

**SALISH BEHAVIORAL HEALTH ADMINISTRATIVE  
SERVICES ORGANIZATION**

**REQUEST FOR PROPOSAL**

**2022-113**

**R.E.A.L. PROGRAM**

**Submission Deadline:**

**April 14, 2022**



**SALISH BH-ASO REQUEST FOR PROPOSAL**

**R.E.A.L. PROGRAM SERVICES**

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**SALISH BH-ASO  
REQUEST FOR PROPOSAL SUMMARY**

**R.E.A.L. PROGRAM SERVICES**

**I. INTRODUCTION**

The Salish Behavioral Health Administrative Services Organization (SBH-ASO) is requesting proposals for the provision of R.E.A.L. Program services across Kitsap, Clallam, and Jefferson Counties.

R.E.A.L. PROGRAM: *RECOVERY.EMPOWERMENT.ADVOCACY.LINKAGE*

Each R.E.A.L. program team provides, at minimum, a project manager, a care manager, and 2 recovery coaches. The R.E.A.L. program teams provide community-based services to youth and adults in need. The minimum program hours through 2022 are 9 am-5 pm Monday through Sunday. The expectation is to provide 24-hour response to our communities by January 1, 2023.

*Priority populations:*

- Individuals with substance use or co-occurring needs
- Individuals with frequent contact with law enforcement or first responders
- Individuals who have had challenges accessing services under the traditional service model

*Referral sources:*

- Prioritize law enforcement referrals
- May take community referrals for the priority populations
- Referral by phone, online form, or other format as negotiated with community partners
- Rural response to referral is expected to occur within 60-90 minutes

*Program Principles*

- Voluntary participation by individuals referred
- Client driven services-meeting people where they are at
- 90% of staff time is intended to be in the community
- No time limit to services
- Focus on harm-reduction,
- Trauma informed care,
- Culturally inclusive,
- Is intended to be staffed by individuals with lived experience.

*Teams may provide (based on identified need):*

- outreach and engagement
- light case management
- intensive case management

**Proposal Deadline:**

This Request For Proposal (RFP) is available on the Internet at <http://www.kitsapgov.com/purchasing/bids.htm> or by contacting Glen McNeil at: Kitsap County Department of Administrative Services, 614 Division Street, MS-07, Port Orchard, Washington 98366; 360.337.7036; or email: [purchasing@co.kitsap.wa.us](mailto:purchasing@co.kitsap.wa.us). SBH-ASO reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level. Questions about the program content of the Request for Proposal contact Jolene Kron at [jkron@co.kitsap.wa.us](mailto:jkron@co.kitsap.wa.us)

**II. PLANNING SCHEDULE**

<u>DATE</u>	<u>ACTIVITY</u>
March 3- April 14, 2022	RFP Packet Available
April 14, 2022, 2:00 pm	Proposal Deadline
April 14-15, 2022	SBH-ASO Review
April 15-May 4, 2022	SBH-ASO Advisory Board Committee Review
May 4-11, 2022	Mandatory Proposer Interviews and Committee Recommendations
May 27, 2022	Present recommendations to SBH-ASO Executive Board

**III. APPLICANT ELIGIBILITY**

SBH-ASO intends to contract with entities within Clallam, Jefferson, and Kitsap Counties who can meet criteria outlined in the Statement of Work (Attachment B), General Terms (Attachment C), and Special Terms and Conditions (Attachment C-1) to provide R.E.A.L. Program services. If the bidder is a Tribal entity, please see Attachment C-2 for Tribal specific eligibility requirements.

Eligible entities must demonstrate the ability to meet requirements of the attached exhibits.

**IV. PERIOD OF PERFORMANCE**

The period of performance for services solicited under this RFP was anticipated to begin July 1, 2022 and ends June 30, 2024. New R.E.A.L. Program subcontractors will be allowed 90 days for planning and program roll out.

**V. PROPOSAL SUBMISSION**

All responses to this Request for Proposals (RFP) must be complete. All proposals shall be on plain white bond paper (8.5 x 11 inches) and stapled once in the upper left corner. No binding or folders will be accepted. Binder clips may be used to keep pages together. The original response and five (3) additional copies with one electronic form (CD/disk or thumb drive), including all supporting material, must be sealed in an envelope or box and submitted to:

**Please submit by mail to:**  
Glen McNeil, Buyer  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

**OR**

**For hand delivery, express , or courier:**  
Glen McNeil, Buyer  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

Please ensure that the box or envelope has this address clearly marked on it.

