

REQUEST FOR PROPOSALS

ALCOHOL OR DRUG (AOD) CASE MANAGEMENT, ASSESSMENT, & RELATED SERVICES

Date Issued:

February 14, 2018

**DUE: 11:30 a.m. Thursday,
March 15, 2018**

**Bidders must submit four (4)
proposal copies in an
envelope entitled:**

**AOD Outreach Case
Management RFP
Licking County
Commissioners Office
c/o Commissioners
Administrator,
Bev Adzic
20 S. 2nd Street 4th Floor,
Newark, Ohio 43055**

**Faxed or email proposals will
not be accepted**

BIDDERS' CONFERENCE

Bidders Conference:

2:00 p.m. February 27, 2018
OhioMeansJobs|Licking
County, 998 East Main
Street, Newark, Ohio 43055

**Attendance is
recommended, but not
required, in order to answer
questions related to the
RFP.**

CONTACT INFORMATION

Questions concerning this RFP
may be directed to:

Nathan Keirns

Licking County Job and Family
Services
(740) 670-8726 or
Nathan.Keirns@jfs.ohio.gov

PURPOSE:

Licking County Job and Family Services (LCJFS) is seeking Medicaid eligible provider(s) who is/are Ohio-MHAS certified to provide Alcohol or Drug (AOD) related outreach, case management, assessment, and related services as it relates to the safety and care of children.

BACKGROUND:

Licking County Job and Family Services is responsible for providing various services designed to identify, reduce, and eliminate child abuse and neglect. These services include but are not limited to: investigations of abuse/neglect; ongoing case management; counseling; specific therapeutic services; foster care, kinship care (relative placement), and adoption services.

Family preservation or reunification are the primary goals of LCJFS. However, removals may be needed to ensure the safety of children involved with the case. Many removals can be attributed to risk factors involved with parental substance abuse issues. LCJFS is seeking a provider to actively assist families affected by substance abuse, to help parents address their addictions, and help caregivers provide a safe and stable family environment and to assist with the reunification of the family.

SCOPE OF WORK:

Eligible participants will ideally be in receipt of Medicaid and must have an active Children Services case through Licking County Job and Family Services. In 2017, 86% of the children entering agency custody had parents who were active in their addictions, abusing substances. The primary substance abused in descending order for 2017, include: Methamphetamine (53%), Opiates (31%), Marijuana (8%), Cocaine (4%), and Alcohol (4%).

LCJFS prefers that an assessment is completed within 2-4 days of referral, treatment should begin within 3 days of assessment, 4 treatment sessions should take place within the first 10 days, and weekly home visits should be made for at least the first 60 days.

The identified provider will be required to provide the following:

1. Frequent contact with the participant
2. Provide proactive case management and assessment services that emphasizes continual and aggressive outreach to engage and retain parents in treatment
3. Motivate participant encouraging successful recovery
4. Provide transportation to and from appointments to aid in the recovery process and/or refer to other transportation options. Selected provider can be reimbursed for transportation services provided by their staff to/from Medicaid-eligible appointments through Medicaid Non-Emergency Transportation (NET) funding.
5. Provide services in the community, in customer homes, at LCJFS, and other locations
6. Maintain knowledge of evidenced based Mental Health and addiction services and strategies
7. Testify in court as needed
8. Participate in the development of a treatment plan
9. Participate in Family Team Meetings
10. Participate in other critical case discussions, meetings, decisions, as requested by LCJFS
11. Maintain awareness of community resources to help the participant and family
12. Facilitate information sharing as necessary and professionally appropriate

SCOPE OF WORK CLARIFICATIONS:

