

Plumas County, CA
REQUEST FOR PROPOSAL
Criminal Justice Medication Assisted Treatment (MAT) Consultant

The County of Plumas is issuing this Request for Proposal (RFP) for the purpose of soliciting proposals for a consultant to create policies and procedures based on the National Commission on Correctional Health Care's jail-based medication assisted treatment guidelines and to create staff training specific to policies and procedures in order to implement medication assisted treatment in the County Jail. The application should comply with the minimum specifications as outlined in the RFP. The County intends to seek the best solution, based on the representative criteria contained in this RFP, for its criminal justice medication assisted treatment needs.

INSTRUCTIONS TO PROPOSERS

Three original copies, marked 'original', of the proposal will be accepted until May 21, 2019 at 5:00 PM. Proposals submitted must be binding for no less than ninety days after the date received. The County will select the proposal, or combination of proposals, that, in its opinion, is in the best interest of the County. The County reserves the right to reject any or all proposals or portions of a proposal. The County also reserves the right to waive minor technicalities in the proposal. The County not only reserves the right at the sole discretion of the County to reject any or all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal. In addition, the County reserves the right to accept the proposal (or proposals) deemed to be in the best interest of the County, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the County reserves the right to accept a proposal (or proposals) for any or all items separately or together.

Consultants inquiries are to be directed to Tony Hobson via email THobson@pcbh.services. Three originals of the proposal, marked 'original' and clearly marked as "Criminal Justice MAT", signed by an officer of the company, are to be submitted and addressed on the outside as follows:

Plumas County Behavioral Health Services
ATTN: Tony Hobson, Director
270 County Hospital Road. # 109
Quincy, CA 95971

Proposals may also be hand-delivered to the above address by the date and time specified. It is the responsibility of the Proposer to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the County by proposal closing time, will be kept by the County, unopened.

SELECTION REQUIREMENTS

The selection process will be conducted as follows:

• **Review of Written Proposals**

Using the criteria given in items A through D described in the 'Required Content for Proposal' section of the RFP and with emphasis on Medication Assisted Treatment specifications, the County of Plumas Behavioral Health Director shall review **all proposals** received to determine vendors who are fully qualified to provide the services and support set forth by this RFP.

• **Discussion and Interviews**

The County of Plumas Behavioral Health Director may hold one or more discussions with the top two ranked consultants who have been deemed to be fully qualified to provide the services and support as set forth by this RFP. Such discussions will be for the purpose of gathering additional information and understanding the consultant's qualifications, expertise and experience.

• **Evaluation and Ranking**

Using all the information developed during the proposal review and discussion stages, the top two proposals shall be ranked based on the information provided and presented a recommendation to enter into contract with the top ranked consultant to the County of Plumas Officials.

REQUIRED CONTENT FOR PROPOSAL

The County of Plumas will consider the following information in the evaluation and ranking process:

A. Background

The proposer will be required to complete policies and procedures, safeguards, and protocols in order to implement MAT in the County jail and Collaborative Court. The consultant will also be able to provide training curriculum to County staff that will be used for long term training needs

- Referral process
- Screenings
- Treatment requirements
- MAT Induction
- Staff procedural guidelines

B. Consultant Background

Provide information pertaining to work history and prior consultation work.

C. Cost Detail

Provide an itemized list of all charges in the following order: All costs shall be in actual dollar and cent amounts. Please provide best estimate for travel costs, and any other miscellaneous items in the attached "Proposal Budget Detail".

D. Training

Describe training process, hours, and workflow. Also describe on-going support and available training for new employees.

**PLUMAS COUNTY BEHAVIORAL HEALTH
PROPOSAL BUDGET DETAIL
Personnel Costs**

1. List each employee by job title or classification and salary rate. Use additional sheets as necessary.

JOB TITLE/	HOURS PER	HOURLY	TOTAL SALARY REQUIRED
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CLASSIFICATION	WEEK	SALARY	THIS FISCAL YEAR

TOTAL PERSONNEL COSTS \$ _____

2 List above employees costs and benefits. Use additional sheets as necessary.

RATE	ANNUAL AMOUNT	AMOUNT REQUIRED THIS FISCAL YEAR
FICA		
Retirement		
Workman's Comp		
Unemployment Insurance		
Health Insurance		
FICA		
Overtime		

TOTAL EMPLOYEE RELATED BENEFITS \$ _____

Contract Services

1. Will any contract services be used? YES NO

2. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS FISCAL YEAR

TOTAL CONTRACT SERVICES \$ _____

2. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.

Non - Personnel Costs

1. Complete the following:

TRAVEL (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS FISCAL YEAR
Auto Mileage: miles at /mile	
Air Transportation	
Subsistence	
Other (describe)	

TOTAL IN-STATE TRAVEL \$ _____

2. Explain why the proposed travel is needed if not apparent from the project overview.

Operating Expenses

3. List anticipated expenses by category

AMOUNT REQUIRED THIS CALENDAR YEAR

TOTAL PROPOSAL REQUEST \$ _____

The undersigned agrees to fully comply with all the provisions established in the Request for Proposal the Plumas County for the acceptance of funding.

PROJECT DIRECTOR

Signature: _____ Date: _____

Printed Name: _____ Title: _____