



**REQUEST FOR PROPOSALS #2019-22**

**FOR**

**JUVENILE DEPARTMENT SHORT TERM RESIDENTIAL PLACEMENTS**

**BOARD OF COUNTY COMMISSIONERS**

**JIM BERNARD, Chair**  
**SONYA FISCHER, Commissioner**  
**KEN HUMBERSTON, Commissioner**  
**PAUL SAVAS, Commissioner**  
**MARTHA SCHRADER, Commissioner**

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**Gary Schmidt**  
**County Administrator**

**George Marlton**  
**Procurement Division Director**

**Peter Madaus**  
**Analyst**

**PROPOSAL CLOSING DATE, TIME AND LOCATION**

**DATE:** **April 18, 2019**

**TIME:** **2:00 PM, Pacific Time**

**PLACE:** **Clackamas County Procurement Division**  
**Clackamas County Public Services Building**  
**2051 Kaen Road, Oregon City, OR 97045**

## **SCHEDULE**

Request for Proposals Issued.....	March 19, 2019
Protest of Specifications Deadline.....	March 27, 2019, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	April 10, 2019, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time.....	April 18, 2019, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award
Anticipated Contract Start Date.....	July 1, 2019

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**SECTION 1**  
**NOTICE OF REQUEST FOR PROPOSALS**

Notice is hereby given that Clackamas County through its Board of County Commissioners and on behalf of its **Juvenile Department** will receive sealed Proposals per specifications until **2:00 PM, April 18, 2019** (“Closing”), to provide **Short Term Residential Placements**. No Proposals will be received or considered after that time.

This RFP may result in multiple contract awards. The resulting contracts from this RFP are expected to commence on July 1, 2019.

RFP Documents can be downloaded from ORPIN at the following address:

<http://orpin.oregon.gov/open.dll/welcome>, Document No. C01010-2019-22-19.

Prospective Proposers will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Proposers are responsible for obtaining any Addenda from Website listed above. Sealed Proposals are to be sent to Clackamas County Procurement Services – Attention George Marlton, Director at 2051 Kaen Road, Oregon City, Oregon, 97045 or may be emailed to [procurement@clackamas.us](mailto:procurement@clackamas.us).

Contact Information

Procurement Process and Technical Questions: Peter Madaus, [pmadaus@clackamas.us](mailto:pmadaus@clackamas.us), 503-742-5451

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages bids from Minority, Women, and Emerging Small Businesses.

## SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

**2.1 Modification or Withdrawal of Proposal:** Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

**2.2 Requests for Clarification and Requests for Change:** Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. County will provide reasonable notice of its decision to all Proposers that have provided an address to the Procurement Division for this procurement. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

**2.3 Protests of the RFP/Specifications:** Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

**2.4 Addenda:** If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check the Bids and Contract Information page at ORPIN for any published Addenda or response to clarifying questions.

**2.5 Submission of Proposals:** Proposals must be submitted in accordance with Section 5.

All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form). If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

**2.6 Post-Selection Review and Protest of Award:** County will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

**2.7 Acceptance of Contractual Requirements:** Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

**2.8 Public Records:** Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

**“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

**2.9 Investigation of References:** County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

**2.10 RFP Proposal Preparation Costs and Other Costs:** Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

**2.11 Clarification and Clarity:** County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

**2.12 Right to Reject Proposals:** County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

**2.13 Cancellation:** County reserves the right to cancel or postpone this RFP at any time or to award no contract.

**2.14 Proposal Terms:** All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

**2.15 Oral Presentations:** At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

**2.16 Usage:** It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

**2.17 Review for Responsiveness:** Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

**2.18 RFP Incorporated into Contract:** This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

**2.19 Communication Blackout Period:** Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

**2.20 Prohibition on Commissions and Subcontractors:** County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

**2.21 Ownership of Proposals:** All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

**2.22 Clerical Errors in Awards:** County reserves the right to correct inaccurate awards resulting from its clerical errors.

**2.23 Rejection of Qualified Proposals:** Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

**2.24 Collusion:** By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

**2.25 Evaluation Committee:** Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

**2.26 Commencement of Work:** The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

**2.27 Best and Final Offer:** County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

**2.28 Nondiscrimination:** The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

**2.29 Intergovernmental Cooperative Procurement Statement:** Pursuant to ORS 279A and LCRB, other public agencies shall have the ability to purchase the awarded goods and services from the awarded contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the contractor and the participating public agency and shall not impact the contractor's obligation to County. Any estimated purchase volumes listed herein do not include other public agencies and County makes no guarantee as to their participation. Any Proposer, by written notification included with their Proposal, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies. County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the contractor awarded the contract by the County.