1. Assessments and related processes:
 - a. Incorporate CPS/background information into diagnosis and treatment recommendations
 - b. Recommend addiction services, including level of care required by client to address current level of substance use
 - c. Recommend mental health services and whether AOD and mental health services should be concurrent or sequential
2. Outreach and Engagement:
 - a. Meet with parents in their homes and other community locations
3. Case Management Services:
 - a. Identifies case management services and provides direct support, linkage, advocacy, and education to reduce/eliminate barriers to parent's participation in treatment, such as:
 - i. Housing
 - ii. Food
 - iii. Medical care
 - iv. Financial assistance, including insurance
 - v. Legal service
 - vi. Work/work-related activities
 - vii. Transportation
 - viii. Child care
 - ix. Treatment service and peer recovery supports
 - x. Problem-solving to establish priorities
4. Coordination and collaboration with assigned Licking County Job and Family Services child protective services (CPS) case worker:
 - a. Communicate intensively with CPS case worker, who will be focusing on:
 - i. Identifying family strengths and natural supports for safety and on which to build change; provide education and counseling to strengthen natural supports
 - ii. Addressing child abuse/neglect risk factors
 - iii. Helping children cope with effects of substance abuse and mental health of parent
 - iv. Addressing developmental, emotional, behavioral, and educational needs of children and linking family with appropriate services
 - b. Immediately report the results of drug tests, missed appointments, and safety concerns to assigned CPS case worker
 - c. Provide weekly written reports
 - d. Participate in case reviews
5. Participate in cross-training with CPS staff

OPTIONAL SERVICE:

While Licking County Job and Family Services is primarily interested in case management and assessment services, LCJFS encourages providers to propose recovery coaches and other peer supports with lived experiences to assist parents with their process to recovery from addiction.

PROVIDER/STAFF REQUIREMENTS:

1. Provider must be a Medicaid eligible provider and Ohio-MHAS certified to provide Alcohol or Drug (AOD) related case management and counseling services as it relates to the safety and care of children
2. Provider will be expected to house at least 2 staff members full time at Licking County Job & Family Services offices
3. It is preferred that direct staff possess at least a Bachelor's degree
4. All individuals providing case management, assessment, and related services are required to pass BCI&I and FBI criminal background checks, Children Services background check, and pre-employment drug screen
5. Provider will be required to carry liability insurance, and also secure the person and estates of eligible individuals against reasonable foreseen torts which would cause injury or death

PROJECTED OUTCOMES AND PERFORMANCE:

The overall goal of the AOD Case Management, Assessment, and Related Services is to reduce the volume of child removals, reduce the number of days children are in foster care before reunification of the family can occur, and strengthen families served by Licking County Job and Family Services.

LCJFS wishes to reunify families as quickly, and as safely, as possible after a child enters substitute care and ensure successful reunifications. The AOD Case Manager will be responsible for helping alcohol or drug involved parents remain engaged in the treatment process.

PROPOSAL CONTENTS:

Proposals must contain the following:

- I. **PROGRAM NARRATIVE** that includes
 - a. Description of services to be provided. How each identified service areas listed in this RFP will be delivered
 - b. A well-defined description of expected outcomes and performance goals. Please note that all proposals must contain specific, measurable program outcomes to be considered for funding. Selected providers will be required to submit updates regarding program measures and outcomes. Failure to meet established program outcomes may result in contract termination.
 - c. Program monitoring and evaluation process
 - d. Program time lines (start date, length of project, etc)
 - e. Note collaborative efforts, identify any partnerships, including subcontracts, as well as any additional sources of program funding
 - f. List Provider's qualifications and previous experience in the delivery of such services, including qualification of staff (please include job descriptions and resumes if available)
 - g. Verification of Medicaid Eligible Provider and Ohio-MHAS Certification status
 - h. If proposing recovery coaches or other peer supports with lived addiction and children services experience, please describe who will be employer of record, training provided to peer supports, supervision structure, etc.

