



**County of Siskiyou
Request for Proposals (RFP)
RFP #22-01 Community Corrections Partnership
for
Clinical and Therapeutic Services**

Proposals may be mailed, delivered, or emailed to:

Mike Coley

Chief Probation Officer

Community Corrections Partnership Chair

Siskiyou County Probation

805 Juvenile Lane, Yreka, CA 96097

Mike.coley@siskiyouprobation.org

Proposals Due by:

June 14, 2022

4:00 p.m.

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Request for
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Clinical and
Therapeutic
Services**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

| Date | Activity |
|---------------|--|
| May 31, 2022 | Release of Request for Proposals (RFP) |
| June 3, 2022 | Deadline to Submit Questions |
| June 14, 2022 | Submission of Proposals due by 4:00 PM |
| June 20, 2022 | Review of Proposals |
| June 21, 2022 | Notification of Final Selection |
| June 24, 2022 | To Be Determined |
| July 1, 2022 | To Be Determined |

1.0 Preface

In the past two years, services available through the Day Reporting Center (DRC) funded by the Community Corrections Partnership (CCP) have decreased due to staff attrition. Additionally, the availability of eligible staffing through Behavioral Health (BHS) have been limited due to hiring challenges. Therefore, to augment the clinical services to the inmates at the Siskiyou County Jail (SCJ) and the adults under supervision through the Siskiyou County Probation Department (SCPD), the CCP has chosen to contract with independent therapists to provide a variety of services to eliminate and lessen gaps in services.

2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

1. Be available for up to 20 hours per week to perform the following items.
2. Individual, group, and family counseling/therapy as needed to adults incarcerated at the Siskiyou County Jail, as well as consultation to the staff at Siskiyou County Jail (SCJ) located at 315 South Oregon Street, Yreka, CA. Said services may be performed via Zoom.
 - a. Provide progress notes to the Public Health Inmate Medical Staff, as agreed upon
3. Provide individual, group, and family counseling/therapy as needed to adults under supervision and other DRC participants, as well as consultation to staff at Adult Probation and the DRC staff. Said services may be performed via Zoom
4. Group Facilitation utilizing Moral Recognition Therapy (MRT) Curriculum
5. Group Facilitation utilizing Moral Recognition Therapy (MRT), Bringing Peace to Relationships, Curriculum as utilized for Batterer's Treatment Programming
6. Medical Team meetings
7. DRC Clinical Services meetings to include collaboration with multiple agencies
8. Individual crisis intervention and counseling for adults under supervision and other DRC participants, as well as consultation to staff at Adult Probation and the DRC staff
9. Mental Health Diversion Assessments
10. Mental Health Diversion Court preparation and participation
11. Time studies and data collection as determined by the Probation Department and/or Program Coordinator
12. Administer Pre and Posttests as determined by the Probation Department and/or Program Coordinator
13. Maintain fidelity to Evidence Based Practices and is to work with Probation staff and/or DRC Program Coordinator to ensure compliance, and provide necessary data as requested
14. Maintain compliance with their Beacon contract and the Council for Affordable Quality Healthcare.
15. Engage in collaboration with the Program Coordinator and Behavioral Health representatives on the fidelity of Managed Care Protocol in determining treatment plans and the level of care of an offender.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP

3.0 Submission Requirements

Proposal Format:

Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications: Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

- a. Actively licensed by, and in good standing with, the Board of Behavioral Sciences.
- b. Prior experience working with adults who are criminally involved.
- c. Prior experience working with adults who are criminally sophisticated.
- d. Prior experience working with adults who have violent tendencies.
- e. Knowledge of Evidence Based Practices
- f. Knowledge of criminogenic needs and protective factors with respect to rehabilitation and recidivism.
- g. Completion of MRT Facilitator Training
- h. Completion of MRT Domestic Violence Training
- i. Experience in facilitating MRT groups.
- j. Experience in working with adults who are dually diagnosed.
- k. Experience in working with adults who have Mental Health diagnoses.
- l. Knowledge of the requirements of Penal Code Sections 1203.097 and 1203.098, and experience in the management and operation of a Batterer's Treatment Program.
- m. Experience in facilitating Batterer's Treatment Programs.
- n. Experience working with Probation and Parole.
- o. Experience working with Governmental funded programs.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on- going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach

3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at 269 Sharps Road, Yreka, CA 96097 on or before **June 13, 2022 @ 4:00 PM** (ATTN: Chief Michael Coley). Please note “RFP #2022-01” on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 269 Sharps Road, Yreka, CA 96097 and postmarked by **June 10, 2022 @ 4:00 PM**. Please note “RFP # 2022-01” on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Chief Michael Coley at mike.coley@siskiyouprobation.org and must be received by **June 14, 2022 @ 4:00 PM**. Please include “RFP #2022-01” in subject line.
- Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.
- Proposers submitting proposals electronically will only be required to send one signed copy.
- Proposers are asked to direct all inquiries related to the project(s) to Jennifer Villani by email, jennifer.villani@siskiyouprobation.org, or by phone at 530-842-8888.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).

- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.
- Desired contract period is from 07/01/2022 through 06/30/2023.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law

6.0 Attachments

Siskiyou County Contract template