

**Hall, Mimi**

---

**From:** Michele Piller [mpiller@plumasruralservices.org]  
**Sent:** Monday, November 07, 2011 3:19 PM  
**To:** Hall, Mimi  
**Cc:** Paula Johnston; Dean Tedford  
**Subject:** Proposed A&D contracts

Dear Mimi,

In response to your query about the Cal OMS data and subcontract, PRS contracts with Tower Systems to have access to Cal OMS to input our data. PRS only has access to the Admissions, Discharges, and Annual Updates data fields. We do not have access to additional reporting fields in Cal OMS. Under the contracts PRS signed with Plumas Superior Court to administer services for Drug Court and Prop 36 clients, we have provided, to date, all necessary and requested reporting data. A list of services provided under each contract PRS made with the Court is available in the Court's contract with PRS. If you do not have access to a copy of the contract between PRS and the Court which governs our services and reporting, I will forward a copy of the list of services which was included as part of our terms of service if requested.

If additional reporting was to be required, our contracts stated that a reporting form would be provided to us by the Court; no form has been provided to PRS, nor any request made for data beyond what was requested and provided on a quarterly basis (this reporting was handled by the county assigned administrator, via phone with PRS staff). The information you are now requesting has not been requested of PRS in the years we have provided these services for the Court. PRS does not have the funding now to support the additional staff time required to collect, compile and submit to you new reporting information. As always, PRS maintains complete files on each of its clients for on-site review and/or audit by the Court, the State or the Bureau of State Audits (per our contract), or their legal designees.

As to the proposed contracts for A&D services, the contract sheets that are currently being proposed would not enable the operation of the program to be profitable to PRS; we would lose money on the setup being proposed by the County, in addition to the loss of income we've suffered from services rendered but not reimbursed under Prop 36. PRS simply cannot continue to provide A&D services to meet the County's legal obligations under state mandates with either no payment or insufficient payment to cover the program's operational costs.

PRS will accept an extension of the current bridge contract, under the existing terms, to include October and November to cover services already rendered and to close out existing clients. Additionally, if the County would like PRS staff to provide a comprehensive report of services for the clients served, beyond what was explicitly stated in its contract for services with the County, the County may provide an extension of the bridge contract through December 15<sup>th</sup> to

go over each individual client's treatment schedule, contact frequency, progress made, and client outcomes.

At this point, as it appears there is no proposal to provide services that would cover the program's operational costs, PRS must withdraw its interest in pursuing the provision of A&D services for the County. As such, it does not seem that a meeting between our agencies is necessary.

I need to have an answer regarding the bridge contract extension by noon on Monday, November 14<sup>th</sup>; if an answer is not received by this time, we will cease to provide all services on Friday, November 18<sup>th</sup>.

Sincerely,

Michele Lynn Piller

--  
Executive Director  
Plumas Rural Services  
(530) 283-2735  
711 E. Main St.  
Quincy, CA 95971

## Drug Court

- PRS withdrawing interest in Drug Court contract through June 30, 2012
- PRS requesting Bridge contract under first bridge contract terms
- Understanding caseload, clients served and costs
- Desired outcomes
- Transition plan
- RFA
- Recommendation

# Data Quality and Compliance Report

## California Outcomes Measurement System

C/DCP: Plumas

Provider: C/DCP Wide

### Data Quality Measures Performance Summary for Selected Report Month

Compliant?	Measure & Description
---	TM-1: Total Late Submissions shall not exceed 5% for any report month.
---	TM-2: Total Late Re-Submissions shall not exceed 5% for any report month.
NO	CM-1: # Not Reporting (number of providers not reporting service or no activity) shall equal 0 for each report month.
---	CM-2: Total % Records Late shall not exceed 1% for each report month as measured in the 6th submission month.
---	AM-1: % Records Rejected shall not exceed 5% for each report month.

USE GUIDE: This summary provides an "at-a-glance" view of your performance on ADP's data quality measures for the selected Report Month. Pages to explore failures identified in this summary or for ongoing monitoring of data quality information. "----" indicates that this measure cannot be calculated.

#### Summary Metrics for Selected Report Month

	Previous 6 Report Months						Report Month Totals
	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	
Total Records Received	1	0	4	1	0	3	0
Total Records Accepted	1	0	4	1	0	3	0
Total Records Rejected	0	0	0	0	0	0	0
% Records Rejected	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Records On-Time	0	0	0	0	0	2	0
Total Records Late	1	0	4	1	0	1	0
% Records Late	100.0	0.0	100.0	100.0	0.0	33.3	0.0

Number of Unique Admissions	1	0	2	0	0	0	0
Discharge/Admission Ratio	0	0	1	0	0	0	0
Total Provider Count	2	2	2	2	2	2	2
# of Reporting Providers	1	0	1	1	0	1	0
# Reporting No Activity	0	1	0	0	0	0	0
# Not Reporting	1	1	1	1	2	1	2

USE GUIDE: Use this summary to track metrics for the selected report month as compared to prior report months and the same month last year. record volume (Total Records Received) as well as general metrics on timeliness (On-Time, Late). You can also see if admissions and discharge (Adm/Discharge Ratio) and how well your providers are reporting.

