Mental Health Services In the Detention Center Project~

Request For Proposal (RFP)

Release Date: February 6, 2012
Submission Due Date: March 2, 2012
Overview:
The mission of Cuyahoga County’s Juvenile Court is to “administer justice, rehabilitate juveniles, support and strengthen families, and promote public safety”. The Mental Health in the Detention Center project is one of many programs within the continuum of court services that aid in the fulfillment of the above mission. The Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County (ADAMHS) Board in collaboration with Cuyahoga County Juvenile Court is issuing a Request for Proposal (RFP) to agencies certified through the Ohio Department of Mental Health (ODMH) and/or dually licensed through the Ohio Department of Alcohol Drug Addiction Services, for the procurement of services for the Mental Health Services in the Detention Center Project within the Juvenile Court Detention Center.

An article published in the Youth and Mental Health Disorders: Issues and Emerging Responses, published in the year 2000 in the Office of Juvenile Justice and Delinquency Journal, estimates that 20 percent of youth detained in state juvenile justice systems suffer from a mild to severe persistent mental illness further contributing to delinquent behaviors. Research further reflects improved strategies, which have been adopted to address the specific needs of these youth. Over the last decade, there has been a steady rise in the awareness of the unmet mental health needs of many youth in the juvenile justice system. (Skowyra & Cocozza, Mental Health Screening within the Juvenile Justice: The Next Frontier, National Center for Mental Health and Juvenile Justice). This suggests the importance of providing specific interventions while youth are detained in the detention center to aid in their rehabilitation and optimally eliminate juvenile justice involvement.

Programmatic Goal & Objectives
The Mental Health Services in the Detention Center Project is specific to youth experiencing mental health symptoms necessitating crisis stabilization, support and linkage due to the exacerbation of pre-existing or newly identified mental health conditions revealed upon admission. The Mental Health in the Detention Center Project is designed to provide twenty-four (24) hour access relative to mental health emergencies, in addition to provide training for Cuyahoga County Juvenile Detention Center staff.

The primary goal of the project is to stabilize, coordinate, link or re-engage youth to community services to prevent re-admission into the detention center. The objectives encompass a full continuum of crisis intervention services, psychopharmacological management, and care coordination.

Target Population:
Youth detained in the detention center are between the ages of 11 to 18 years old and considered a safety risk to themselves and the community. Many of the youth have detached from their mental health services or are in need of linkage and coordination to a community mental health agency. As youth are detained in the detention center,
some experience “situational” depressive episodes, which may lead to feelings of suicide necessitating immediate crisis intervention and/or hospitalization.

**Funding Parameters**
The funding for mental health services in the detention center is $150,000.00 and covers the period May 1, 2012 to December 31, 2012. Funding is grant based and only supports services provided while youth is detained in the detention center.

**Definitions**

**Care Coordination:** Defined as a process that facilitates the linkage of appropriate services and resources on the behalf of an individual and/or family in a coordinated effort.

**Crisis:** Defined as one’s perception of an experience, event or a situation as an intolerable struggle that exceeds their coping mechanisms.

**Crisis Intervention Services:** Defined as emergency psychological care aimed at assisting individuals in a crisis situation to restore equilibrium to their previous level of functioning to avoid more restrictive levels of treatment.

**Service Requirements**

**Project Deliverables:** We are seeking a mental health agency certified by ODMH and/or ODADAS to provide the following:

- Provide crisis services inclusive of assessments, counseling, and referrals to promote resilience and stabilization while in the detention center.
- Provide linkage and coordination of services for youth in need of support or requiring re-engagement with a previous mental health agency/provider.
- Provide culturally competent services that respond effectively to an individual’s values, disabilities, gender, sexual orientation, and age.
- Respond to detention center staff regarding youth experiencing mental health emergencies twenty-Four (24) hour 7 days a week.
- Support the project with well-trained mental health support staff equipped with appropriate credentialing, experience, and knowledge relative to mental health and alcohol/drug issues to ensure appropriate access to treatment services.
- Provide a child psychiatrist (s) to provide pharmacological assessments and monitoring of medications up to 8 hours a week while youth are detained in the detention center.
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- Provided education, training and consultation to detention center staff as requested.
- Convene weekly meetings with detention center staff for discharge planning efforts.
- Submit monthly reports to the ADAMHS Board capturing nature of referrals, etc.
- Participate in monthly meetings inclusive of Juvenile Court administration in addition to ADAMHS Board staff.

**Agency Selection Criteria:** This section allows the agency to better understand exactly what criteria will be of most importance during the RFP process and how to best address needs and concerns.

Prospective agencies will be selected based upon the following criteria:
- Current certification from the Ohio Department of Mental Health, Ohio Department of Alcohol Drug Addiction Services, which is considered but not mandatory.
- Ability to demonstrate cultural diversity within the program staff, team members.
- Ability to identify the credentials of staff involved with the program as scope of services.
- Agency is in full compliance with applicable rules, regulations and laws including, but not limited to, provisions controlling a consumer’s confidentiality and privacy.
- Agency demonstrates the ability to provide contractual services for pharmacological care for youth within the detention center.
- Agency submits a budget that reflects provision of service based upon grant amount.
- Demonstration of the agency’s willingness to work in cooperation with the ADAMHS Board, Cuyahoga County Juvenile Court, and the ADAMHS Board agencies.
- Agency demonstrates a history of working with the target population.