- II. **PROGRAM BUDGET** that includes
 - a. Provide a detailed line item budget that includes identification of costs, per selected area (e.g. salary, benefits, supplies, etc). See Attachment 1 for budget template. An electronic version of the budget template is available upon request.
 - b. Should the proposal involve existing services, please identify how funds will be utilized to expand services and current program income.
 - c. Identify collaborative efforts and subcontracts with other service providers for the identified services, including services provided and budgeted for proposed subcontracts.
 - d. *Please note the contract will be based on reimbursement and startup or advanced funds are not available*
 - e. Provider will receive reimbursement based upon costs. Expense reports (Attachment 2) must be submitted with monthly invoices. The provider will be monitored for program performance and fiscal responsibility.
 - f. Provider must identify costs that are Medicaid reimbursable and costs that are not. This RFP and any contract that may result are designed to cover **Non-Medicaid Reimbursable Expenditures and Services.**

PROGRAM LIMITATIONS (FEDERAL & STATE):

Funds cannot be used for:

- Foster care or residential treatment care for youth in custody
- Constructing or purchasing buildings or facilities, or purchasing real property or capital goods (e.g., buildings, buses, etc)
- Satisfying a cost sharing or matching requirement of another federal program

Program Providers must assure all purchases of services or payments are in compliance with all federal procurement laws and regulations. Providers will be required to document and report monthly program expenditures prior to reimbursement.

SUBMISSION CRITERIA:

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration. Proposal contents and budget format are included in Attachment 1.

4 copies of the proposals must be **received** in a sealed envelope no later than 11:30 AM on March 15, 2018, at the offices of the Licking County Commissioners (see below for addressing details).

Proposals received after this time will not be considered. Faxes or emailed proposals will not be accepted. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

Proposals must be typed using a 12 point font, double spaced on 8.5 X 11 paper

4 copies of the proposal must be submitted.

All required forms and attachments must be completed and included in the proposal.

All pages shall be sequentially numbered.

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section number/letter to those RFP requirements to which they correspond.

Envelopes must be addressed to:

**Alcohol or Drug Outreach Case Management
Licking County Commissioners Office
c/o Commissioners Administrator, Bev Adzic
20 S. Second Street, 4th Floor
Newark, Ohio 43058-5030**

BIDDERS' CONFERENCE:

A bidders' conference will take place at OhioMeansJobs|Licking County, 998 East Main Street, Newark, at 2:00 PM February 27, 2018. Attendance, while not required, is highly recommended in order to answer questions related to the RFP.

PROVIDER SELECTION CRITERIA:

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by Licking County Job and Family Services and members of a proposal review team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided.

All Proposals will be evaluated on the criteria as listed on the Proposal Score Sheet (Attachment 3), and any other pertinent areas as selected by Licking County Job and Family Services or the Ohio Department of Job and Family Services.

CONTRACTUAL REQUIREMENTS:

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the contract. Potential vendors are strongly encouraged to read the contract, if presented, to be fully aware of LCJFS contractual requirements.

The proposal must state if any of the elements will be subcontracted to other parties. If so, the proposal must state the name of the subcontractor, the services/activities to be provided by the subcontractor, and planned costs. This must be reflected in the proposed budget.

RFP LIMITATIONS:

This Request for Proposals does not commit Licking County or the Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County/Licking County Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, and to cancel in part or in entirety this RFP.

This RFP and any contract that may result are designed to cover Non-Medicaid reimbursable expenditures and services; therefore, the amount of funds available for the Non-Medicaid Services involved with this project shall not exceed \$40,000.00. Contracts are expected to be awarded no earlier than March 1, 2018, through March 31, 2019. The amount of any award is dependent upon the availability of funding through allocations received by Licking County Job and Family Services. Funds may not be used to supplant existing programs; they may be used to expand existing programs. Multiple vendors may be selected to provide the described services. A contract may be for all or part of the amount stated in the RFP.

Contracts awarded shall not be effective beyond March 31, 2019. However, the Licking County Job and Family Services, reserves the right to renew contracts annually for up to a maximum of two (2) years, through March 31, 2021, based on performance and availability of funds.