Data Timeliness View for Report Month

	Admissions		Discharges		Annual Updates		Total
	N	%	N	%	N	%	
On-Time	0	0.0	0	0.0	0	0.0	0
1-30 Days Late	0	0.0	0	0.0	0	0.0	0
31-60 Days Late	0	0.0	0	0.0	0	0.0	0
More Than 60 Days Late	0	0.0	0	0.0	0	0.0	0
Total Late	0	0.0	0	0.0	0	0.0	0
Total On-Time And Late	0	0.0	0	0.0	0	0.0	0

	Submissions		Re-Submissions		Total	
	N	%	N	%	N	%
On-Time	0	0.0	0	0.0	0	0.0
1-30 Days Late	0	0.0	0	0.0	0	0.0
31-60 Days Late	0	0.0	0	0.0	0	0.0
More Than 60 Days Late	0	0.0	0	0.0	0	0.0
Total Late	0	0.0	0	0.0	0	0.0
Total On-Time And Late	0	0.0	0	0.0	0	0.0

USE GUIDE: Use this summary to view timeliness metrics for the selected report month by transaction type. If your Summary Statistics data indicates a problem, you can use this table to understand what records are contributing to this problem.

Data Completeness Summary for Selected Report Month

	Last Year's Totals		Report Month Totals		Submission Window					
	Aug-10	Aug-11	Aug-11	Aug-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	
<b>Submissions</b>										
New Records Submitted					0	0	0	0		
Cumul Records Submitted	8	0	0	0	0	0	0			
Cumul Late Records	5	0	0	0	0	0	0			
% Late Records	62.5	0.0	0.0	0.0	0.0	0.0	0.0			
<b>Re-Submissions</b>										
New Records Submitted					0	0	0			
Cumul Records Submitted	0	0	0	0	0	0	0			
Cumul Late Records	0	0	0	0	0	0	0			
% Late Records	0.0	0.0	0.0	0.0	0.0	0.0	0.0			
<b>Total</b>										
New Records Submitted					0	0	0			
Cumul Records Submitted	8	0	0	0	0	0	0			
Cumul Late Records	5	0	0	0	0	0	0			
% Late Records	62.5	0.0	0.0	0.0	0.0	0.0	0.0			

USE GUIDE: Use this summary to view the flow of Submissions and Re-submissions for the selected Report month. Flow is presented for a series (Submission Window) in which the data is submitted for the selected Report Month. Use the "Reference Month", when creating this report, to select the Submission Window. Use this Data Completeness Summary to better understand the flow of Submission and Re-Submission data that contribute to the Timeliness summary.

---


Use subsequent  
be evaluated yet.

Last Year's Totals	
Aug-10	
	10
	8
	2
	20.0
	3
	5
	62.5

4
1
2
1
0
1

You can track  
s are in balance

tal
%
0.0
0.0
0.0
0.0
0.0
0.0
0.0

ated a timeliness



# **PLUMAS COUNTY**

**PLUMAS COUNTY PUBLIC HEALTH AGENCY**

---

**REQUEST FOR PROPOSALS (RFP)**

**DRUG COURT TREATMENT SERVICES**

**RFP 2011-DCP**

---

**DATE ISSUED:  
DEADLINE FOR SUBMISSIONS:**

## **TABLE OF CONTENTS**

## **Introduction**

- I. Background
- III. Requirements and Expectations for Grantees
  - A. Summary of Contract Terms, Conditions and Requirements
  - B. Insurance
  - C. Reimbursement and Reporting Requirements

## **General Grant Information**

- I. Project Period
- II. Available Funding
- III. Eligible Bidders
- IV. Subcontracting
- V. Program Design
  - A. Treatment Program Modality, Length and Costs
  - B. Client Tracking and Reporting
  - C. Assessing Eligibility for Alternate Funding Streams
  - D. Ancillary Services

## **Application Instructions**

- I. Disclosure of Technical Information
- II. Technical Proposal

## **Application Submission**

- I. Application Submission Requirements
  - A. General Policies
  - B. Submission Deadline and Format
  - C. Contact Between the County and Applicant
- II. Application Review and Selection Process
  - A. Application Review and Selection
  - B. Interviews
  - B. Post Award
  - C. Appeal Procedure
- III. Tentative Timelines

## **Attachments**

- Attachment A – Cover Page
- Attachment B - Scope of Work Template
- Attachment C – Budget Preparation Instructions and Templates
- Attachment D – County Contract Boilerplate

**DRUG COURT TREATMENT  
SERVICES  
RFP-2011-DCP**

**INTRODUCTION**

**I. Background**

**What is a Drug Court?**

Drug Courts are specially designed court calendars that provide an alternative to traditional criminal justice prosecution for non violent drug-related offenses. These courts combine close judicial oversight and monitoring with probation supervision and substance abuse treatment services.

