**REQUEST FOR PROPOSALS**

**Mental Health Case Manager for Ramsey County Mental Health Court**

**Second Judicial District**

The Second Judicial District, Criminal Division, is seeking proposals from a qualified person to contract for professional mental health case management work to participants in the Ramsey County Mental Health Court (“RCMHC”) program. The proposal shall be submitted for a 14-month period of time, from approximately July 1st, 2014, through September 30, 2015, and may be extended for an additional six months.

Following is a description of the work and listing of the proposal requirements. This is not a bid but a request for a proposal that could become the basis for negotiations leading to a contract for a Mental Health Case Manager to serve as an independent contractor, and not as an employee of the State of Minnesota.

1. OBJECTIVE. The goal of this request for proposal is to enable the Second Judicial District Court to secure a Mental Health Case Manager, in an efficient and cost-effective manner, to provide case management to participants who are currently in the RCMHC program. Work involves performing court screenings and assessments in relation to the work of the RCMHC and includes providing participant information and treatment recommendations to all partners, including Ramsey County Community Corrections, Project Remand, District Court, and others involved in the Ramsey County criminal justice system.
2. QUALIFICATIONS. For the purpose of this Request for Proposal, the Mental Health Case Manager must:
3. Have a minimum of a bachelor’s degree in social work, psychology, or a health related field and one year experience working with mentally ill persons. A master’s degree in Social Work is preferred.
4. Have good interpersonal skills and the ability to work with and be part of a treatment team.
5. Work comfortably and effectively with clients who are mentally ill and/or chemically dependent and who come from diverse backgrounds.
6. Be knowledgeable of:
   * Relevant laws, regulations and policies regarding social service provisions, reporting requirements, data practices and client rights.
   * Current social work theory, principles and practices.
   * Therapeutic processes and their appropriate uses.
   * Community resources including functions of other social service agencies.
   * Major mental illness and their primary symptoms.
   * Psychotropic medications and other therapies used to treat mental illness.
   * Supportive counseling techniques, independent living skills/teaching and crisis intervention techniques.
   * Human development and behavior, family and group dynamics, and mental, physical and social dysfunctions.
7. Have the ability to:
   * Prioritize work.
   * Communicate effectively orally and in writing.
   * Use a computer for word-processing and data base management.
   * Be flexible.
   * Work independently and as a member of an interdisciplinary team.
   * Develop and maintain effective professional work relationships and therapeutic relationships with clients.
   * Tolerate high levels of stress.
   * Assess and manage crisis situations.
8. Be skilled in:
   * Consultation, problem solving and coordination of service delivery.
   * Assessing and diagnosing the social/mental functioning and treatment modality appropriate for clients and writing appropriate treatment plans.
9. Experience with a problem solving court is preferred.
10. DESCRIPTION OF WORK. The Mental Health Case Manager’s responsibilities for RCMHC include:
11. Perform appropriate screening and assessment, and develop individual community support plans/case coordination plans for all RCMHC participants.
12. Coordinate the utilization of community-based services such as chemical health and mental health services, treatment, victims’ services, housing, benefits, transportation, education, vocational training, job skills training, and placement to provide a strong foundation for recovery.
13. Conduct mental health screenings.
14. Assess level of functioning.
15. Consult with other mental health professionals.
16. Coordinate care with hospital social workers, physicians, therapists, and other existing social service agencies to encourage consistent and appropriate ongoing care to the clients on an as needed basis.
17. Work to identify strategies to sustain mental health after program completion.
18. Assist the defendants [clients] with social services and health care forms and applications on an as needed basis.
19. Provide coordinated and comprehensive case management services to RCMHC participants to include telephone contact and office/home/employment visits.  If the client is involved with other case management services, that case management is considered primary.
20. File report with Vulnerable Adult and the Ombudsman’s Office when appropriate.
21. Document and update RCMHC participant files on a regular basis during program involvement.
22. Facilitate court required conditions with program participants (i.e., community work service, payment plans, court ordered classes, etc.).
23. Assist the defendants [clients] with court related forms and applications on an as needed basis.
24. Oversee compliance of treatment requirements and provide the RCMHC staffing team with sufficient and timely information to implement sanctions and incentive systems.
25. Participate in staffing case reviews and provide written updates on all active and referred participants.
26. Attend RCMHC team staffing and court sessions and monthly RCMHC meetings.
27. Contribute to the RCMHC efforts in community education and local resource acquisition.
28. Contribute to the education of peers, colleagues, and judiciary in the efficacy of mental health courts.
29. Develop treatment recommendations for the Court.
30. Manage the execution of dispositional and other orders from the Court that pertain to securing services for defendants.
31. Provide coordinated and comprehensive supervision of cooperation with Court requirements to RCMHC participants to include telephone contact and office/home/employment visits.
32. Serve as a court liaison with other parts of the court system, to county agencies and other agencies.
33. Provide reports to the Court in a timely manner.
34. Participate in the development of program as directed by the Court.
35. Primary liaison with community providers and probationary agents.
36. Administer a plan to all participants to identify triggers to recidivism, progress made in program, and strategies to remain law-abiding and maintain mental health.
37. WORK ENVIRONMENT. Work is performed in clients’ and service providers’ homes, detention, treatment and residential facilities, courts and work sites. Frequent travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases. Direct service provision may require dealing with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.
38. BASIS FOR PAYMENT. This is a grant-funded position. The contracted Mental Health Case Manager will be paid up to $28.56 per hour not to exceed forty (40) hours per week throughout the life of the grant.

