

REQUEST FOR PROPOSALS
Contract Clinical Liaison for
Ramsey County Treatment Courts
Second Judicial District

The Second Judicial District, Criminal Division, is seeking proposals from a qualified person(s) or entity to contract to provide Clinical Liaison support to participants' in Ramsey County Treatment Courts (which includes Adult Substance Abuse Court (ASAC), Veterans Treatment Court (VTC), DWI Court, and Mental Health Court) in order to enhance, centralize, and expedite clinical assessment of Ramsey County Treatment Court participants.

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 Clinical Liaison to serve as an independent contractor, and not as an employee of the State of Minnesota.

- I. RIGHT TO CANCEL. THE STATE 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 STATE 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 IN THE EVENT THE REQUEST FOR PROPOSALS IS CANCELLED OR WITHDRAWN FOR ANY REASON, THE STATE SHALL HAVE NO LIABILITY TO ANY PROPOSER FOR ANY COSTS OR EXPENSES INCURRED IN CONNECTION WITH THIS REQUEST FOR PROPOSALS OR OTHERWISE. THE STATE 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.

- II. OBJECTIVE. The goal of this request for proposal is to enable the Second Judicial District Court to secure a Clinical Liaison in an efficient and cost-effective manner. The Clinical Liaison will provide care coordination for all Ramsey County Treatment Courts. Ramsey County Treatment Court can utilize as many as 10-15 different treatment providers within a single court. As a result, there is currently no treatment representation on any team, other than the Veterans' Justice Outreach Coordinator (VJO) on the Veterans Treatment Court team. By utilizing a Clinical Liaison, the treatment courts can replicate this successful collaboration to other treatment court teams and improve efficiency and expediency of treatment placement. The treatment courts would be able to enhance collaboration by providing a single point of contact for each participant's treatment team, decreasing duplication and fragmentation of services, and ensuring culturally and linguistically appropriate services.

- III. DEFINITION. For the purpose of this request for proposal, a Clinical Liaison must have either a bachelor's degree in one of the behavioral sciences or related fields OR be certified as a Level I alcohol and drug counselor from UMICAD. In addition, the Clinical Liaison must have at least 2,000 hours of supervised experience working with person with Substance Use Disorder (SUD). Preference will be giving to those with a Masters Level degree. The Clinical Liaison must have knowledge of and mastery of theories and modalities used in the specialized treatment of behavioral health issues, as well as knowledge of treatment providers and community resources.

IV. DESCRIPTION OF WORK. A Clinical Liaison provides care coordination for all treatment courts, while also developing care plans for each participant. The Clinical Liaison must be able to develop and maintain relationships with treatment providers, and ensure that treatment providers are complying with the court's care plan and with their own treatment plans; must provide quality assurance checks on treatment providers on behalf of the court.

Specific tasks can include:

- Participate as team member on Ramsey County Treatment Court teams including Adult Substance Abuse Court, DWI Court, Mental Health Court, and Veterans Treatment Court (as needed)
- Attend and participate in staffing meetings as treatment representative
- Facilitate referrals to substance use disorder or mental health services as indicated by the participant's comprehensive assessment or treatment plan
- Maintain contact with treatment providers and provide updates on treatment progress to Treatment Court teams
- Communicate with probation officers and case managers regarding treatment updates
- Develop relationships and build partnerships with treatment providers
- Work in conjunction with judges and court administration to provide quality assurance checks on treatment providers on behalf of the court programs
- Document treatment updates and coordination services in the participant's file

V. BASIS FOR PAYMENT. The proposed budget is for up to 1.0 FTE Clinical Liaison position at a market-supported hourly rate. The budget may also include relevant administrative costs, supplies, and reimbursements for mileage and other associated costs.

VI. CONTRACTOR REQUIREMENTS. An agency awarded a contract as a result of this request for proposal must carry workers compensation insurance, if applicable. A criminal background check is required of all contractors.

- a. Bachelor's degree in one of the behavioral sciences or related fields OR be certified as a Level I alcohol and drug counselor from UMICAD.
- b. At least 2,000 hours of supervised experience working with person with Substance Use Disorder (SUD)
- c. Preference will be given to Masters Level professionals. This position does not require licensure.
- d. Knowledge of and mastery of theories and modalities used in the specialized treatment of behavioral health issues
- e. Knowledge of treatment providers, treatment modalities and community resources
- f. Knowledge of confidentiality laws
- g. Knowledge of criminal court procedures
- h. Ability to participate effectively as a member of an interdisciplinary treatment team
- i. Ability to establish and maintain effective working relationships with patients, co-workers and community organizations
- j. Counseling experience with patients with addiction in a group setting
- k. Excellent verbal and written communication skills
- l. Time management and organizational skills

VII. PROPOSAL CONTENTS. Each submission in response to this request for proposal must contain:

- A. Resume. Your proposal must include the resume(s) of the individual(s) who would perform the services of outlined 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 experience in acting as a Clinical Liaison.