The goals of these programs are to

- 1) reduce recidivism and substance abuse among substance abusing offenders and
- 2) increase the offender's likelihood of successful rehabilitation.

Using collaborative court principles, drug courts serve as a catalyst to modify traditional treatment-delivery systems to design more effective interventions for addressing problems of addiction and recidivism.

Adult drug courts provide access to treatment for substance-abusing offenders in criminal, dependency, and family courts while minimizing the use of incarceration. They provide a structure for linking supervision and treatment with ongoing judicial oversight and team management. The majority of drug courts include initial intensive treatment services with ongoing monitoring and continuing care for a year or more. Dependency drug courts address substance abuse issues that contribute to removal of children from the care of their parents. Drug courts in family court address the impact of substance abuse on child custody and visitation.

**California Drug Court Standards**

The Judicial Council adopted section 36 of the California Standards of Judicial Administration, Guidelines for Diversion Drug Court Programs, effective January 1, 1998, which provides clarification specifically for pre-plea diversion drug courts under Penal Code section 1000.5. (A pre-plea diversion program allows criminal proceedings to be suspended while the defendant participates in a program involving counseling, drug testing, education, or other requirements. If the defendant successfully completes the program, the criminal charges may be dismissed.)

In addition to these minimum standards, courts are encouraged to look to the nationally accepted guidelines developed by the National Association of Drug Court Professionals ([NADCP](#)) [Defining Drug Courts: The Key Components](#) , which elaborate on drug courts' purpose and performance measurements.

Refer to funding mechanism and requirements

**II. Requirements and Expectations for Grantees**

**A. Summary of Contract Terms, Conditions and Requirements**

The grantee shall be required to comply with Public Law 102-321 (1992) which enacted the Alcohol, Drug Abuse, and Mental Health Reorganization Act, 42 CFR Part 96; Division 10.5, California Health and Safety Code; Title 9, California Code of Regulations; Americans With Disabilities Act of 1990; Request for Proposal RFP-2011-DCP; and the terms and conditions of the County of Plumas Standard Contract. The County's Standard Contract, attached hereto as Attachment "D", contains specific provisions relating to nondiscrimination in hiring and in the provision of services, program evaluation, record keeping, payments, limitations and obligations, conflict of interest, indemnification and insurance, assignment, HIPAA and resolution of disputes. By submitting a proposal, the applicant agrees to be bound by all terms and conditions of the County's Standard Contract.

For the purpose of the Drug Court Program, the contractor will be required to develop and provide a work scope, including measurable and time-limited objectives and outcomes, activities designed to achieve the projected objectives and outcomes, and a budget for inclusion as Exhibits in the contract. These documents will be provided in the form and format prescribed by the County.

#### **B. Insurance**

The County requires that all contractors carry \$1,000,000 in liability insurance. The County must be named as additional insured, and specific language must be included on the signed endorsement to the policy. ***It is strongly suggested that applying entities be certain of the ability to secure this insurance and verification prior to submitting a proposal.***

#### **C. Reimbursement and Reporting Requirements**

Contractors will be paid on a monthly basis, following the submission of an invoice to the Plumas County Public Health Agency (PCPHA). Specific instructions and invoice templates will be provided to grantees upon award of a contract.

Contracts must comply with all reporting requirements set forth by the State Department of Alcohol and Drug Programs and PCPHA, including completing cost reports and annual provider self-audits and site visits.

## GENERAL GRANT INFORMATION

### I. Project Period

The contract award will be made on a competitive bid basis. The anticipated contract period is XXXXXXXX – June 30, 2012. The contract awarded will be renewed on an annual basis for a total period of two years. Annual renewals will be contingent upon the demonstration of progress in achieving measurable results, compliance with the policies and procedures set forth by PCPHA, and the availability of funding.

### II. Available Funding

A total of up to \$144,000 is available From January 1, 2012 through June 30, 2013. It is anticipated that the allocation will be finalized following approval of the State budget and approval by the Plumas Board of Supervisors. The services provided and maximum allowable unit rates under this RFP are outlined in the Program Design section of the RFP.

### III. Eligible Bidders

Any nonprofit or for-profit agency, joint venture, partnership or other group legally entitled to provide substance abuse treatment services in Plumas County may submit a proposal. The applicant must hold a current alcohol and drug program certification from the State ADP or current licensure as a LCSW, MFT, and/or current Drug Medi/Cal certification from the State ADP.

The applicant agency must also be able to demonstrate the ability to provide substance abuse treatment services that meet the linguistic, cultural, gender and other needs of clients either directly or through referral.

PCPHA intends to fund **one (1) applicant to provide assessment, substance abuse treatment and aftercare services**. Should an applicant propose to collaborate or subcontract with another agency or individual legally entitled to do business in the State of California and possessing the necessary licenses and/or certifications, the applicant must include a letter of commitment from the proposed entity(ies) and include the specific duties being proposed under the collaboration or subcontract. The subcontractor's activities must also be reflected in the Program Narrative and Scope of Work, and the contract amount reflected in the Budget documents.

