RFP #759
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, May 1, 2019

Request for Proposal for:

MENTAL HEALTH COURT EVALUATION

PROPOSALS DUE: FRIDAY, MAY 31, 2019 by 3:00 p.m.
Proposals must be date and time stamped by Purchasing staff before 3:00 p.m. on due date.

Submit one (1) original and three (3) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington  98660
564-397-2323

Refer Questions to Project Manager

Beth Robinson
Program Coordinator
District Court
Beth.Robinson@clark.wa.gov
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 http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html

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 bidder may, at the bidders' 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 proposal 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.

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.

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: 564-397-2025
TTY: 564-397-2445
ADA@Clark.wa.gov
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4. Project Funding
5. Timeline for Selection
6. Employment Verification

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3. Deliverables and Schedule
4. Place of Performance
5. Period of Performance
6. Public Disclosure
7. Insurance/Bond
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Section IA General Information

1. Introduction
Clark County District Court requests competitive proposals from qualified researchers or research organizations to conduct a comprehensive evaluation of the combined District and Superior Court Mental Health Court. Up to $50,000 is available to conduct a descriptive/process evaluation of Mental Health Court. RFPs may follow for future outcome study and cost benefit analysis.

2. Background
Mental Health Court (MHC) began in April 2000 as a Clark County District Court Therapeutic Specialty Court program that offered eligible participants the chance to enter an alternative treatment and sentencing alternative program for defendants with a serious and persistent mental illness. As of 01/01/2018, MHC now includes a “pre-plea” program that accepts both misdemeanor and felony offenses. The Court still accepts post-plea cases as well for District Court only.

To participate on a pre-plea basis, the defendant must voluntarily agree to waive his or her right to a speedy and jury trial. The participant will also agree to a stipulated facts trial in the event of termination or opting out of the program. Finally, the defendant agrees to enter and abide by the conditions set forth in the program contract. If a participant successfully completes the program (graduates), the pending charges will be dismissed, with prejudice.

Under judicial oversight, MHC provides the structure, rewards, and consequences to hold participants accountable for their actions. The MHC team consists of a partnership between the Judge, prosecuting attorney, city attorney, defense attorney, probation officer, numerous treatment agencies, and the court coordinator. The mission of MHC is to promote public safety, reduce criminal activity associated with offenders with a mental illness, and enable the participants to live productive and law-abiding lifestyles in our community. Since its inception, MHC has had 365 graduates.

3. Scope of Project
It is the desire of Clark County District Court to abide by the Ten Essential Elements of Mental Health Courts, as published by the Bureau of Justice Assistance (BJA). Element #10 Sustainability states, “Data are collected and analyzed to demonstrate the impact of the Mental Health Court, its performance is assessed periodically (and procedures are modified accordingly), court processes are institutionalized, and support for the court in the community is cultivated and expanded.”

Conduct a comprehensive evaluation of the Clark County Mental Health Court and provide the following:

i. Monthly status reports submitted to the project manager until completion of the project

ii. A draft evaluation report

iii. A final evaluation report

iv. Presentation of the final report to Court Administration, the Mental Health Court team and stakeholders group

4. Project Funding
The total amount of funding available through this RFP is $50,000.
5. Timeline for Selection

The following dates are the intended timeline:

- **Deadline for Questions:** May 15, 2019
- **Proposals Due:** May 31, 2019
- **Proposal Review/Evaluation Period:** June 14, 2019
- **Interviews:** June 24 – 25, 2019
- **Contract Negotiation/Execution:** July 15, 2019
- **Contract Intended to Begin:** August 1, 2019

6. Employment Verification

Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 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 employee’s hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

How to submit the MOU in advance of the submittal date:

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

*Note*: Sole Proprietors are exempt.

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Section IB Work Requirements

1. **Required Services**

   Successful proposers must be able to provide a process evaluation of Clark County Mental Health Court.

2. **County Performed Work**

   County personnel will work closely with selected Contractor to coordinate the required 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**

   The contract awarded as a result of this RFP will be for a period of **seven (7) months**. It is intended to begin on July 1, 2019 and end on January 31, 2020.

6. **Public Disclosure**

   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.

   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. If a request is made for disclosure of such a portion, the County will determine whether it should be made available under the Act. If the county determines that such a record(s) is subject to disclosure, 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.

7. Insurance/Bond

A. Commercial General Liability (CGL) Insurance 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. This policy will 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.

B. Automobile

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 $500,000 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.