If you are submitting this proposal on behalf of an agency, please include a description of the agency and a sample job posting for the Clinical Liaison position or resume(s) of the individual(s) who would perform the services of outlined in this request for proposal.

- B. Other Conditions. Your proposal must indicate relevant experience, the financial parameters within which you are willing to perform, and your availability to the court during the time indicated above. Please be as specific as possible, including details such as:

- Your proposal for a hourly rate;
- Administrative overhead;
- Reimbursable expenses (e.g. supplies and mileage);
- Experience with Treatment Courts; and
- Any other information deemed relevant.

- C. CERTIFICATE OF INSURANCE. Minnesota Statutes § 176.182 requires that the State shall not enter into any contract before receiving from all other contracting parties acceptable evidence of compliance with the workers' compensation coverage requirements of § 176.181, subd. 2. Your proposal must include one of the following: (1) a certificate of insurance, (2) a written order from the Commissioner of Insurance exempting you from insuring your liability for compensation and permitting him to self-insure the liability, or (3) an affidavit certifying that you do not have employees and therefore are exempt pursuant to Minn. Stat. §§ 176.011, subd. 10; 176.031; and 176.041.D. **AFFIRMATIVE ACTION CERTIFICATION.** If your proposal exceeds \$100,000.00, your proposal must include a completed Affirmative Action Data Page (Appendix I).

- E. NONCOLLUSION. You must complete the Affidavit of Noncollusion (Appendix II) and include it with your proposal.

- F. CERTIFICATION OF DEBARMENT. You must complete the Certification of Debarment (Appendix III) and include with your proposal.

- G. DRUG FREE WORKPLACE. The court has a Drug Free Workplace Policy and form that you and your employees who work the positions, if applicable, will be required review and sign the Drug Free Workplace if offered a contract for services with the court.

- H. PROJECT COMPLETION DATE. The proposal shall be submitted for a 12 month period of time, December 1, 2018 through November 30, 2019, and may be extended for an additional one to four years.

All reasonable proposals will be considered.

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

Second Judicial District Court
Attention: Allison Holbrook
900 Ramsey County Courthouse
15 Kellogg Boulevard West
St. Paul, MN 55102

Deadline for application materials is 4:30 pm Friday January 4, 2019.

LATE PROPOSALS WILL NOT BE ACCEPTED

- A. **QUESTIONS.** Questions about the RFP or the selection process must be in writing and directed to Allison Holbrook to the address above or at allison.holbrook@courts.state.mn.us. Other court personnel are not allowed to discuss the Request for Proposal with any one including responders before the proposal submission deadline. Questions must be submitted by Friday December 28, 2018 at 4:30 p.m. (CST) and will be posted to the public forum by Wednesday January 2, 2019 at 4:30 p.m. (CST). <http://www.mncourts.gov/About-The-Courts/NewsAndAnnouncements.aspx?t=notice>.
 - B. **SIGNATURES.** Your proposal must be signed by, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm.
 - C. **INK.** Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person signing the proposal. Except in the case of obvious errors in math, the initial proposal should contain your best and final offer. No additional offers will be entertained after the initial proposal.
 - D. **SELECTION TIMELINE.** Vendor selection will be as soon as possible after the proposal submission deadline.
- IX. EVALUATION. The Second Judicial District will review the information submitted and may conduct interviews or meetings with selected potential contractors. Cost of service will not be the only criterion used in the selection process. 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 is not satisfactorily performed in the judgment of the Judicial Branch. The selected contractor must provide documentation of proof and workers compensation insurance (applicable if the contractor has employees).

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. 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 proposals 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.

APPENDIX I
Affirmative Action Statement and
Certification of Compliance
(Must be submitted with Response)

STATE OF MINNESOTA - AFFIRMATIVE ACTION STATEMENT

If your response to the RFP is estimated to exceed \$100,000, you must complete the information requested:

BOX A:

1. Have you employed more than 40 full-time employees within Minnesota on a single working day during the previous 12 months?

YES NO

If your answer is “NO,” proceed to BOX B. If your answer is “YES,” **your response will be rejected unless your firm or business has a Certificate of Compliance issued by the State of Minnesota, Commissioner of Human Rights, or has submitted an affirmative action plan** to the Commissioner of Human Rights for approval **by the time the responses are due** for any proposal estimated to exceed \$100,000.