1. CONTRACTOR REQUIREMENTS. A criminal background check is required of all contractors. A Mental Health Case Manager awarded a contract as a result of this request for proposal must be able to:
2. Have a means to contact and consult with program participants (i.e.: cellphone).
3. Have own car and a valid Minnesota driver’s license.
4. Maintain individual vehicle liability insurance coverage, as well as meet standards established by the agency’s insurance carrier.
5. Attend monthly policy meetings.
6. Attend staffing meetings and court sessions bi-monthly on Tuesdays.

In addition, the contractor will be required to sign:

1. Affidavit of Non-Collusion indicating contractor has submitted the proposal without collusion.
2. Certification regarding debarment certifying contractor has not been disqualified from federal funding.
3. Drug Free work place form.
4. PROPOSAL CONTENTS. Each submission in response to this request for proposal must contain:

a) Resume. Your proposal must include the resume of the individual who would perform the services of a Mental Health Case Manager in this request for proposal. The resume must be up-to-date, include the names and telephone numbers of at least three references, and demonstrate the individual’s knowledge and expertise as a Mental Health Case Manager and knowledge of community mental health resources.

b) Financial parameters such as an hourly, weekly, or monthly proposed rate.

All reasonable proposals will be considered.

1. SUBMISSION OF PROPOSALS. Your proposal must be submitted in writing in a sealed envelope to:

Ramsey County Mental Health Court

c/o Brandi Stavlo

900 Courthouse

15 West Kellogg Boulevard West

St. Paul, MN 55102

**Deadline:** Proposals must be received no later than 4:30 pm on April 30th, 2014. Proposals will be opened the following business day and once opened become public.  Do not place any information in your proposal that you do not want revealed to the public.  All documentation shipped with the proposal, including the proposal, will become the property of the Minnesota Supreme Court.

Questions about the RFP or the selection process must be in writing and directed to Brandi Stavlo at the address above. Answers to questions received before 4:30 p.m. on Monday, April 7th, 2014, will be posted on the public website ([www.mncourts.gov](http://www.mncourts.gov)) on Tuesday, April 8th, 2014. Answers to questions received before 4:30 p.m. on Monday, April 21st, 2014, will be posted on the public website on Tuesday, April 22nd, 2014.

1. EVALUATION. The Second Judicial District will review the information submitted and may conduct interviews or meetings with selected potential contractors. Selected contractors must agree to judicial branch terms and conditions and sign a professional services contract. The professional services contract will contain a contract termination clause if the work product of the case manager is not satisfactorily performed in the judgment of the judicial branch. Please see attached contract template.

The Second Judicial District is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. The Second Judicial District reserves the right to cancel or withdraw the Request for Proposal at any time if it is considered to be in its best interest. In the event the Request for Proposal is cancelled or withdrawn for any reason, the Second Judicial District shall have no liability to any proposer for any reason for any costs or expenses incurred in connection with this Request for Proposal or otherwise. The Second Judicial District also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend proposal due dates.