**V. Program Design**

**A. Treatment Program Modality, Length and Costs**

PCPHA intends to fund one (1) agency to provide assessment, substance abuse treatment and aftercare services for the Drug Court Program. The program design is as follows:

Service	Timeframe	Lead Entity
Client Receives Referral to Group at First Observation		Court
Client Attends Group	Within 1 week of referral	ADTP
Client is Assessed	Within 1 week of referral	Applicant Agency
Intensive Outpatient Treatment	3 months	Applicant Agency
General Outpatient Treatment	3 months	Applicant Agency
Aftercare Services	6 months	Applicant Agency

The specific unit rates and services that constitute each treatment modality are outlined below. Variations to the program design below must be approved in writing by the Collaborative Justice Committee prior to making any modifications.

DRUG COURT PROGRAM DESIGN				
Treatment Service	Program Description	Duration	Contract Cost	Client Cost
<b>Assessment</b>			<b>\$75</b>	
<b>Intensive Outpatient Program</b>	Group – 90 minutes per session	2 times per week for 3 months 24 sessions @ \$75 each	\$1,800	
	Individual - 50 minutes per session	1 time per month for 3 months 3 sessions @ \$70 each	\$210	
<b>Outpatient</b>	Group - 90 minutes per session	Group: 1 session per week for 3 months / 12 sessions @ \$32 each	\$384	
	Individual - 50 minutes per session	Individual: 2 sessions per month for 3 months 6 sessions @ \$70 each	\$420	
<b>Urinalysis</b>	One UA per week for 3 months	12 UA's @ \$12 each	\$144	
	Two UA's per month for 3 months	6 UA's @ \$12 each \$72		
<b>Aftercare</b>		6 months	\$600	
<b>TOTAL Per Client</b>		<b>12 months</b>	<b>\$3,633</b>	

OPTIONAL CLIENT COST??????? Note that it is expected that the client will be responsible for paying a flat fee of \$165 to the applicant agency, which is intended to be applied to the cost of the Assessment (\$25) and aftercare services (\$120). In the event that a client is discharged from treatment prior to the scheduled completion, it is still the responsibility of the applicant agency to assess and collect the full client fee. The manner in which the client fees are assessed and collected is at the

discretion of the applicant agency, following annual approval of the agency's client fee schedule by the PCPHA.

Client who are assessed as not amenable for the modality of AOD services offered in this program may be referred to alternative treatment services and/or be placed on a waiting list for services.

## **B. Client Tracking and Reporting**

In addition to opening, updating (as appropriate) and discharging clients in the Plumas system we need a tracking/oversight system, the applicant agency will also be expected to utilize the Plumas system for the assessment and for recording progress notes for each treatment contact.

The applicant agency will also be expected to provide monthly (or at greater frequency if requested) progress reports to the Court, communicate with Probation and the Drug Court Team as necessary, and appear in Court and/or attend team meetings as required by the Court. The applicant agency will also be expected to ensure that clients discharged from the Drug Court Program complete an exit survey.

## **C. Assessing Eligibility for Alternate Funding Streams**

It is expected that prior to admission, the applicant agency will perform a complete eligibility analysis using a standardized form provided by PCPHA to determine if the client is eligible for an alternate funding stream, such as CMSP, private insurance or self-pay. If it is determined that the client can access an alternate funding stream, then the alternate funding stream shall be billed first for client services, which also shall be reflected in Plumas system. If services cannot be rendered at the applicant agency due to the ability to bill an alternate funding stream (e.g. Drug/Medi-Cal or private insurance), a referral must be made to an appropriate agency that has the capability to access that alternate funding stream.

## **D. Ancillary Services**

It is expected that the applicant agency will either provide on-site or by referral ancillary services as appropriate, such as vocational training, employment assistance, primary health care services and assistance with obtaining stable housing. It is expected that agencies will assess clients for eligibility for ancillary services and make appropriate referrals, such as CMSP, Medi-Cal, General Assistance, and Employment and Training.

## APPLICATION INSTRUCTIONS

Proposals must be submitted on standard 8-1/2" x 11", plain white paper, typed, single-spaced, in no less than 12 point typeface, with one inch (1") margins, and pages numbered consecutively. Designer or hard covers are not permitted, and will be removed from proposals prior to their being shared with the review committee. Proposals shall be fastened in the top left-hand corner with a metal staple, clasp or other type of fastener.

In responding to the RFP, use the outline as it appears below and label your responses accordingly. Failure to include the following elements in the order specified below will result in disqualification from the application review process. If the total number of pages exceeds the parameters stated below, the additional pages will be discarded and will not be reviewed by the Proposal Review Committee. A non-response will result in disqualification of the proposal.