## SECTION 3 SCOPE OF WORK

### 3.1. INTRODUCTION

Clackamas County on behalf of its Juvenile Department (“CCJD”) is seeking Proposals from qualified organizations to provide Short-Term Residential Placement (“STRP”) for youth who are referred by CCJD staff. Short-Term Residential Placements are for up to ninety (90) days per referred youth. CCJD currently has funding for up to nine (9) youth per day, with the potential for additional funding up to two (2) youth per day, who reside in Clackamas County and are involved with CCJD. Contracts resulting from this Request for Proposals may be amended to account for changes in the number of placements that CCJD is willing and able to purchase. Preference will be given to organizations that can provide STRP in the form of foster homes in the greater Portland Metropolitan area. Additional preference will be given to those organizations that can provide STRP in the form of foster homes within Clackamas County. Through this RFP the County may award contracts to multiple organizations.

**Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.**

### 3.2 BACKGROUND

The mission of the Clackamas County Juvenile Department is to provide prevention, intervention and juvenile justice services to youth and families so they can experience positive change, repair harm to victims, and become contributing members of our community. We support a system of care that addresses a youth’s risk factors and supports success for that youth by identifying and building upon their strengths, competencies, and natural supports. Youth will be assisted in creating greater connections within their community. Youth are to be served in the most developmentally appropriate, least restrictive, and most cost-effective level of care while developing family and community supports.

Clackamas County Juvenile Department is dedicated to providing services to youth and families that contribute to achieving strategic results<sup>1</sup> outlined in the Juvenile Department’s Performance Clackamas Strategic Business Plan<sup>2</sup>. Specifically:

- 85% of youth participating in Juvenile Department programming will develop enhanced competencies and life skills by the time they are no longer on supervision
- 80% of parents and guardians will report they feel respected and included in their child’s involvement with the Juvenile Department
- 70% of youth participating in Juvenile Department programming will report they are respected and involved in their reformation

### 3.3. SCOPE OF WORK

The outcome of this Request for Proposals process will be the availability of Short-Term Residential Placement located in the Portland Metropolitan region for youth involved with the Clackamas County Juvenile Department. The selected organization(s) will provide stabilization and assessment of youth, and their families, and provide recommendations relative to placement following STRP. These services will

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<sup>1</sup> The significant results the department must accomplish over the next several years to proactively respond to critical trends, issues and challenges on the horizon

<sup>2</sup> Clackamas County Juvenile Department Performance Clackamas Strategic Business Plan:  
<https://dochub.clackamas.us/documents/drupal/7e004e86-8f77-40d9-804b-ab14a4e49a30>

also be made available to an identified population of both eligible and ineligible Behavioral Residential Services (“BRS”) youth and undocumented youth. The successful organization(s) must be able to demonstrate their ability provide a safe, structured and supervised environment, exercise a fair and consistent application of boundaries/limits to the youth’s conduct and behavior coupled with predictable rewards for positive behaviors and consequences for rule violations, and provide and support an environment that offers supportive and nurturing relationships as well as being culturally, gender, and sexual orientation responsive to the youth and families’ needs.

**3.3.1. OVERALL PROGRAM GOAL:** To utilize the principals of family engagement that are aligned with the Developmental Approach<sup>3</sup> to determine the needs of, and stabilize the behaviors of moderate to severely acting out youth by providing Short-Term Residential Placement (STRP), case management, assessment, and recommendations in an out of home placement of up to ninety (90) days with the goal of family reunification and/or community re-entry Services provided to the youth and families will be voluntary and in the least restrictive level to youth referred by the Clackamas County Juvenile Department. While in STRP, additional programmatic goals include youth attending all court hearings and CCJD appointments, as well as youth not committing new crimes. Provider must demonstrate flexibility to screen youth for STRP at locations/times that are convenient for the family, (e.g. community, home, CCJD, educational institutions), thus considering barriers that may limit the opportunity for the family to be involved in the services provided to the youth and engage with the youth while the youth is in STRP.

**3.3.2. SERVICE COMPONENTS** All service components will be compliant with current State of Oregon BRS rules and guidelines for the Assessment and Evaluation level of BRS services, relative to programming, living environment, physical care, hygiene, and educational opportunities. The Contractor must be prepared to transport and to meet any medical or psychiatric emergency. Specific service components, along with the target populations to be served, are listed below, but not limited to, the following:

**1. STABILIZATION OF YOUTH'S BEHAVIOR**

Target population: Youth in need of out-of-home placement due to behaviors that presents risk to the community, the youth, or the youth’s family. During the 60 to 90 day placement period, an assessment will occur relative to the youth’s risk and needs, family dynamics, readiness for treatment, and appropriate community placement options.