C. Professional Liability (aka Errors and Omissions)

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 $2,000,000 per occurrence, with a maximum deductible of $25,000. 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.

D. Proof of Insurance

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. It is the Proposer’s responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best’s Rating of A-VII or better.

8. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site: http://www.clark.wa.gov/general-services/purchasing/rfp.html

If your organization is NOT listed, submit the ‘Letter of Interest” to ensure your inclusion. See Attachment B.

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

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. The deadline for submitting such questions/clarifications is May 15, 2019.

An addendum will be issued no later than six calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

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.

Clark County RFP site:
http://www.clark.wa.gov/general-services/purchasing/rfp.html

Section IIB Proposal Submission
1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

- Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

- 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.

2. Proposal

Proposals must be clear, succinct and not exceed 20 pages, excluding resumes, E-Verify and coversheet. Proposer’s who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

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 readily recyclable.

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.

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.
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.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

**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.

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**

   **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://www.clark.wa.gov/general-services/purchasing-overview](https://www.clark.wa.gov/general-services/purchasing-overview)
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. 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:
   Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

   **A one hundred (100) point system will be used, weighted against the following criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Questions (Attachment E)</td>
<td>15</td>
</tr>
<tr>
<td>Evaluation Design (Attachment F)</td>
<td>45</td>
</tr>
<tr>
<td>Cost Analysis/Return on Investment (Attachment F)</td>
<td>15</td>
</tr>
<tr>
<td>Partnership Strength: Exceptional, value-added features or capabilities this firm/individual proposes to bring to the project (Attachment G)</td>
<td>5</td>
</tr>
<tr>
<td>Proposed Cost</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Section IIIB  Contract Award

1. Consultant Selection:
   The county intends to award one contract from this solicitation, with an award not to exceed $50,000.

   The county may wish to interview some or all proposers and/or make scheduled site visits prior to any contract award.

2. Contract Development:
   The County intends to enter into a single contract with a qualified agency or individual that can provide the services outlined in the RFP.

   This RFP and any successful proposal will become a part of any subsequent contract.

3. Award Review:
   The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a ‘trade secret’ will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

4. Orientation/Kick-off Meeting:
   There are currently no plans for a kick-off meeting.
Attachment A: COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency

Street Address City State Zip

Contact Person Title

Phone Fax

Program Location (if different than above)

Email address

Tax Identification Number

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark “NONE”.

No. _____ Dated: __________ No. _____ Dated: __________ No. _____ Dated: __________

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

Total Funds Requested Under this Proposal $ ________________

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.

______________________________       _________________
Signature, Administrator of Applicant Agency  Date
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.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Koni.Odell@clark.wa.gov or Priscilla.Ricci@clark.wa.gov

Clark County web link:
http://www.clark.wa.gov/general-services/purchasing/ia.html

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: QUALIFICATIONS

Attach additional sheet(s) as needed.

A. The following have been approved and adopted by the agency's Board of Directors:

- Written Personnel/EEO Policies  □ Yes  □ No  □ N/A
- Staff Job Descriptions  □ Yes  □ No  □ N/A
- Written Benefits Policies  □ Yes  □ No  □ N/A
- Affirmative Action Plan  □ Yes  □ No  □ N/A

B. Is your agency a nonprofit organization?

□ Yes  □ No  (If yes, submit one copy of your Charter or Articles of Incorporation AND IRS documentation showing qualification as a nonprofit corporation under Section 501(c)(3) of the IRS Code.)

C. Is your agency currently involved in or does it have pending any legal actions? Has your agency filed for bankruptcy in the past five years?

□ Yes  □ No  (If yes, explain.)

D. Does your organization conduct an internal audit of funds under its control?

□ Yes  □ No  (If yes, how often is such an internal audit conducted?)

E. How frequently is your organization audited by an independent auditing firm? _____

➢ Attach a copy of your organization's last financial audit, including your single audit (OMB Circular A-133) and management letter or SAS 114 letter for the most recent fiscal year.

F. Within the past five years, have independent audits identified deficiencies which resulted in findings, questioned costs, costs recommended for disallowance, an "adverse opinion" by the auditors, or the auditors "disclaiming" any opinions?

□ Yes  □ No  (If yes, explain and provide copy of all audit information pertaining to deficiencies, including audit, management letter or SAS 114 letter.)

G. Within the past five years, has the agency had disciplinary action by a state or federal agency, state licensing investigations or actions, or malpractice suits that are pending or went to final disposition and resulted in payment to plaintiff?

□ Yes  □ No  (If yes, please provide appropriate documentation and explanation.)

