

Mason County Request for Proposal
1/10 of 1% Sales & Use Tax (Treatment Sales Tax)
Veteran Care Coordinator/Case Manager

I. Introduction and Summary

Mason County, Washington is requesting proposals from qualified firms or individuals for a care coordination/case management program for veterans and their families. Section 3 of RCW 82.14.460 states: "Moneys collected under this section must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services. For the purposes of this section, "programs and services" includes, but is not limited to, treatment services, case management, transportation, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service. Therefore, the overall purpose of the services requested is to reduce mental health and chemical dependency issues among veterans and their immediate family members.

The Mason County 2015 Annual Report and 5 year plan highlights the prioritization for the use of these funds and programs to implement in the four areas listed below. Veterans are a specific subpopulation to target improvements in these areas.

1. Collaborate with the therapeutic courts (i.e. provide supportive services and/or improve graduation rates)
2. Increase availability of licensed mental health and substance abuse professional services;
3. Address the revolving door of people who cycle repeatedly through the streets, hospital emergency room and jail; and
4. Break the intergenerational cycle (prevention strategies).

Contract Terms: The target date for services to begin is **on or before September 1, 2017**. The contract will continue through June 30, 2018. All programs will be evaluated to determine the 2018 – 2019 RFP process and strategies to fund and accomplish the community priority areas. All payments will be on a monthly reimbursement basis.

Maximum contract award: **\$82,000**.

The program will be completed under the direction of the Housing and Behavioral Health Program Coordinator. All County contracts require approval of the Mason County Board of Commissioners.

Deadline for receipt of proposals is **4 p.m., Friday, July 14, 2017**. Proposals should be prepared in accordance with this RFP and **emailed** to:

Todd Parker
Housing & Behavioral Health Program Coordinator
415 N. 6th Street
Shelton, WA 98584
(360) 427-9670 ext. 293
Email: tparker@co.mason.wa.us

Applications must be received via email by the deadline indicated above.

Proposals will be evaluated by a panel of Public Health Staff, and if available, qualified community volunteers. The panel will make recommendation for contract award to the Mason County Board of Commissioners who will make the final selection. Respondents should not lobby committee members or the Board of Commissioners. Respondents should contact Todd Parker by phone or email for additional information. All proposals are public records. The committee reserves the right to request additional information from respondents. The County reserves the right to reject all submittals.

Should you be selected, all materials created under contract with Mason County will be owned by Mason County.

Insurance Requirements: All insurance provided shall be primary and non-contributory.

1. Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 general aggregate;
2. Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage;
3. Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington;
4. Consultant's Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

II. Statement of Need

Mason County, Washington has approximately 62,000 residents of which 8,000 (~13%) are veterans. Mason County is committed to serve, support and ensure the needs of veterans are met. Access to veteran services can require navigation among several agencies, organizations and departments and proves especially challenging for someone experiencing or suffering from mental health, substance use, Post-Traumatic Stress Disorder, disabilities, or housing and work-related problems. Mental health and substance abuse are tied closely to housing stability. Without proper care and treatment a person's health may decline which can lead to loss of housing and a further decrease in health. A care coordinator/case manager is needed to assist veterans in obtaining benefits, services, access to education, employment and facilitate housing projects that are veteran specific.

Areas such as care coordination/case management and transportation are not covered by Medicaid or other benefits. The goal and use of the Treatment Sales Tax is to fund financial gaps so there are not any barriers to service, treatment or continuity of service. For example, a barrier would include not having the benefits or medical insurance to receive treatment.

Mason County is committed to achieving a homeless status of functional zero for veterans. The funding from the Treatment Sales Tax and ability to leverage housing resources will be vital to the veteran program requested in this RFP.

III. Form of Proposal

Respondent proposals should not exceed 5 pages, excluding detailed budget attachment, and should include/address:

1. Contact name, title, mailing and street address, telephone number, and e-mail address.
2. Provide a description of your agency and how the mission, goals and objectives align with need outlined in the proposal and your understanding of the Treatment Sales Tax.
3. Describe the identified problem and the importance to the community from the experiences of your agency and involvement in the community.
4. Describe the services the program will provide. For case management, specify the maximum case-load, how this is determined, how people will qualify for enrollment, exit criteria and average time a person remains on the case load.
5. List the short-term and long-term goals, objectives, strategy, corresponding activities and measurements that will demonstrate the success of this program and the activities of a care coordinator/case manager. A table is recommended to address and show the relation of these items.
6. Projection of how many veterans (unduplicated number) will be served in the 10 month period.
7. Funding can be applied toward insurance gaps for treatment services. If your agency has the capacity to provide treatment services, provide a detailed description of these services and itemize this on the budget including the expected hours per week.
8. Describe your experience and/or ability to work and collaborate with the American Legion/Veterans of Foreign Wars, Veterans Service Organization, Disabled American Veterans, Washington State Department of Veteran Affairs, American Lake VA, WorkSource, access to health care, DSHS, therapeutic courts, and other local or neighboring county agencies and how this will be documented and measured.
9. Provide a detailed budget for the contracted services inclusive of travel, administration, marketing, and delivery with specific line items each. Be sure to list staff wages and benefits separately and the expected work schedule in hours per week. Administration should not exceed 8% of the budget. In a competitive RFP process, the goal is to fund programs and services and not the agency/organization. Therefore, overhead or other indirect costs may require further explanation and justification.
10. Describe the financial capacity and systems in place to successfully manage the grant and safeguard public funds.

IV. Evaluation Criteria:

Proposals will be evaluated based on the following criteria. The evaluation criteria are subject to change without notice.

1. Importance to the community: Direct impact on addressing the community priorities and achieving desired outcomes in the local strategic plan
2. Clearly defined scope, goals and outcomes/performance measures
3. Cost effectiveness: The total project cost is appropriate for the expected impact
4. Organizations' partnerships and collaborations: Program collaborates with partner organizations to maximize impacts, and where appropriate, achieves a collective impact
5. Financial capacity: Organization has the financial capacity and systems in place to successfully manage the grant

6. Responsive application: All relevant questions answered and information is relevant and responsive to the questions asked

V. Independent Contractor

It is the intention and understanding of the County that the Contractor shall be an independent contractor and that the County shall be neither liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax that may arise as an incident of employment. Contractor shall pay all income and other taxes as due. Industrial or other insurance that is purchased for the benefit of contractor shall not be deemed to convert this Contract to any employment contract. It is recognized that Contractor may or will be performing services during the term of the Contract for other parties and that the County is not the exclusive user of the Contractor's services.

VI. Prevailing Wage

If required by RCW 39.12, prevailing wages shall be paid. Contractor specifically agrees to comply with RCW 39.12 and to file all required forms, certifications, and affidavits necessary to comply with Federal and State laws before final payment shall be made to the Contractor. The latest prevailing wage rate information is available per the State of Washington, Department of Labor and Industries, Industrial Relations Division.

VII. Equal Opportunity Employer

Mason County is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.