

Request for Proposals

For A Family Recovery Court Treatment Counselor Team Member at Thurston County Family and Juvenile Court

RFP 2018

Thurston County, Tumwater, WA

1. Background Purpose

In 2000, Thurston County was the first Court in the state to develop a Treatment Court program for parents whose children have been removed from their homes due to abuse or neglect.

We are a different kind of court. Instead of working against each other, everyone in family recovery court works as a team. We are here to help parents get treatment, learn parenting skills, and reunite with their children. We are here to hold parents accountable, and to help them become sober and stay sober. We help parents get the services that they need in order to reunite with their children. To a large degree, this program follows the model of criminal drug courts, requiring weekly court appearances and participation in intensive drug and alcohol treatment. Parents are additionally required to be fully engaged in services to correct other parental deficiencies and are assigned a DSHS social worker. The frequent formal court contact with parents provides an opportunity to validate good work and redirect those who may be getting off track.

Many parents have been reunited with their children. The reunification rate for parent who graduate from Family Recovery Court is significantly higher compared to parent who do not participate. Since 2000 over 100 parents have graduate and been reunited with their children.

2. Project Goal

The mission of the Thurston County Family Recovery Court is to uphold the health, safety, and welfare of children in the dependency system by providing intensive, clinically focused treatment to address specific issues of the parents within the collaborative team effort to reunify families in a timely manner. The collaborative team is in need of a treatment professional to assist with clinical issues and recommendations for the participates.

3. Project Objectives: Provide Treatment case management services for Family Recovery Court

1. Provide an experience licensed treatment counselor to become a member of the Thurston County Family Recovery Court team as a Treatment professional. The Licensed Treatment Counselor shall comply with Washington State requirements for Drug and Alcohol Treatment Agencies and shall have experience in providing

the following services :Individual Counseling, Group Counseling, MRT and case management.

2. Ensure that a counselor participates in the weekly pre-court briefing meeting, Court Status Hearings and monthly meetings for the Family Recovery Court. The counselor will review a written reports with information regarding client urinalysis results, status of compliance and program recommendations and provide treatment recommendations based on best practice to Family Recovery Court.
3. Assure confidentiality of participants and family members in the Family Recovery Court programs.
4. Maintain records of Family Recovery Court participants as required by Washington State but for no less than 2 years after the completion of Family Recovery Court.
5. Provide a monthly invoice to the Thurston County Superior Court for counselor's participation in pre-court briefing and Court Status Hearings.

4. Evaluation Criteria

In determining the most responsive proposal, the following elements will be given consideration:

- Qualifications and experience of treatment agency/counselor that will be assigned to this project. (40%)
- Cost of the proposed work. (35%)
- Quality and completeness of the proposal content. (15 %)
- Experience and knowledge of family and juvenile court systems and services specifically within Washington State. (10 %)

Following receipt of proposals, the Court may request clarification and/or additional information regarding qualifications or technical or contractual matters and may interview the proposers. The Court may investigate, as necessary, to determine the ability of the proposing firm to meet the Program Manager needs of the Court, and verify the representations made in the selection process. Based on an evaluation of the proposals and information obtained, negotiations will be initiated with a preferred contractor.

5. Information Required

Please include the following information in your response:

- A. A description of the treatment agency and/or counselor's background and qualifications to include a brief statement of interest, stating why you or your agency should be considered for this project. This section should be no longer than three pages.

- B. A cost estimate for the proposed work to include any travel, per diem, and applicable local taxes.

All proposals and materials submitted are considered public records subject to public disclosure.

6. Submission of Proposals

- A. By no later than 4:00 p.m. PDT on July 13, 2018, submit three(3) copies of requested information to:

Pamela Hartman Beyer, Court Administrator
Thurston County Superior Court
2000 Lakeridge Drive SW, Bldg 2
Olympia, WA 98502-6045

- B. No information other than that set forth in this document and its attachments will be available prior to submitting responses.
- C. Responses received after the deadline will not be considered. Oral, faxed or e-mailed responses will not be accepted.

7. Approximate Schedule and Process

Target Date(s)

Advertisement of RFP	June 28, 2018
Proposals received no later than 4:00 p.m. PDT	July 13, 2018
Team Review of All Proposals	July 17, 2018
Selection of Finalist	July 20, 2018
Negotiate Contract	Week of July 23, 2018
Execute Contract	July 27, 2018
Begin work	Week of July 30, 2018

8. Costs of Presentation

Cost incurred in preparing and presenting the proposal or included in any other manner by the proposer in responding to this RFP may not be charged to Thurston County.

9. Contract and Negotiation

A contract will be offered to the preferred proposer based on the criteria detailed in Section 4 of the RFP. Thurston County will require the selected proposer to sign a Professional Services Contract for services rendered under this project. Incorporated by reference into the contract will be all of the information presented in or with the proposer's response.

“The work will be awarded through a contract in substantially the form attached hereto. By submitting a proposal, each proponent certifies it is able to meet all requirements of the proposed contract attached.”

If a contract is not successfully negotiated within ten (10) days following notification, the Court may terminate negotiations with that proposer and proceed to negotiate with the next highest evaluated proposer.

10. Nondiscrimination

Thurston County hereby notifies all proposers that it will affirmatively ensure that all will be afforded full opportunity to submit proposals in response to this Request for Proposals and will not discriminate on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this policy shall be consistent with RCW 49.60.400.

11. Procedures When Only One Proposal Is Received

In the event only a single responsive proposal is received, the Court reserves the right to conduct an analysis of all evaluation criteria submitted in such proposal. The sole Proposer shall provide such information, data and other documentation as deemed necessary for such analysis. The Court reserves the right to reject such proposal.

12. Cancellation or Rejection of Proposals

The Court retains the right to cancel this RFP, reject any or all proposals for good cause, or reject a proposal not accompanied by any data required by this Request for Proposal or a proposal in any way materially incomplete or irregular. In the event of a cancellation, or if all proposals are rejected, all proposers will be notified by mail, facsimile or electronic means.

13. Withdrawal or Modification

The Consultant has no right to withdraw or modify the proposal for any reason whatsoever after the deadline to submit a proposal, unless the award of the Contract is delayed for a period exceeding forty-five (45) calendar days from the deadline to submit proposals.