**RFP PROCESS:**

**Contact Person:** William M. Denihan, Chief Executive Officer
Alcohol Drug Addiction Mental Health Services Board
2012 West 25th Street, 6th Floor
Cleveland, Ohio 44113

- **Identity and Contact Information of Potential Agency:** Agency shall provide the name of a contact person, their telephone number, complete mailing address and email upon receipt of the RFP.
• **Written Questions:** Please send your written questions to Linda Torbert at Torbert@adamhsscc.org by February 17, 2012. Questions received by February 17, 2012 shall be answered by the ADAMHS Board by February 24, 2012.

• **Submission of qualifications:** The agencies qualifications and all required documents shall be submitted to the ADAMHS BOARD Contact Person by Friday, March 2, 2012 at 4:00 P.M. Daylight Savings Time. Time will be determined by the clock in the reception area of the ADAMHS Board. Proposals received after that date and time shall be rejected and returned unopened to the Agency.

• **Final Review:**
  A. All valid proposals will be reviewed, evaluated, and rated by the RFP Committee. The Review Committee will be composed of ADAMHS BOARD staff, Juvenile Court staff, and a non-competing entity.

    a. The RFP Committee will evaluate each proposal against the criteria requested.

    b. The RFP Committee members may request information from sources other than the written proposal to evaluate Agency's programs. Other sources of information may include oral presentations by Agency, written responses to clarifying questions posed by the RFP Committee, and the Agency's history/experience in providing similar services.

    c. The Review Committee will complete evaluation rating sheets for discussion. In awarding the contract, the ADAMHS BOARD’s evaluation will include, but will not be limited, to:

        i. Ability and experience of the Agency to provide the requested services;

        ii. Stability of business operations of Agency;

        iii. Quality of proposal;

        iv. Overall responsiveness and completeness of the proposal as well as the likelihood that, in ADAMHS BOARD’s opinion and at ADAMHS BOARD’s discretion, the proposal best meets or exceeds ADAMHS BOARD’s specifications;

        v. Cost of proposed service;

        vi. Any other factors considered relevant by ADAMHS BOARD and demonstrated by the proposal.

  B. If the successful Agency fails to execute the contract, ADAMHS BOARD may award the contract to another Agency whose proposal met the requirements of the RFP.

  C. ADAMHS BOARD reserves the right to reject any or all proposals in which the Agency takes exception to the terms and conditions of the request for qualification; fails to meet the terms and conditions of the Request for
Proposal, including but not limited to, the standards, specifications, and requirements specified in the Request for Proposal; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority;
ADAMHS Board reserves the right to reject, in whole or in part, any proposal that the ADAMHS Board has determined, using the factors and criteria the ADAMHS Board develops pursuant to ORC section 307.862(A)(1), would not be in the best interest of the ADAMHS Board.

D. The ADAMHS Board shall have no liability whatsoever to any Agency whose qualifications are not accepted.

E. Acceptance of the proposal of any Agency by the ADAMHS BOARD shall not constitute an agreement between the ADAMHS BOARD and such Agency, and shall not be binding upon the ADAMHS BOARD unless and until an agreement covering all conditions and provisions of the work to be performed by the successful Agency has, at the time of or after the acceptance of such proposal, been reduced to writing and executed by both the ADAMHS BOARD and the successful Agency. Agency(s) may not withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

PREPARATION OF PROPOSAL

A. The proposal must be responsive to each criteria included in this RFP and must not exceed 8 pages, including the budget.

B. Text must be legible. Pages must be typed in black ink, single-spaced, using a font of Arial 12, with all margins (left, right, top, bottom) at least one inch each.

C. Paper must be white paper and 8.5 inches by 11.0 inches in size. Black ink should be used throughout your application, including charts and graphs. Pages should be typed single-spaced with one column per page. Pages should not have printing on both sides.

D. Pages should be numbered consecutively from beginning to end so that information can be located easily during review of the application.

E. Proposal must be signed by the agency’s Chief Executive Officer and Board Chair.
F. The Agency shall submit six (6) copies of the proposal to the ADAMHS Board.

G. Each proposal must be submitted in a sealed envelope bearing on the outside the name of the Agency, mailing address, and the name of the project.

ASSIGNMENT OF CONTRACT
The successful Agency shall, upon award of contract, agree to make no assignment and/or transfer of any duties or rights under this contract in whole or in part, without prior written consent of the ADAMHS BOARD.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
Agencies are prohibited from discrimination and intimidation due to race, color, religion, sex, national origin, or disability.
RFP Vendor Checklist

This checklist will help vendors to submit complete proposals. Proposals missing required elements will be considered incomplete. Please include the required components listed below in your submission.

Cover Letter:
- Identity and Contact Information of Agency
- Name of Contact Person
- Address and Telephone number of contact person
- Identify agency certification(s)
- Brief organizational history
- Years of experience
- Rationale for application submission

Submission Requirements:
- Proposal signed by Chief Executive Officer and Board Chair
- Six copies submitted
- All pages are numbered sequentially
- Eight (8) pages including budget
- Text is single-spaced, black ink, one-sided, 1 inch margins, Arial font of 12
- Proposal sealed with the name of agency, mailing address, and the name of the project

Proposal Deadline: March 2, 2012 @ 4 p.m.