Specific service components (not limited to, but including the following components, depending on individual youth needs):

- Cognitive, behavioral, and social assessment
- Individual and group counseling and/or skill building
- Skills training contributing to emotional and behavioral regulation
- Family engagement and/or support
- Court transportation to and from
- Community inclusion
- Crisis or planned respite
- 24-7 staffing
- Written service planning, pursuant to BRS rules, at the youth’s initial intake, and at 45 and 90 day reviews.

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<sup>3</sup> *Reforming Juvenile Justice: A Development Approach*, [http://www.njjn.org/uploads/digital-library/Reforming\\_JuvJustice\\_NationalAcademySciences.pdf](http://www.njjn.org/uploads/digital-library/Reforming_JuvJustice_NationalAcademySciences.pdf)

**Purpose of services:** Assess the needs of the youth and family and provide recommendations for services that contribute to the successful return of the youth to the community or other appropriate placement. Determine community supports or collaborations with community partners such as schools and treatment resources that could support youth's return home. Gather history of services or placements attempted with youth and family.

**2. ASSESSMENT OF YOUTH NEEDS FOR SUPERVISION, STRUCTURE AND TREATMENT SERVICES**

Target populations: Youth ages 12-17 in need of out-of-home placement due to behavior that presents risk to the youth, the community, or within the youth's home environment.

- Provide a written assessment of youth and family needs
- Assess/Provide or coordinate treatment services for alcohol and other drug dependence
- Assess as needed and/or provide or coordinate psychiatric consultation/evaluation
- Provide trauma informed treatment services
- Medication management
- Case management, including integration and coordination of services
- Provide a written Master Service plan within 45 days of intake
- Educational enrollment and/or vocational opportunities
- Identify a family liaison to communicate/coordinate intervention planning
- Provide recreation opportunities and access to prosocial activities
- Provide hygienic conditions
- Provide nutritious, culturally appropriate and ample meals
- Provide a de-institutionalized, homelike environment
- Provide opportunity and transportation for community service/restitution earning opportunity
- All youth will receive the service menu identified by the state of Oregon for BRS assessment and evaluation level services within required timelines
- Include parents and/or guardians in the development of the Initial and Master Service Plans, absent compelling circumstances documented and approved in advance by CCJD management

**Purpose of services:** Delivery of assessment, treatment, and rehabilitative services to youth with emotional and behavioral disorders. Services may be provided in the physical location of the placements, in an outpatient clinic setting, in the home and/or community. Focus of services is on improving family and youth functions and reducing the impact of the emotional or behavioral disorder on daily life.

Outpatient services are provided on a short-term basis to address behaviors, achieve stabilization and immediate problem resolution. Mental health evaluations will be completed as needed and billed to medical card to aid the CCJD counselor in determination of need for further out of home placement or creation of service delivery plan upon return to the family home

**3. PREPARATION OF YOUTH FOR TRANSITION TO THEIR NEXT LIVING ENVIRONMENT:**

Target population: Youth at risk of further out-of-home residential placements, detention, or youth correctional setting.

- Case Management
- Competency and interpersonal skill development

- Life skill development
- Provide an aftercare/transition plan at least 30 days prior or as close as possible to discharge
- Provide a written discharge summary within 15 business days of discharge. (Including community-based services, education and support plan)
- Family engagement focused on increasing communication and strengthening relationships that contribute to the reunification of the youth with their family
- Facilitate integration and coordination with schools and mental health services
- Assist youth in developing a plan for establishing community connections/engagement upon their return home

**Purpose of services:** Determine, establish and provide a written transition plan that addresses youth's needs and provide recommendation for the youth's return home or to a higher level of care. This plan will be developed and incorporated into the BRS required Master Service Plan and Discharge Summary at the conclusion of a youth's placement in STRP.

#### 4. TARGETED NEEDS WITHIN CERTAIN YOUTH POPULATIONS:

- Recruit and train staff and/or foster homes to supervise and support youth from the target populations listed below.
- Participate in the development and implementation of safety plans as needed, specific to youth in target populations listed below.

##### **Target population:**

- Male, female, and non-binary youth charged with criminal allegations of sexual offense(s) who require individualized supervision plans
- Male, female, and non-binary youth charged with criminal allegations who cannot be safely maintained in their homes for a variety of reasons
- Lesbian, gay, bisexual, transgender, queer, questioning, intersex (LGBTQQI) and other sexual orientation and gender identity minority youth
- Male, female, and non-binary undocumented and/or non-BRS qualifying youth
- Male, female, and non-binary youth with specific needs, i.e. fire setting behaviors, serious emotional disturbances, and suicidal ideation.
- Male, female, and non-binary developmentally disabled youth
- Male, female, and non-binary commercially sexually exploited children

**Purpose of services:** Provide STRP to a difficult to place population of youth that need individualized supervision requirements.