Section I Cover Page  
Section II Table of Contents  
Section III Agency Overview  
Section IV Description of the Proposed Project  
Section V Scope of Work  
Section VI Budget  
Section VII Additional Documentation

### **Disclosure of Technical Information**

The proposal submitted in response to the request for proposal may contain technical data which the respondent may not want used or disclosed for any purposes other than evaluation of the proposal. The use and disclosure of any such technical data may be so restricted to the extent permitted by law, provided the respondent marks the cover sheet of the proposal with the following legend specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend:

"Technical data contained in pages \_\_\_\_ through \_\_\_\_ of this proposal shall not be used or disclosed except for evaluation purposes or as otherwise required by law, provided that, if the contract is awarded to the respondent as a result of or in connection with the submission of this proposal, the County shall have the right to use or disclose the technical data to the extent provided in the contract. This restriction does not limit the County's right to use or disclose technical data obtained from another source without restriction."

The County shall assume no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable under the California Public Records Act.

## Technical Proposal

### I. Cover Page (1 page limit) - Use Attached Format

The proposal shall be originally signed in blue ink on the Cover Page by the official authorized to bind the agency. The Cover Page must be completed and attached to the front of the proposal.

Refer to Attachment A for the template that shall be used for the Cover Page.

### II. Table of Contents (1 page limit)

A table of contents must be provided and should list all major parts of the proposal.

### III. Overview (4 page limit)

- A. Describe the applicant's prior experience in the provision of intensive outpatient and general outpatient alcohol and drug program services to criminal justice populations, including coordination with various criminal justice agencies, types of services provided, target populations served, and term of related experience.
- B. Briefly discuss some of your program's historical treatment outcomes for intensive outpatient and general outpatient treatment with criminal justice populations. At a minimum, your response must include the following benchmarks: change in employment status, changes in alcohol and other drug use, changes in mental health status, attainment of stable housing, and changes in criminal justice involvement. If you have provided any Drug Court services in the past five years, your response must include outcomes for Drug Court clients and denote which data pertains to the Drug Court clients.
- C. This section must include (can be an attachment to the proposal) a list of names, positions, full-time-equivalency percentages, and licensing/AOD certification status of current staff, and be sure to denote which staff (if already hired) would be assigned to the Drug Court Program. ***The Staff list is not included as part of your 4 page limit for this section.***

### IV. Description of the Proposed Project - (6 page limit)

- A. Describe how your organization will implement the following components of the Drug Court program design. In your response, be sure to include any relevant experience.
  - 1. Description of your organization's assessment process, including the duration, evidence-based instrument(s) used and process for ensuring all of the assessment data will be included in the Plumas system
  - 2. Process for assessing eligibility for alternate funding streams.
  - 3. Description of how your organization has and will assess and collect client fees.
  - 4. The evidence-based strategies and/or curriculum being utilized for the intensive outpatient and general outpatient treatment services, and a description of how long your agency has been utilizing the strategies and/or curriculum. In your response, be sure to include how flexible the treatment models are in order to adapt them to individual needs, while maintaining fidelity.

5. Description of the ancillary services provided and a description of how the organization is ensuring that clients are linked with the ancillary services. In your response be sure to indicate whether you provides the services on-site or through a referral. If services are provided through referral, be sure to include the specific name of the referral source(s).
6. Description of the aftercare services that will be provided for Drug Court clients.

#### **V. Scope of Work (Exhibit A) - (No page limit) - Use Attached Template**

Using the Scope of Work format in Attachment C, develop an "one-year/18 month" Scope of Work that specifically details the goals, objectives, activities and expected short and long-term outcomes. Be sure to complete a Scope of Work for each of the modalities included in the proposal. Applicants are encouraged to provide as much detail as possible to demonstrate how the proposed strategies will lead to the intended outcomes. Be sure to include information outlined throughout the RFP such as attending Court and team meetings if necessary, entering assessments, client information and progress notes into the Plumas System.

#### **VI. Budget (Exhibit B) - (No page limit)**

PCPHA has up to \$144,000 (about 40 clients from now through June 30, 2013) allocated for expenses incurred under a contract to be awarded as a result of this RFP. The allocation is dependent upon sufficient revenues received through AB 118 Realignment and approval by the Plumas County Board of Supervisors.

Provide a Detailed Budget, Revenue and Expense Summary and Overall Organization Budget for FY 2011-2012. Be sure to use the specific allocations, modalities and unit rates outlined in the RFP. The County will look favorably on budgets that have minimal administrative allowances and unit rates that are supported with other revenues. Refer to Attachment C for sample templates and additional instructions on how to complete the budget documents.