**Applications received after 2:00 P.M. April 14, 2022. Application received after this time will not be accepted**

## **VI. PROGRAM ELEMENTS**

### **A. Proposal Format**

In order to be considered, proposers must supply all the information requested. The proposal **must** contain the following sections in order for each individual program proposed:

1. Proposal Cover Sheet. (Attachment A)
2. Program Activities and Services Narrative (limited to 10 typed pages using 12-point font).
3. Fiscal Proposal (Limited to 2 pages using 12-point font)
4. Organizational Capability Narrative (limited to 6 typed pages using 12-point font - not including resumes and organizational chart).
5. Debarment/Suspension Certificate (Attachment F).
6. Certification Regarding Lobbying (Attachment G).
7. Bonding and Insurance Certificates/Assurances.

### **B. Proposal Contents**

All responses must contain sufficient information necessary to thoroughly describe the program design and operation.

1. Proposal Cover Sheet (Attachment A)
2. Services Narrative (Limited to 10 pages)

The program narrative should include a thorough description of all activities listed below.

A. Please speak to your experience in implementing programs that include the following principles and include your vision of how these principles would be applied.

- Harm Reduction Framework
- Participant-identified and driven
- Trauma-Informed Approach.
- Culturally competent services

B. Please describe your experience staffing programs with individuals with lived experience.

C. Please describe your experience implementing and supervising non-clinical programs. Include strategies used to:

- Assist staff with remaining within their own scope of services and refer to appropriate systems as indicated
- Train staff in principles and practices in alignment with program specific goals and objectives
- Train staff in coordination of services across a spectrum of needs

D. Please describe your experience implementing programs that offer the following continuum of services.

- Field based outreach and engagement
- Light Case Management
- Intensive Case Management

E. Please describe your experience coordinating care for individuals needing:

- Substance use or co-occurring treatment or recovery
- Opioid treatment and response
- Legal system contact and intervention
- Housing and Homelessness services
- Warm hand-off referrals

F. Describe your experience working with individuals who:

- have had challenges accessing treatment and support services in the past
- have been unsuccessful achieving recovery in traditional treatment settings
- have had frequent law enforcement interactions relative to their unmet behavioral health needs

G. Please describe your vision for this program and include the elements in A-F above

H. Describe your ability to implement Uniform Program Standards (Attachment B-2)

3. Fiscal Proposal: (Limited to 2 pages)

Provide a fiscal proposal including itemization of expected costs in narrative format with budget outline.

- A. Identify anticipated staffing cost broken down by type of position and full time equivalent (FTE) for each role
- B. Start-up costs
- C. On-going operational costs
- D. Recovery support expenses

4. Organizational Capability: (Limited to 6 pages not including requested documents)

- A. Describe your basic managerial and fiscal structure including program management, accounting, internal controls, program monitoring and evaluation, and any outside contractors to be utilized in the administration of the program. Provide an organizational chart and explain the relationship of your agency to any parent or sponsoring agency.
  - B. Summarize the qualifications of key staff members who will implement this proposal. Describe ability to meet staffing coverage times and caseload sizes as indicated in Uniform Program Standards (Attachment B-2).
  - C. Briefly describe your plan to provide 24-hour coverage by January 1, 2023.
  - D. Describe your experience providing community-based outreach and engagement services. Include any information on existing similar programs.
  - E. Attach copies of documents that demonstrate your agency can meet the insurance and bonding requirements outlined below. If self-insured, a letter from an authorized agency official so stating will substitute for the following:
    - a. Kitsap County is named as an additional insured as respects this contract and such insurance as is carried by Contractor is primary over any insurance carried by the County. Evidence of said liability insurance shall be presented to the County at least 10 days prior to execution of this contract.
    - b. The Contractor's insurance policies contain a "Cross Liability" endorsement substantially as follows:
    - c. The Contractor shall have Commercial General Liability Insurance with limits of not less than Combined Bodily Injury/Property Damage Liability of \$1,000,000 each occurrence and \$2,000,000 aggregate.
    - d. The amount of bonding coverage shall be equal to the highest monthly total advancement received during the past twelve months not to exceed \$100,000. For new Contractors, the bonding amount will be set at the highest advance through check or draw down planned for the present grant year.
    - e. Submit these documents:
  - F. Please attest to your ability to meet:
    - a. SBH-ASO General Terms (Attachment C)
    - b. SBH-ASO Special Terms and Conditions (Attachment C-1)
    - c. Business Associate Agreement (Attachment D)
    - d. Data security and confidentiality requirements (Attachment E)
5. Debarment/Suspension Certificate: (Attachment F): Sign and date in the appropriate places on the form.

