



RFP #840

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 28, 2022

DUE DATE: WEDNESDAY, OCTOBER 26, 2022 by 1:30 pm

Request for Proposal for:

DUI COURT EVALUATION

SUBMIT:

One (1) Original

Four (4) Complete Copies

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

Clark County
ATTN: Office of Purchasing
1300 Franklin Street, 6th Floor, Suite 650
Vancouver WA 98660
564-397-2323

United States Postal Service

Clark County
ATTN: Office of Purchasing
PO Box 5000
Vancouver WA 98666-5000
564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

****Proposals must be delivered to the Purchasing office – No Exceptions**

****Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

****Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name**

Refer Questions to Project Manager:

Beth Robinson
Clark County District Court
Beth.Robinson@clark.wa.gov
564-397-2431

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

ACCEPTANCE or REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

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Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>Clark County District Court requests competitive proposals from qualified researchers or research organizations to conduct a comprehensive evaluation of the District Court DUI Court.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at https://clark.wa.gov/internal-services/request-proposal-1 Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.</p>
2. Background	<p>DUI Court is a twelve-month minimum, District Court Therapeutic Specialty Court program that monitors misdemeanor offenses in a judicially supervised court program. Clark County's program began on 10/01/2017, when participants with two or more DUI convictions were transferred from Substance Abuse Court to the newly created DUI Court. A total of 17 participants were reassigned from SAC to DUI Court at that time.</p> <p>Clark County's DUIC Court program was built on the same platform as SAC, with some critical differences. As reported by www.responsibility.org, traditional screening and risk assessment tools often misidentify DUI offenders as low risk for repeating their crime. This can lead to inadequate sentencing and repeat DUI behavior. Clark County DUI Court adopted the Impaired Driving Assessment (IDA) tool to more accurately pinpoint the risk levels of potential participants. The Ohio Risk Assessment System (ORAS) is also used for further risk/needs assessment.</p> <p>The DUI Court participant differs from the traditional drug court participant in several key areas. DUI Court clients are more likely to present with many protective factors, such as employment, stable housing, and prosocial relationships. There may be less demand for the court to focus on basic needs, but more necessity to address criminal thinking errors through cognitive behavioral programs.</p> <p>To address thinking errors, participants are required to complete the Decision Points-DUI class. Decision Points is an open-entry cognitive behavioral intervention program built on the strategy of choice. It equips participants with alternative ways to examine their thinking and the related actions that lead them into trouble. Washington Traffic Safety Commission provided grant funding for the Decision Points authors to specifically tailor the program to clients with multiple DUI or Driving While License Suspended convictions.</p> <p>Under judicial oversight, DUI Court provides the structure, rewards, and consequences to hold participants accountable for their actions. The DUI Court team consists of a partnership between the Judge, prosecuting attorney, city attorney, defense attorney, probation services case manager, two treatment agency case managers, and the court coordinator. The mission of DUI Court is to provide effective substance use disorder treatment to high risk/needs offenders, thereby reducing crime and improving the quality of life in our community. Since its inception, DUI Court has had 20 graduates.</p>

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<p>3. Scope of Project</p>	<p>It is the desire of Clark County District Court to abide by the Ten Guiding Principles of DWI Courts, as published by the National Center for DWI Courts (NCDC). Guiding Principle #9 Evaluate the Program states, "A credible evaluation is the only mechanism for mapping the road to program success or failure. To prove whether a program is efficient and effective requires the assistance of a competent evaluator, an understanding of and control over all relevant variables that can systematically contribute to behavioral change, and a commitment from the DWI court team to rigorously abide by the rules of the evaluation design.</p> <p>Conduct a comprehensive evaluation of the Clark County DUI Court and provide the following:</p> <ul style="list-style-type: none">i. Monthly status reports submitted to the project manager until completion of the projectii. A draft evaluation reportiii. A final evaluation reportiv. Presentation of the final report to Court Administration, the DUI Court team, and stakeholders' group
<p>4. Project Funding</p>	<p>Funding for this project is available through a grant from the Washington State Administrative Office of the Courts (AOC). The anticipated cost for the services described herein is \$120,000. The Proposer's proposal shall include the Proposer's true estimated cost to perform the work irrespective of the budgeted funds for this work.</p> <p>Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.</p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p>

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5. Timeline for Selection	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 247 1513 625"> <tr> <td>Deadline for Questions</td> <td>October 14, 2022</td> </tr> <tr> <td>Proposals Due</td> <td>October 26, 2022</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>November 3, 2022</td> </tr> <tr> <td>Interviews (if needed)</td> <td>Week of November 14, 2022</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>November 28, 2022</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>December 12, 2022</td> </tr> </table>	Deadline for Questions	October 14, 2022	Proposals Due	October 26, 2022	Proposal Review/Evaluation Period	November 3, 2022	Interviews (if needed)	Week of November 14, 2022	Contract Negotiation/Execution	November 28, 2022	Contract Intended to Begin	December 12, 2022
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6. Employment Verification	<p>To be considered responsive to this formal Clark County RFP, all proposers shall submit before, include with their response or within 48 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify</p> <p>How to submit the MOU in advance of the submittal date:</p> <ol style="list-style-type: none"> 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or; 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>												