Program Budget Template

Budget format is in Microsoft Excel and is available electronically upon request

Summary Sheet	
Provider	County
	Estimate Amount
I. Staff	
A. Salaries	\$0.00
B. Payroll Related Expenses	\$0.00
Total Staff Costs	\$0.00
II. Operations	
A. Travel and Short-Term Training	\$0.00
B. Consumable Goods	\$0.00
C. Occupancy	\$0.00
D. In-Direct Costs	\$0.00
E. Other - Miscellaneous	\$0.00
Total Operational Costs	\$0.00
III. Equipment	
A. Equipment Subject to Depreciation	\$0.00
B. Small Equipment Purchases	\$0.00
C. Leased and Rented Equipment	\$0.00
Total Equipment Costs	\$0.00
Sub-Total of All Costs	\$0.00
IV. Other Federal Dollars Received	\$0.00
Total Program Costs	\$0.00

Proposed Unit Rate	
Unit rate calculation	

STAFF				
I. A. Salaries				
OPERATIONS	Number of Positions Required	Annual Salary	Percent of Time To Program	Reimbursable Salary
II. A. Travel and Short Term Training				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Staff				\$0.00
Staff Equivalent			0	
Staff Function				
Total Reimbursable Salaries				\$0.00
I. B. Payroll Related Expenses				
Item	Payroll Related Expenses			
Retirement	\$0.00			
Worker's Compensation	\$0.00			
Unemployment Insurance	\$0.00			
Medical Insurance Premium	\$0.00			
Life Insurance	\$0.00			
Medicare	\$0.00			
Total Payroll Related Expenses	\$0.00			

Attachment 2

Expense Report Sample

LCDJFS CONTRACT MONTHLY EXPENSE REPORT (UPDATED)			
Date completed:		Completed by:	Agency Name:
Contract #:		Service Type:	Program Name:
Expense Month/Year Reported:			
EXPENSES BY PROGRAM SERVICES	YEARLY PROGRAM BUDGET	MONTHLY ACTUAL EXPENSES	CONTRACT YTD ACTUAL EXPENSES
A: SALARIES			
B: EMPLOYEE BENEFITS & PAYROLL TAXES			
C: PROFESSIONAL FEES & CONTRACTED SERVICES			
D: SUPPLIES			
E: OCCUPANCY (Cell Phone only)			
F: TRAVEL (Mileage Reim)			
G: INSURANCE			
H: EQUIPMENT			
I: MISCELLANEOUS (Education)			
SUB-TOTAL OF EACH COLUMN	\$ -	\$ -	\$ -
ALLOCATION OF MGMT/INDIRECT COSTS			
TOTAL PROGRAM EXPENSE	\$ -	\$ -	\$ -

COMPLETE EACH ITEM BELOW FOR THE MONTH REPORTED AND THE YEAR-TO-DATE DATA

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Total clients served this month: 2. YTD unduplicated number of total clients served: 3. Total number of Units of Service provided this month: 4. Total number of LCDJFS billable Units of Services provided this month: 5. Total number of Program goals achieved this month: | <ol style="list-style-type: none"> 7. Total LCDJFS clients served this month 8. YTD unduplicated number of LCDJFS clients served: 9. Total number of exits this month 10. YTD number of exits this month 11. Total number of exits due to employment |
|---|---|

Attachment 3

ALCOHOL OR DRUG OUTREACH AND CASE MANAGEMENT PROPOSAL SCORE SHEET

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
<i>Max = 3</i>	Proposal proposes to provide all of the identified AOD services		
<i>Max = 3</i>	Program description thoroughly addresses the Identified Services Areas and HOW, WHEN, & WHERE services will be provided.		
<i>Max = 3</i>	The proposal clearly meets all federal and state guidelines		
<i>Max = 3</i>	Proposal demonstrates previous experience in delivering proposed services to the target population and demonstrated staff qualifications		
<i>Max = 3</i>	Outcomes are identified, realistic and clearly specified (includes unit of service definition & total units proposed		
<i>Max = 3</i>	The proposal includes sound methods to assist with tracking and meeting outcomes		
<i>Max = 3</i>	Budget: Detailed individual cost sections complete and accurate.		
<i>Max = 3</i>	Proposal costs are reasonable in comparison with the costs of similar proposals and relative to available funds		
<i>Max = 3</i>	Proposal leverages funds and/or expands existing, successful programs.		
<i>Max = 3</i>	Proposal includes assessment, case management, and peer supports.		
<i>Max= 30</i>	TOTAL POINTS		