H. If your organization does not have an audit, please include your financial policies and procedures which identify positions and areas of responsibility.

I. Does your organization guarantee 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?

□ Yes  □ No  (If no, explain.)
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J. Does your organization guarantee that the costs for services quoted in response to this RFP are not in excess of those which would be charged any other individual for the same services performed by your agency?

☐ Yes ☐ No (If no, explain.)

K. Please attach one copy of the following documents (or equivalent thereof):

- Statement of financial position
- Statement of activities
- Cash flow statement
- Statement of changes in net assets
- Notes to financial statements, if available
- Organizational chart

I certify that this agency has never been debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension" and we will not contract with a subcontractor that is debarred or suspended.

I, the undersigned have read and reviewed all of the above statements and attest, to the best of my knowledge, that they are correct and that I have the legal authority to commit this agency to a contractual agreement.

___________________________________________
Signature, Chief Administrator of Applicant Agency
PROPOSER REPRESENTATIONS AND CERTIFICATIONS

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers and agrees that this offer shall be irrevocable for at least ninety (90) calendar days after the date offers are due or as stated in the solicitation, and if accepted, to furnish any and/or all goods, works, or services as described herein at the prices offered and within the time specified.

PROPOSER NAME: _______________________________________________________________________________

ADDRESS: _______________________________________________________________________________

STATE of INCORPORATION: _____________________________         DUNS NUMBER _______________________________

BUSINESS DESIGNATION:  □ Corporation   □ Sole Proprietor   □ Partnership
                          □ S. Corporation   □ Non-Profit    □ Government Agency
                          □ Other: ______________________________________

ASSURANCES

The Proposer attests and recognizes the following:

1. The person signing this offer has the authority to submit an offer and to represent Proposer in all phases of this procurement process;
2. The information provided herein is true and accurate;
3. Any false statement may disqualify this offer from further consideration or result in contract termination; and
4. The Proposer will notify the County within 30 days of any change in the information provided on this form.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for, or otherwise criminally charged with, commission of any of the offenses enumerated in paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and

6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

7. Has paid all taxes the bidder or proposer owes to a public body and has otherwise complied with the tax laws of this state or a political subdivision of this state.

CERTIFICATION REGARDING CONFLICT of INTEREST

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, a Contractor or Consultant (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Clark County; or the Contractor’s or Consultant’s objectivity in performing the Work would or might be otherwise impaired. The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents:

1. Has any relationship with any firm or individual that are, or appear to be, an organizational conflict of interest.

2. Has or has had the following relationships with the specific firm(s)/individual(s), identified below, which may be determined to be an organizational conflict of interest. Proposer understands that, based on the information provided by Proposer, Clark County may exclude the Proposer from further consideration and may withdraw its selection if the real or apparent organizational conflict of interest cannot be avoided or mitigated. Proposer further certifies that the degree and extent of the relationship of the Proposer with these named firm(s)/individual(s) have been fully disclosed below.

If unable to certify any of the statements in this Certification, the Proposer shall attach an explanation to its offer. The inability to certify to all of these statements does not necessarily preclude Proposer from award of a contract under this procurement.

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INSTRUCTIONS:

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 Mental Health 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 Mental Health 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 Connectrex MonitorCMS information system. Have you utilized the Connectrex MonitorCMS database 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 Mental Health Courts or therapeutic treatment courts. Include information on the following:
   a. Whether the lead researcher has worked in or managed a Mental Health Court or therapeutic treatment court
   b. Whether the lead researcher is involved with state or national groups related to drug 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 Mental Health Courts or therapeutic treatment courts.
Clark County District Court is interested in a comprehensive evaluation of Mental Health Court. This will include 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 Mental Health 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 mental health treatment, substance use disorder treatment, and other community resources.

2. In addition to the above, please provide a project plan outlining:
   i. A work schedule and Gantt chart
   ii. A description of how the 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.

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

4. 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.

5. Explain how your firm or organization will work with the Connectrex MonitorCMS and/or Automom information systems in conducting research.
Attachment G: 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)
Attachment H: PROPOSAL CHECKLIST

These documents are required components of your proposal:

☐ Attachment A – Proposal Cover Sheet

☐ E-Verify Memorandum of Understanding (unless already on file with Clark County)

☐ Attachment C – Qualifications

☐ Attachment D – Conflict of Interest and Debarment Certification

☐ Attachment E -- Answers to RFP Questions

☐ Attachment F – Evaluation Design

☐ Attachment G – Partnership Strength