Section IB	Work Requirements
1. Required Services	Successful proposers must be able to provide a process evaluation, outcome evaluation, and cost-benefit analysis of Clark County DUI Court.
2. County Performed Work	County personnel will work closely with selected Contractor to coordinate the delivery of service.
3. Deliverables & Schedule	The deliverables for the contract will vary based upon the proposed activities.
4. Place of Performance	Contract performance may take place in the County's facility, the Proposer's facility, a third-party location, or any combination thereof.
5. Period of Performance	A contract awarded as a result of this RFP is intended to begin on December 12, 2022 and end June 30, 2023.

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	<p>Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.</p>
<p>6. Prevailing Wage (When Applicable)</p>	<p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more <u>and</u> completed three or more public works projects <u>or</u> received and completed training on prevailing wage and public works requirements.</p> <p>Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
<p>7. Debarred/Suspended</p>	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.</p>
<p>8. Public Disclosure</p>	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>

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<p>9. Insurance/Bond</p>	<p>A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p>B. <u>Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p> <p>E. <u>Commercial General Liability (CGL) Insurance</u> written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.</p> <p>F. <u>Professional Liability (aka Errors and Omissions)</u> The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.</p> <p>G. <u>Umbrella Liability Coverage</u> Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability</p>
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	<p>policies without exception, including Commercial General Liability and Automobile Liability.</p> <p>H. <u>Additional Insured</u> Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
10. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <p>✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:</p> <p>To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none">• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	There will be no-pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is October 14, 2022 by Noon.</p> <p>An addendum will be issued no later than October 20, 2022 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none"> 1. RFP Number and; 2. TITLE and; 3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed thirty (30) pages, <u>excluding</u> resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p> <p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p>

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	<p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	Proposers must identify key members of their agency and their roles relative to the services being proposed. Include a detailed description of any collaborative efforts with other agencies or partners who will be involved in the delivery of services.
3. Management Approach	All Proposers must have established, appropriate, financial internal controls and accounting procedures to ensure proper disbursement and accounting of funds provided. Proposers failing to meet these requirements will be ineligible for funding. See Attachment C.
4. Respondent's Capabilities	For the Scope of Project IA 3, Proposers must answer the questions found in Attachment E.
5. Project Approach and Understanding	Proposers must answer the questions found in Attachment F in order to demonstrate the approach their organization would take if awarded a contract.
6. Proposed Cost	Proposals must include a detailed account of the Proposer's plan to provide an evaluation of Clark County Mental Health Court. A detailed budget must be submitted with the proposal.
7. Employment Verification	<p>Please refer to section 1A.6. – E-Verify</p> <p>IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview</p>

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Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection																
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.																
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="402 684 1421 1213"> <tr> <td>RFP Questions (Attachment D)</td> <td>15</td> </tr> <tr> <td>Process Evaluation Design (Attachment E)</td> <td>20</td> </tr> <tr> <td>Outcome Evaluation Design (Attachment E)</td> <td>20</td> </tr> <tr> <td>Cost Analysis / Return on Investment (Attachment E)</td> <td>20</td> </tr> <tr> <td>Partnership Strength: Exceptional, value-added features or capabilities this firm/individual proposes to bring to the project (Attachment F)</td> <td>5</td> </tr> <tr> <td>Financial Stability and Organizational Health</td> <td>5</td> </tr> <tr> <td>Proposed Cost</td> <td>15</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	RFP Questions (Attachment D)	15	Process Evaluation Design (Attachment E)	20	Outcome Evaluation Design (Attachment E)	20	Cost Analysis / Return on Investment (Attachment E)	20	Partnership Strength: Exceptional, value-added features or capabilities this firm/individual proposes to bring to the project (Attachment F)	5	Financial Stability and Organizational Health	5	Proposed Cost	15	Total Points	100
RFP Questions (Attachment D)	15																
Process Evaluation Design (Attachment E)	20																
Outcome Evaluation Design (Attachment E)	20																
Cost Analysis / Return on Investment (Attachment E)	20																
Partnership Strength: Exceptional, value-added features or capabilities this firm/individual proposes to bring to the project (Attachment F)	5																
Financial Stability and Organizational Health	5																
Proposed Cost	15																
Total Points	100																
Section IIIB	Contract Award																
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>																
2. Contract Development	<p>The County intends to enter into a single contract with a qualified agency or individual that can provide the services outline in the RFP.</p> <p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p>																

