally ill offenders; these lesser punishments are often, although not always, dependent on treatment attendance.
<b>Motivational Interviewing</b>	Motivational Interviewing (MI) is a goal-directed, client-centered counseling style for eliciting behavioral change by helping clients to explore and resolve ambivalence. The operational assumption in MI is that ambivalent attitudes or lack of resolve is the primary obstacle to behavioral change, so that the examination and resolution of ambivalence becomes its key goal. MI has been applied to a wide range of problem behaviors related to alcohol and substance abuse as well as health promotion, medical treatment adherence, and mental health issues.

Acceptable documentation of implementation of best practices will be provided for the with the Q4 report for the contract year and will consist of:

- Documentation of training in Motivational Interviewing within 60 days of hire for program staff.

**Performance Measures**

The contractor will collect data and report on the following measures on a quarterly basis. Performance measures and targets are subject to change.

<b>Nisqually Jail Reentry Services</b>		
<b>HOW MUCH?</b>	<b>Demographics</b>	<p>The following demographics should be collected for every <u>unduplicated</u> client served for the contract year, including clients who carried over from the previous year and all new enrollments for the contract year. <b>Reported in the 4<sup>th</sup> quarter only.</b></p> <ul style="list-style-type: none"> <li>• <b>Gender Identity</b> (Male, Female, Transgender, Other Identity, choose not to respond)</li> <li>• <b>Age Group</b> (0-14, 15-17, 18-24, 25-54, 55+ years old)</li> <li>• <b>Race</b> (White, Black or African-American, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, Multiple Races, Other, choose not to respond)</li> <li>• <b>Ethnicity</b> (Non-Hispanic/Non-Latino, Hispanic/Latino, choose not to respond)</li> <li>• <b>Zip Code</b> (98501, 98502, 98503, 98506, 98512, 98513, 98516, 98530, 98531, 98576, 98579, 98589, 98597, Transient/ Homeless, Other, choose not to respond)</li> </ul>
	<b>Number of Referrals</b>	<p>The number of new clients referred to the program during the quarter.</p>
	<b>Clients served</b>	<p>The number of clients who received program services each quarter, including clients who were enrolled at the start of each quarter (caseload carryover) and <i>all</i> new clients each quarter. Clients re-admitted to the program after a formal exit are considered new enrollments.</p> <ul style="list-style-type: none"> <li>• <i>Receive program services</i>: Eligible clients are served by coordinated efforts of Re-Entry program staff for release plans, clinical assessments or other re-entry planning.</li> <li>• <i>Eligibility</i>: Determined by <b>both</b> of the following: (1) Clients must be Thurston County residents or have charges for a crime in Thurston County, (2) A score of 2 or more on the IDS, EDS, or SDS sub-scales in the GAIN-SS. If a client selects “yes” for suicidal ideation or withdrawal symptoms (item “e” on the IDS; item “e” on the SDS) they are automatically eligible.</li> <li>• <b>Target</b>: 160 annually</li> </ul>

<b>Nisqually Jail Reentry Services</b>		
<b>HOW WELL?</b>	<b>Accepted Release Plans</b>	The number and percentage of clients who were released from the jail during the quarter with a court-approved release re-entry plan created by program staff. All plans must include mental health and/or substance use treatment.
	<b>Linked to Treatment</b>	The number and percentage of clients exiting each quarter that were released from jail with a behavioral health treatment provider or case management appointment.

**B. Service Requirements**

TMBH-ASO seeks an organization who has demonstrated expertise in working with and meeting the needs of those most vulnerable in our community, and who understands the unique needs of individuals who residing in correctional facilities. Experience working with and navigating the regional programs for those involved with the criminal justice system, knowledge of the local community needs, and ability to coordinate with multiple stakeholders are preferred.

The Nisqually Jail Reentry Services secured through the Request for Proposal (RFP) provides the following types of services:

- 1.1. The Contractor shall ensure the following specific requirements for Nisqually Tribal Jail Reentry Case Management:
  - 1.1.1. The Contractor shall employ 1.0 FTE case manager trained in MI to provide diversion and reentry services in the Nisqually Tribal Jail for individuals who:
    - 1.1.1.1. Have substance use disorder and/or mental health diagnoses; and
    - 1.1.1.2. Are being held in the Nisqually Tribal Jail.
  - 1.1.2. The Reentry Case Management services shall include:
    - 1.1.2.1. Documenting the number of contacts, referrals by type, and each outcome of each.
    - 1.1.2.2. Creating pretrial diversion and pretrial release plans that include needs-based assessment to support the development of an individualized pretrial diversion plan to be presented in court.
    - 1.1.2.3. Coordinating with appropriate service providers (e.g. ICM for SUD assessments).
    - 1.1.2.4. Development of an individualized plan that will address the courts concerns and the individual’s needs in the areas of housing, mental health treatment, substance use disorder

treatment, medication, and professional appointments.

- 1.1.2.5. The plan will be distributed to the prosecution, defense, and other involved parties (e.g. probation, therapeutic court staff).