2. Please check one of the following statements:

YES, we have a **current** Certificate of Compliance that has been issued by the State of Minnesota, Commissioner of Human Rights. (Include a copy of your certificate with your response.)

NO, we **do not have** a Certificate of Compliance; however, **we submitted an affirmative Action plan** to the Commissioner of Human Rights for approval on _____, . The plan must be approved by the Commissioner of Human Rights before any contract or agreement can be executed.

NO, we **have not submitted** a plan. If your plan is not submitted by the time the responses are due, your response will be rejected.

NOTE: Minnesota contractors must have a certificate issued by the Minnesota Department of Human Rights. Affirmative Action plans approved by the federal government, a county, or a municipality must still be reviewed and approved by the Minnesota Department of Human Rights for a certificate to be issued.

BOX B:

1. Have you employed more than 40 full-time employees on a single working day during the previous 12 months in a state in which you have your primary place of business and that primary place of business is outside of the State of Minnesota, but inside the United States?

YES NO

If your answer is “NO,” proceed to BOX C. If your answer is “YES,” **the state cannot execute a contract with your firm or business unless it is in compliance with the Minnesota Human Rights certification requirements. It is the sole responsibility of the firm or business to apply for and obtain a human rights certification prior to execution of a contract as applicable.** You may achieve compliance with the Human Rights Act by having either a current Certificate of Compliance issued by the State of Minnesota, Commissioner of Human Rights, or by certifying that you are in compliance with federal Affirmative Action requirements.

2. Please check one of the following statements:

YES, we have a current Certificate of Compliance issued by the Minnesota Department of Human Rights. (Include a copy of your certificate with your response.)

YES, we are in compliance with federal Affirmative Action requirements.

NO, we do not have a current Certificate of Compliance and we cannot certify that we are in compliance with federal Affirmative Action requirements.

BOX C:

1. If your answers to BOX A (Question 1) and Box B (Question 1) were “NO,” you are not subject to the Minnesota Human Rights Act certification requirement. Please, however, check one of the following:

NO, we have not employed more than 40 full-time employees within Minnesota on a single working day during the previous 12 months and we have not employed more than 40 full-time employees on a single working day during the previous 12 months in the state in which our primary place of business is located.

We are a business with our primary place of business outside of the United States that has not employed more than 40 full-time employees within Minnesota on a single working day during the previous 12 months.

For further information regarding Minnesota Human Rights requirements, contact the Department of Human Rights, Compliance Services, 190 East 5th Street, Suite 700, St. Paul, MN 55101; Voice: 651.296.5663; Toll Free: 800.657.3704; or TTY: 651.296.1283. For further information regarding federal Affirmative Action requirements, call 800.669.4000 or visit its web site at <http://www.eeoc.gov/>.

By signing this statement, the Proposer certifies that the information provided is accurate.

NAME OF FIRM: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

(See next page for notice to Proposers)

STATE OF MINNESOTA - AFFIRMATIVE ACTION CERTIFICATION OF COMPLIANCE

The Minnesota Human Rights Act (Minn. Stat. § 363.073) divides the designation compliance program into two categories. Both categories apply to any designations for goods or services in excess of \$100,000.

The first category applies to businesses that have had more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an Affirmative Action plan to the Commissioner of the Department of Human Rights prior to the due date of the response and must have received a Certificate of Compliance prior to the execution of a designation.

The second category applies to businesses that have had more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The businesses in this category must have either a current Certificate of Compliance previously issued by the Department of Human Rights or certify to the STATE that they are in compliance with federal Affirmative Action requirements before execution of a designation. For further information, contact the Department of Human Rights, 190 East 5th Street, Suite 700, St. Paul, MN 55101; Voice: 651-296-5663; Toll Free: 800-657-3704; or TTY: 651-296-1283.

Minnesota businesses must have a current Certificate of Compliance or submitted an affirmative action plan by the time proposals are due, or their proposal will be rejected.

The STATE is under no obligation to delay the execution of a designation until a business has completed the Human Rights certification process. It is the sole responsibility of the business to apply for and obtain a Human Rights certificate prior to execution of a designation, as applicable.

APPENDIX II
STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION
(Must be submitted with Response)

I swear (or affirm) under the penalty of perjury:

1. That I am the Proposer (if the Proposer is an individual), a partner in the company (if the Proposer is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Proposer is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Proposer independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Proposer of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent (including a partner) of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Proposer's Firm Name: _____

Authorized Signature: _____

Date: _____

Appendix III

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTION

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department agency.

Dated: _____, 20_____

Proposer's Signature