6. Certification Regarding Lobbying: (Attachment G): Sign and date in the appropriate places on the form.

## VII. REVIEW AND SELECTION CRITERIA

- A. Basic Minimum Criteria: The absolute minimum requirements of 1 and 2 below must be met before further consideration is given to a proposal.
  1. Proposals will be evaluated according to the information contained within the written proposal.
  2. Proposals must include all indicated attachments.
- B. Program Design Elements: Proposals meeting the above minimum technical requirements will be further reviewed for program design elements included in the Services Narrative A through H.
- C. Fiscal Proposal:  
Fiscal proposal will be reviewed to ensure inclusion of required program elements  
  
Proposals will be evaluated for cost/price reasonableness. The price will be judged based on a comparison of prices among competing proposals. Price will also be compared to past prices offered by similar services, if applicable. Cost reasonableness will be judged by means of line item budget analysis. Line items will be reviewed for necessary and reasonable costs.
- D. Organizational Capacity:  
Proposals will be reviewed for elements A-F as listed above in Organizational Capacity Section

## VIII. GENERAL PROPOSAL REQUIREMENTS

- A. Authorship  
Proposals developed with the assistance of organizations or individuals outside the bidder's own organization should be identified. No contingent fees for such assistance will be allowed to be paid under any contract or grant resulting from this RFP. All proposals submitted become the property of the SBH-ASO, and it is understood and agreed that the bidder claims no proprietary rights to the ideas contained therein.
- B. Independent Price Determination  
The proposer guarantees that in connection with this proposal the prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This section does not preclude or impede the formation of a consortium of agencies which intend to respond to this RFP.
- C. Subcontracting  
Proposers must include any plans for subcontracting of services or activities of the program. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the service or activities included in such subcontract. The SBH-ASO reserves the right to approve all subcontractors.
- D. Rejection of Proposal

No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. The SBH-ASO reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, this RFP if it is in the best interest of the SBH-ASO to do so.

E. Appeal Process

Complaint & Grievance System. System procedures may be obtained from the SBH-ASO upon request.

F. Cancellation of Award

The SBH-ASO reserves the right to cancel an award immediately if new State or Federal regulations or Health Care Authority determinations make it necessary to substantially change the project purpose or content or prohibit such a project.

G. Price Warranty

The proposer warrants that the rates quoted for services in response to this RFP are not unreasonably greater than the rates for the same services performed by the same individuals under any other existing contracts or grants.

H. Waivers

The right is reserved by the SBH-ASO to waive specific terms and conditions contained in this Request for Proposals. It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

I. Addenda to the Request for Proposals

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all proposers who received the RFP.

J. Publicity

No informational pamphlets, notices, press releases, research reports, or similar public notices concerning this proposal will be released by the proposer without obtaining prior written approval of the SBH-ASO.

K. Limitation

This Request for Proposals does not commit the SBH-ASO to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

L. Signature

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

M. Contract Award

The SBH-ASO may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. The SBH-ASO reserves the right to request additional data, discussion or presentation in support of written proposals.

## **IX. ATTACHMENTS**

**Attachment A: Proposal Cover Sheet**

**Attachment B: Statement of Work- R.E.A.L. Program**

**Attachment B-1: Recovery Navigator Program Uniform Program Standards**

**Attachment C: General Terms**

**Attachment C-1: Special Terms and Conditions**

**Attachment C-2: Eligibility for Tribal Entities**

**Attachment D: Business Associates Agreement**

**Attachment E: Data Security Requirements**

**Attachment F: Certification Regarding Debarment, Suspension, And Other Responsibility Matters**

**Attachment G: Certification Regarding Lobbying**