## 2. REPORTING REQUIREMENTS

2.1. The Contractor shall meet the following reporting requirements:

- 2.1.1. Participate in planning and coordination meetings with TM BH-ASO throughout the duration of the Contract.
- 2.1.2. Participate in the development of performance measures and evaluation of the project with TMBH-ASO.
- 2.1.3. Participate in on-site monitoring visits as required by TM BH-ASO.
- 2.1.4. Provide special reports as requested and provided by TMBH-ASO.

## PART III Proposal Submission

### A. Letter of Submittal

A letter of submittal is required. Letters will not be scored as part of the Request for Proposals (RFP) process, see Exhibit A, Letter of Submittal.

Letter of submittals are due by November 5, 2021, no later than 5:00pm PST and should be resubmitted by email to the address below.

- Email address: [contracts@tmbho.org](mailto:contracts@tmbho.org)
- Recommended subject line: Nisqually Jail Reentry RFP Letter of Submittal

### B. RFP Submission Requirements

Please submit the proposal in either a Word or PDF document. A complete proposal submission includes the following:

1. Exhibit B IS Questionnaire
2. Proposal Narrative
3. Exhibit C Budget Worksheet

All information must be presented in the same order and format as described in the RFP. There is no minimum or maximum page limit. The recommended font size for the proposal narrative is Calibri 12 with single paragraph spacing. TMBH-ASO encourages detailed, yet succinct responses that demonstrate the organization's qualifications, experience, and ability to perform the services described in the RFP.

Complete proposals are **due by November 15, 2021, no later than 5:00pm PST** and should be submitted by email to the address below.

- Email address: [contracts@tmbho.org](mailto:contracts@tmbho.org)
- Recommended subject line: Nisqually Jail Reentry RFP

### **C. Proposal Narrative**

Please provide a response to the following items in the order presented:

1. Basic Information
  - a. Applicant Organization's Name.
  - b. Address of Organization.
  - c. Organization's Chief Executive Officer.
  - d. Behavioral Health Agency license number and Administrator's Name.
  - e. Point of Contact for Proposal's Name, Title, Telephone Number and Email.
2. Funding Request
  - a. Total amount of funding requested for the January 1, 2022 -December 31, 2022, period of performance for Nisqually Jail Reentry services.
  - b. If awarded and renewed, anticipated amount of funding requested for the January 1, 2023 -December 31, 2023, time period for Nisqually Jail Reentry services.
3. Qualifications
  - a. Describe the organization's qualifications to provide Nisqually Jail Reentry services as outlined in this RFP.
  - b. Describe the organization's qualifications to serve individuals with unmet behavioral health and/or substance abuse needs and who have experienced significant trauma.
4. Experience
  - a. Describe your organization's experience and approach in providing Jail Reentry and/or Diversion services, or similar programs, if any.
  - b. Describe the organization's experience serving marginalized communities, with a focus on those over-exposed to the criminal justice system.
  - c. Describe the organization's experience working with individuals and agencies on issues of care coordination, confidentiality and privacy (e.g. HIPAA, Releases of Information).
5. Approach to Services
  - a. Describe the organization's approach to advancing racial equity and how this would influence or contribute to the Nisqually Jail Reentry program.
  - b. Describe how the organization views Nisqually Jail Reentry services as an added value to the Thurston and Mason communities.
  - c. Describe which evidence-based practice(s) the organization commits to implement for the Nisqually Jail Reentry services. Describe the training needs of project staff to implement the evidence-based practice(s) the organization plans to develop.
  - d. Describe how funds will be allocated to implement evidence-based

- practices.
- e. Describe the expected approach to facilitate or coordinate access to mental health, substance use services, health care providers, housing providers, and any other providers deemed important for the target populations.

## Part IV Proposal Evaluation

### A. Criteria for Selection

Proposals will be reviewed using the following criteria:

Criteria	Item	Points Available	Points Given
1	Qualifications and experience to provide Jail Reentry services and ability to serve clients located in correctional settings.	15	
2	Experience with and approach to creating pretrial diversion and pretrial release plans that include needs-based assessment.	15	
3	Describe the organization’s experience and approach to working with individuals and agencies who may have differing priorities on issues of care coordination, confidentiality and privacy (e.g. HIPAA, 42 CFR, Releases of Information).	15	
4	Overall approach to service provision.	15	
5	Experience working with/plans to implement evidence-based practices.	10	
6	Approach to partnerships with social service providers, funding sources, community stakeholders.	10	
7	Approach to advancing racial equity.	10	
9	Budget request.	10	
<b>Total Score</b>		100	

### B. Process for Selection

A team of local stakeholders will review all complete proposals submitted by the proposal due date. An interview may be requested.

## **Budget Worksheet**

Provide detailed budget and staffing information per **Exhibit C – Budget Worksheet**. Please note, there are two tabs in this worksheet for completion. Indirect costs up to 10% can be requested.

TMBH-ASO has budgeted an amount not to exceed **\$110,000.00** per year for this project. TMBH-ASO may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.