#### **VII. Additional Documentation (No page limit)**

As outlined throughout this RFP, several documents must be included as attachments to the proposal. They are as follows:

- List of current staff (*Name, Title, Degree/Credential, Licensing/AOD Certification Status, if applicable, Full Time Equivalency (FTE), and denotation of assignment to the SACPA Program.*)
- Evidence that the project can be carried for at least 90 days at any point
- Letters of Commitment if your agency is proposing to subcontract or establish a formal collaboration to provide services

## APPLICATION SUBMISSION

### I. Application Submission Requirements

#### A. General Policies

1. The County assumes no obligation for any of the costs associated with proposal development, preparation and submission.
2. This RFP is in no way an agreement, obligation or contract.
3. Proposals will become public information and the property of the County upon submission.
4. The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and cost standpoint.
5. After submission of the proposals and closing thereof, no information other than what is outlined in this RFP, will be released until after the award.
6. The County may award the entire contract to one respondent or split the award in any manner deemed most advantageous to the County.
7. In an effort to reach a decision concerning the most qualified applicant, Plumas County reserves the right to evaluate all factors it deems appropriate, whether or not such factors have been stated in the RFP.
8. The County reserves the sole right to interpret or change any provision of the RFP at any time prior to the proposal submission date. Any such interpretation or change shall be in the form of a written addendum and shall become part of the RFP.
9. A proposal will be **immediately** rejected/disqualified for any of the following reasons:
  - a. The application is not received at the time and place specified in the RFP;
  - b. The application does not adhere to the format and guidelines set forth in this RFP;
  - c. There is evidence which indicates that the applicant, applicant's staff and/or consultants have in any way attempted to influence the confidential nature of the review through contact with PCPHA staff or members of the selection review committee.

#### B. Submission Deadline and Format

One (1) original application and three (3) additional copies of all documents must be **received** by PCPHA by **XXXXXX** . Submit applications to:

**Plumas County Public Health Agency  
270 County Hospital Road, Suite 206, Quincy, CA 95971**

1. Proposals may neither be faxed nor electronically transmitted. Proposals must be received by the date and time recited above. POST MARKS or delivery service marks will not be accepted. Proposals and/or modifications and/or corrections thereof, received after the deadline specified will not be considered.
2. Only proposals submitted in the format described within this RFP will be considered. Proposals must be submitted on standard 8-1/2" x 11", plain white paper, typed, single spaced, in no less than 12 point typeface, with one inch (1") margins and pages numbered consecutively. Designer or hard covers are not permitted, and will be removed from proposals prior to their being shared with the review committee. Proposals shall be fastened in the top left-hand corner with a metal staple, clasp or other type of fastener.
3. A proposal may be rejected if incomplete and/or if it contains any alterations of form and/or other irregularities of sufficient magnitude or quantity to warrant a finding of being substantially non-compliant.
4. The County may accept or reject any or all proposals, may cancel, amend or reissue the RFP at any time prior to contract approval and may waive any immaterial defect in a proposal. The County's waiver of an immaterial defect shall in no way modify the proposal requirements or excuse the applicant from full compliance with the objective if awarded the contract.

### C. Contact between Applicant and County

1. **County staff contact:** During the period from issuance of this RFP and the award of the contract to a successful applicant, contact regarding the specific subject of this RFP between potential or actual applicant and County staff is restricted under the terms of this section. Except as outlined herein, neither applicant nor County staff shall discuss, question or answer questions, or provide or solicit information, opinion, interpretation, or advocate or lobby regarding this RFP. A documented instance of such contact by an actual or potential applicant shall be grounds for disqualification from the process. County staff is defined as any employee compensated for his/her services, in an allocated position, by the County, or any elected official.
2. **Questions regarding the RFP:** To maintain a fair and impartial process, all questions regarding this RFP must be submitted in writing to Mimi Hall via the e-mail link on the County website and contain a contact name and address. The final date and time to submit questions is **5:00pm onxxxxxx**. All questions and responses will be available on the County website on or before . No telephone consultation will be provided. **Questions must be submitted via the County website at public health link with Mimi's email address.**

## II. Application Review and Selection Process

### A. Application Review and Selection

Staff from the PCPHA will conduct an initial technical review to ensure that the format requirements outlined in this RFP have been fulfilled. If any of the format requirements are missing or incorrect, the application may be disqualified.

All applications that pass the initial technical review will then be submitted to a review committee which shall evaluate and score the applications. The committee may consist of persons experienced in the administration and/or provision of alcohol and other drug program services, representatives from other county departments, representatives from local advisory boards, and any other individuals that PCPHA deems capable and appropriate for the selection of potential providers. The committee shall not include potential contractors and no one on the committee may apply or assist others in applying for this contract.

The purpose of the evaluation is to determine which applicants demonstrate the skills, expertise and experience to successfully perform the tasks specified in the RFP. Each committee member will read and score each application using a standardized scoring instrument. The scoring instrument will reflect the requirements of the RFP.

Prior to making an award, the County may choose to conduct interviews with applicants. The County may also request additional information necessary to determine the applicant's financial stability, ability to perform on schedule or willingness to incorporate additional features in the application.

Once a decision is made, a Notice of Intent to Award will be mailed to all applicants evaluated by the committee. It will also be posted at the PCPHA Administrative offices.

**B. Interviews**

Prior to making a funding decision, the County may conduct interviews with the applicants receiving the highest scores from the review committee. The purpose of the interviews would be to ask follow-up questions that may arise from the review committee and collect any additional information not gleaned from the grant proposals. The interviews will tentatively take place xxxxxxxx .

