

## Request for Qualifications (RFQ)

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

RFQ 2019

Thurston County, Tumwater, WA

### **1. Background**

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 (FRC) 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. 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 DCYF social worker. The frequent formal court contact with parents provides an opportunity to reinforce good behavior 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 graduated and been reunited with their children.

### **2. RFQ 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 children of Family Recovery Court participants.

This RFQ seeks statements of qualification to fill that role. A qualified applicant may be awarded work through a contract. Applicants may be either an agency that will supply a member of its staff to act as the treatment professional, or applicants may be individual practitioners (both alternatives hereinafter referred to as “applicant.”).

### **3. Scope of Work. The selected applicant will:**

- A. Provide an experienced licensed mental health counselor to work with the Thurston County Family Recovery Court team as a treatment professional. If the selected applicant is an agency, the agency will provide the Licensed Mental Health Counselor from its staff. If the selected applicant is an individual contractor, the individual contractor will be the Licensed Mental Health Counselor. The Licensed Mental Health Counselor shall comply with

Washington State Department of Health requirements for licensing and shall have experience in providing the following services to children and adolescents: Individual Counseling, Group Counseling, trauma support, behavioral and mental health assessments, and case management. The Counselor should have knowledge of the factors that contribute to child psychopathology, including trauma, family dysfunction, and substance use, along with the effective assessment, diagnosis, and treatment of major childhood mental disorders.

- B. Ensure that the Counselor participates weekly in pre-court staffing meetings, Court Status Hearings, and monthly policy team meetings for the Family Recovery Court. The Counselor will review written reports with information regarding child behavior, assessment recommendations, and participant compliance/progress. The Counselor will provide best-practice treatment/service recommendations to the Family Recovery Court.
- C. Based on treatment and service recommendations, the Counselor will assist participants and Family Recovery Court team members in establishing linkages between the children of clients and treatment/program services.
- D. Assure confidentiality of participants, children, and family members involved the Family Recovery Court program.
- E. Maintain records of Family Recovery Court cases as required by Washington State but for no less than 2 years after the completion of Family Recovery Court.
- F. Provide a monthly invoice to the Thurston County Superior Court for the Counselor's participation in pre-court staffing, policy meetings, and Court Status Hearings.

#### **4. Selection Criteria**

In addition to the requirement that applicants comply with Washington State Department of Health requirements for licensing, in reviewing statements of qualification, the following elements will be given consideration:

- Qualifications and experience of the applicant (and the specific staff member envisioned assigned) in the following areas: (1) experience in providing the following services to children and adolescents: Individual Counseling, Group Counseling, trauma support, behavioral and mental health assessments, and case management; (2) applicant's knowledge of the factors that contribute to child psychopathology, including trauma, family dysfunction, and substance use, along with the effective assessment, diagnosis, and treatment of major childhood mental disorders. (40%)
- Experience and knowledge of family and juvenile court systems and services specifically within Washington State. (30%)
- Cost of the proposed work. (15%)
- Quality and completeness of the statement of qualifications. (15 %)

Following receipt of statements of qualifications, the Court may request clarification and/or additional information regarding qualifications or technical or contractual matters and may interview the applicants. The Court may investigate, as necessary, to determine the ability of the applicant to meet the 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 applicant.

## 5. Information Required

Please include the following information in your response:

- A. A written submission detailing 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 role. Discussion of qualifications should address the selection criteria listed above in Section 4. This written submission 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 statements and materials submitted are considered public records subject to public disclosure.

## 6. Submission of Statements of Qualification

- A. By no later than 4:00 p.m. PDT on July 1, 2019, 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. Applications received after the deadline will not be considered. Oral, faxed or e-mailed responses will not be accepted, unless prior approval related to disability accommodation is obtained.

## 7. Approximate Schedule and Process

### Target Date(s)

|   |                             |
|---|-----------------------------|
| Advertisement of RFQ                              | May 17, 2019                |
| Applications received no later than 4:00 p.m. PDT | July 1, 2019                |
| Team Review of All Applications                   | July 8, 2019                |
| Selection of Finalist                             | July 10, 2019               |
| Negotiate Contract                                | July 11-18, 2019            |
| Execute Contract                                  | No later than July 26, 2019 |
| Begin work  | Week of August 1, 2019      |

## 8. Costs of Presentation

Cost incurred in preparing and presenting a statement of qualification or included in any other manner by the applicant in responding to this RFQ may not be charged to Thurston County.

## 9. Contract and Negotiation

A contract offered to the preferred applicant will be based on the criteria detailed in Section 4 of the RFQ, although the Court reserves the right to reject any and all Statements of Qualifications and to issue no contract as a result of the RFQ under Section 12. Thurston County will require the selected applicant to sign a Professional Services Contract. Incorporated by reference into the contract will be all of the information presented in or with the applicant's application.

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

#### **10. Nondiscrimination**

Thurston County is committed to ensuring that all individuals are afforded full opportunity to participate in its services, programs and activities 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. Individuals with disabilities who need accommodation with the submission process should contact the ADA Coordinator, Human Resources, at (360) 786-5498 or through Washington Relay: 711 or 800-833-6388.

#### **11. Procedures When Only One Statement of Qualifications Is Received**

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

#### **12. Cancellation or Rejection of Statements of Qualification**

The Court retains the right to cancel this RFQ, reject any or all Statements of Qualifications for good cause, or reject a Statement not accompanied by any information required by this Request for Qualifications or a Statement that is in any way materially incomplete or irregular. In the event of a cancellation, or if all Statements are rejected, all applicants 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.