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3. Award Review	The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .
4. Orientation/Kick-off Meeting	There are no current plans for a kick-off meeting.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

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DUI Court Evaluation

Attachment D: QUESTIONS for DUI COURT EVALUATORS

Proposers are required to provide detailed answers to the following questions about their proposed evaluation services. *(For a Microsoft Word version of this form, please contact the Project Manager listed on the cover of this RFP.)*

1. Please describe the experience of your firm or organization in the performance of research on DUI Courts or other therapeutic treatment courts.
2. Please provide two to four client references for projects of similar, or greater, size and scope as this one, performed within the last three years by your firm or organization. For each reference briefly describe the project and the role of your firm/organization. Also, provide a current contact person for each reference with name, e-mail, and phone number.
3. Has your firm or organization done research on DUI Courts or other therapeutic treatment courts in Washington State? Please describe.
4. Please describe the experience of your firm or organization working with state administrative databases to conduct research.
5. Has your firm or organization worked with the Washington State Department of Social and Health Services (DSHS) Research and Data Analysis Division, or other Washington State departments, to conduct research utilizing administrative databases for research purposes within the last three years? Please describe.
6. Please describe the familiarity of your firm or organization with the Automon and/or Connectrex MonitorCMS information systems. Have you utilized the Automon and/or Connectrex MonitorCMS databases in conducting research?
7. Who will be the lead researcher on this project? Please provide a relevant resume for this person. Describe this person's knowledge and background related to DUI Courts or therapeutic treatment courts. Include information on the following:
 - a. Whether the lead researcher has worked in or managed a DUI Court or therapeutic treatment court
 - b. Whether the lead researcher is involved with state or national groups related to therapeutic courts and has provided training or technical assistance to these groups
8. Will other researchers be working with the lead researcher on this project? If so, please provide a relevant resume for each. Describe each individual's experience with criminal justice system programs, mental health treatment programs, substance use disorder programs, and DUI Courts or therapeutic treatment

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DUI Court Evaluation

Attachment E: EVALUATION DESIGN

Clark County District Court is interested in a comprehensive evaluation of DUI Court. This will include a process evaluation, an outcome study, and a cost analysis of the court. The outcome study will primarily be a current and retrospective study utilizing a variety of data sources. Your proposal should, at this time, fully address each of the following:

1. Process Evaluation:

a. Describe in detail how you will develop a process evaluation that results in a report that accurately describes DUI Court: the program structure, policies, participants and how offenders are processed over time, as well as the decision-making protocols used for graduating and terminating participants, leveling sanctions, and referring to substance use disorder treatment, mental health or other treatment, and other community resources.

2. Outcome Evaluation:

a. Describe in detail the methodology you will use in determining the effectiveness of DUI Court including a comprehensive description of the research design you will use, as well as how you will develop an appropriate comparison group. As this is a retrospective evaluation, provide a description of the cohort of participants that you will select as well as the rationale for selecting this group.

b. List all outcomes that will be measured for DUI Court giving particular attention to those national drug court outcomes established by the National Institute of Justice. Describe the data that will be used to assess each outcome measure as well as the databases (both local and state) that will be used to gather the data needed. Describe additional measures that may be utilized in assessing the outcomes.

c. Describe in detail the timelines that you will implement for the outcome evaluation plan.

d. Provide a comprehensive description of the procedures you plan to implement to guarantee adequate protection of human subjects including provisions for maintaining the confidentiality of protected health information.

3. Cost Analysis/Return on Investment:

a. Describe in detail those variables which you would include in a cost analysis to determine the value and benefit of DUI Court. Provide information about the methodology you will use to measure cost/value, as well as your anticipated sources of cost-related data for each variable.

4. In addition to the above, please provide a project plan outlining:

i. A work schedule and Gantt chart

ii. A description of how comparison groups will be selected

iii. An estimate of the amount of time the research team will spend at the evaluation site collecting data.

iv. A description of the statistical packages and analyses that will be used to evaluate the data.

v. A plan for updating Clark County on the status of the evaluation.

5. Explain how your firm or organization will work with state administrative databases to conduct your research for this project.

6. Explain how your firm or organization will access data from the Washington State Department of Social and Health Services (DSHS) Research and Data Analysis (RDA) Division or other Washington State Departments to conduct research utilizing administrative databases.

7. Explain how your firm or organization will work with the Automon and/or Connectrex MonitorCMS information systems in conducting research.

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Attachment F: PARTNERSHIP STRENGTH

Please provide a specific description or list of the exceptional, value-added features or capabilities beneficial to the county that you propose to bring to your performance of the project. (Not to exceed three (3) pages).