**C. Post Award**

Once the Notice of Intent to Award has been issued, the provider selected will be contacted to execute the County's Standard Contract. At that time, the selected provider and the County may discuss adjustments to the budget and/or the scope of work. However, no other provisions of the County's Standard Contract will be negotiated. Refer to Attachment D for a copy of the County's Standard Contract.

The agency awarded a contract under this bid process will be required to adhere to the reporting requirements set forth by the Division of Alcohol, Drug and Tobacco Programs, as well as to provide any additional data needed to satisfy other County, state or federal reporting requirements.

For the duration of the contract period, annual contract renewals are contingent upon the demonstration of progress in achieving measurable results and compliance with all contract requirements.

Award of a contract under this process does not preclude the County from conducting another RFP process for these services at a future date.

**D. Appeal**

Should a prospective provider not accept the results of a review of a proposal, the following appeal process may be exercised. The prospective provider must file a Notice of Intent to Appeal with the County Department that issued the RFP. The Notice of Intent to Appeal must be received at the address stated below no later than ten (10) working days after the Notice of Intent to Award letter has been posted and mailed out to all participating applicants.

Mimi Hall, Director  
 Plumas County Public Health Agency  
 270 County Hospital Road, Suite 206  
 Quincy, CA 95971

The Notice of Intent to Appeal must include a full and complete written statement specifying the grounds for the appeal. Certified or registered mail must be used.

The notice shall be forwarded, through the appropriate administrative channels, to the Director of Public Health, or designee. The Department Director or designee shall receive copies of the letter of intent, the public notice, the Request for Proposal document, the group scoring sheet and written documents of the proposal review committee, as appropriate. The decision of the Department Director or designee shall be final.

**III. Tentative Timelines**

Funding Announcement	
RFP Released to Prospective Applicants	
Questions Due to PCPHA via County website <i>(due by 5:00pm)</i>	
Answers Posted By	
Proposals Due <i>(due by 12:00pm)</i>	
Review Committee	
Posting of Notice of Intent to Award	
Contract Negotiations and Board of Supervisors Review	
Contract Start Date*	

\* Contract start date is contingent on the length of contract negotiations and Board of Supervisors meeting schedule.

## ATTACHMENTS

- Attachment A: Cover Page Template
- Attachment B: Scope of Work Template
- Attachment C: Budget Preparation Templates and Instructions
- Attachment D: County Contract Boilerplate

DRAFT

**COVER PAGE**

***Plumas County Public Health Agency***

**RFP-2011-DCP**

**Date:**

<p><b><u>Legal Applicant:</u></b>                  Name:                  Address:                  Telephone:                  Fax:                  E-mail:</p> <p><b>Federal Tax ID No.:</b></p>
<p><b><u>Amount Requested:</u></b></p> <p><b>Year One Total Requested: \$</b></p>

<p><b><u>Certifications</u></b></p> <p>The applicant certifies to the best of his/her knowledge and belief that the data in this application is true and correct and that filing of the application has been duly authorized by the governing body of the applicant and that applicant will comply with the assurances required of applicant if the application is approved and a contract is awarded.</p> <p>Signature: _____ Date: _____                  Name: _____                  Title: _____</p>
---

***For County Use Only***

<b>Date Received:</b>	<b>Time Received:</b>
<b>PCPHA Staff Signature of Receipt of Application:</b>	



**BUDGET PREPARATION INSTRUCTIONS AND TEMPLATES**

Instructions and sample budget sheets have been provided in order that specific details of budget are included. It is imperative that all applicants provide budget details which establish clear audit trails and are consistent and uniform throughout the delivery system. While we anticipate that each contract agency uses its own format, please review the *attached samples* to ensure its comprehensiveness.

**I. Budget Detail Expenditures (Form Provided)**

Please make sure to insert the name of the service modality(ies) (e.g. individual counseling, residential treatment, etc.) being provided under your contract with the Division. Replace the words "Service Modality" in each column with the Name and Service Code number assigned to or chosen by your organization. Please then fill-in Salary, Services & Supplies and Indirect costs that reflect actual projected expenses within each service code area. Please ensure that all budgeted expenditures are identified under each contracted service modality.

Items listed under Facilities, Services and Supplies are only a sample of what may or may not be included at your agency. Please identify all that are appropriate for your agency.

	A	B	C	D	E
1	<b>EXHIBIT B</b>				
2	<b>BUDGET DETAIL</b>				
3	July 1, 2007 - June 30, 2008				
4	Contractor:				
5					
6	Contract Services:				
7					
8		<b>Service Modality</b>	<b>Service Modality</b>	<b>Service Modality</b>	<b>Total</b>
9	<b>Salaries, Wages &amp; Bene</b>				
10					\$0
11					\$0
12					\$0
13					\$0
14					\$0
15					\$0
16					\$0
17					\$0
18					\$0
19					\$0
20					\$0
21					\$0
22	Sub-Total				\$0
23	Employee Benefits				\$0
24	<b>Total of Salaries &amp; Benefits</b>				\$0
25					
26	<b>Services &amp; Supplies</b>				
27	Office Supplies				\$0
28	Printing/Copying				\$0
29	Postage				\$0

**II. Revenue and Expense Summary (Form Provided)**

This page includes, at a minimum, Total Expenses and Total Revenues (inclusive of alcohol/drug and all other funding streams) that are applied to the various programs funded by the County office. This page also includes the total number of contracted units, the unit description (e.g., individual/group sessions, bed day, etc.) and both the Gross and Net Unit rates under each contracted service.

To complete this form, enter the total expenses, revenue and funding source breakdown applied to each service modality for the contract. Note that the total expenses must be equal to the total revenue (ADP contract funds and other funds). Similarly, the totals of the funding source breakdown must also equal the total expenses and revenue.

**REVENUE & EXPENSE SUMMARY**  
July 1, 2008 - June 30, 2009

Contractor: \_\_\_\_\_

Contract Services:

Total Budget	Enter Service Modality Here	Total					
Salaries & Wages							\$0.00
Services & Supplies							\$0.00
Indirect Expenses							\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Participant Fees							\$0.00
Other Revenue							\$0.00
Net Contract Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Funding Source Breakdown:**

Enter the Funding Source Here							
							\$0.00
							\$0.00
							\$0.00
Total Funds Required:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Units of Service:**

Unit Description							
Enter Unit Description Here							
Enter Unit Description Here							
Enter Unit Description Here							

Then enter the total units of service provided for each service modality. The gross and unit rates will automatically calculate as these forms contain pre-populated formulas.

26	Units of Service:	<input type="text"/>					
27	Unit Description						
28	Enter Unit Description Here						
29	Enter Unit Description Here						
30	Enter Unit Description Here						
31							
32							
33							
34							

Please make sure to fill in the service modalities (e.g. individual

counseling, education, group counseling, etc.) and unit descriptions (e.g. bed day, sessions, etc.) on all of the forms.

**III. Overall Agency Budget**

Please provide an overall agency budget showing all sources of projected revenue and expenditures within your agency. Demonstrate how the alcohol and drug program revenue(s) fit into the overall agency budget.

**EXHIBIT B  
BUDGET DETAIL EXPENDITURES  
Time Frame**

Contractor:  
Program Name:

Salaries, Wages & Benefits	Service Modality	Service Modality	Service Modality	Total
				\$0
				\$0
				\$0
				\$0
				\$0
Sub-Total	\$0	\$0	\$0	\$0
Employee Benefits				\$0
<i>Total of Salaries &amp; Benefits</i>	\$0	\$0	\$0	\$0

Services & Supplies	Service Modality	Service Modality	Service Modality	Total
Office Supplies				\$0
Printing/Copying				\$0
Postage				\$0
Repairs & Maintenance				\$0
Rent				\$0
Utilities				\$0
Security				\$0
Communications				\$0
Advertising/Recruiting				\$0
Consultants - Acctg/Other				\$0
Educational Materials				\$0
Insurance				\$0
Vehicle Expense				\$0
Consultants - Medical				\$0
Lab Tests & Urinalysis				\$0
Medical Supplies				\$0
Training/Travel				\$0
Computer Services & Supplies				\$0
				\$0
<i>Total Services &amp; Supplies</i>	\$0	\$0	\$0	\$0

Indirect Costs	Service Modality	Service Modality	Service Modality	Total
Indirect Costs @ X %				\$0

	Service Modality	Service Modality	Service Modality	Total
<b>TOTAL EXPENSE</b>	\$0	\$0	\$0	\$0

**REVENUE & EXPENSE SUMMARY**  
Time Frame

Contractor:

Contract Services:

Total Budget	Enter Service Modality Here	Total						
Salaries & Wages								\$0.00
Services & Supplies								\$0.00
Indirect Expenses								\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Participant Fees								\$0.00
Other Revenue								\$0.00
Net Contract Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Funding Source Breakdown:**

Enter the Funding Source Here								\$0.00
								\$0.00
								\$0.00
Total Funds Required:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Units of Service:**

Unit Description	Enter Unit Description Here	Enter Unit Description Here	Enter Unit Description Here
Enter Unit Description Here			
Enter Unit Description Here			
Enter Unit Description Here			

**EXHIBIT B**  
**REVENUE & EXPENSE SUMMARY**  
 Time frame

Contractor:

Contract Services:

**Gross Unit Rates:**

Unit Description	Enter Service Modality Here					
<i>Enter Unit Description Here</i>						
<i>Enter Unit Description Here</i>						
<i>Enter Unit Description Here</i>						

**Net Unit Rates:**

<i>Enter Unit Description Here</i>						
<i>Enter Unit Description Here</i>						
<i>Enter Unit Description Here</i>						

**COUNTY OF PLUMAS**

ATTACHMENT D

Dept. contract Log # \_\_\_\_\_

**STANDARD CONTRACT**  
(insert template contract)

**DRAFT**