#### 3.3.3. ADDITIONAL REQUIREMENTS:

1. All services provided must be in compliance with BRS rules. Non-Qualifying BRS youth will qualify for a Medical Card and will receive appropriate medical and treatment services as recommended by medical professionals.
2. Culturally, gender, and sexual orientation responsive services provided shall be culturally, gender and sexual orientation competent and responsive to the youth's cultural heritage and/or identity, gender, and sexual orientation. Competence is defined as the development of behaviors, attitudes and policies that enable the contract agency to deliver service in ways that meet the diverse needs of the youth and their families. In order for the youth to understand and appreciate the desired culture/heritage, gender, and/or sexual orientation, the provider shall schedule activities on an individual or small group basis for the purpose of:

- Teaching youth constructive ways to express and appreciate their own culture/heritage, gender, and/or sexual orientation;
  - Allowing youth to identify and participate in activities that extend beyond their own immediate personal experiences;
  - Helping youth to utilize community resources to advance their cultural, gender identification, and/or sexual orientation awareness and improve their social network;
  - Helping youth to recognize the relationships between various value systems;
  - Increasing awareness and acceptance for the ethnic or cultural, gender identification, and/or sexual orientation differences of others; and
  - Having staff/foster parent available and able to communicate with the youth and family in their preferred language were applicable.
3. Undocumented youth will not qualify for a Medical Card, however, the following describes how this circumstance will be managed.
    - a) Emergency medical care will be received at a hospital emergency room.
    - b) Routine or regular medical and dental appointments will be provided by the parent or in coordination with the Juvenile Department in advance of the STRP.
    - c) Scheduling for drug and alcohol and/or mental health assessments will be coordinated and approved in advance by the Juvenile Department and the STRP provider at the expense of the parent or Juvenile Department.
  4. **Training:** All staff employed by the STRP program shall be in compliance with the BRS training requirements of an initial 28 hours of training upon initial employment relative to topics outlined in the BRS Oregon Administrative Rules (OAR) and 16 hours annually on the topics outlined in the BRS OAR. Additionally each organization is required to provide and document staff participation annually of cultural, gender identification, and/or sexual orientation training to staff/foster.
  5. **Incident Reporting:** Verbally report any violation of the youth's court order within 24 hours of the incident. Written notification should be provided to CCJD within 3 business days. For incidents requiring youth to appear in court, written notification should be provided prior to 9am the following business day. Critical incidents, as defined by the BRS OAR, must be reported to CCJD in the same timelines and same manner as required by the BRS OAR current at the time of the critical incident.
  6. **Runaway Notification:** In the event a youth runs from a STRP program, staff with knowledge of the run incident will ensure that immediate notification will be made to the youth's parent, the law enforcement agency who responds to their location and to the Clackamas County Juvenile Assessment and Intake Center. To be in compliance with Title IV-E requirements relative to youth who run away from a foster care placement, this notification must be made without delay.
  7. **Pursuant to Title IV-E Requirements:** CCJD will generate a Voluntary Placement Agreement with each youth placed in STRP. STRP provider will notify the CCJD when the status of each placement changes to ensure accurate utilization dates in the Juvenile Justice Information System (JJIS). New federal rules regarding Family First requirements are forthcoming and may be applied to the final contract. Interested parties should reference Family First legislation.
  8. **Reporting:** CCJD will establish performance, process and outcome measures as well as data collection strategies relative to the services being provided to youth and families in order to accomplish programmatic and departmental goals listed above. Service provider will submit

specific output measures on a regular basis (monthly, quarterly, and/or semi-annually) to CCJD and will be periodically reviewed with CCJD. Output data may include dosage and frequency of intervention.

- 9. Quarterly/Semi Annual Review:** A quarterly/Semi Annual review will be conducted by CCJD supervisor(s).
- 10. Quality Assurance:** Applicants should have existing processes and procedures in place for quality assurance of their program. Applicants should be equipped to accurately monitor and track reliable measures of program implementation and delivery of services. It is expected applicants will also comply with data collection and reporting requirements established by CCJD regarding a variety of quality assurance and evaluation processes. It is also the responsibility of the applicant to respond accordingly to any possible program drift or performance improvement issues identified in an effort to ensure program fidelity and performance.

### **3.3.4. REIMBURSEMENT**

Reimbursement for services provided will be based on the current BRS rates established by the State of Oregon, regardless of youth eligibility for BRS Funding.

The anticipated total amount of this procurement for all contracts that may be awarded is up to \$1 million per year depending on funding availability over five (5) years, totaling \$5 million to be split between providers. The current (as of the drafting of this Scope of Work) rate is \$180.28/day per bed. Contracts resulting from this RFP may be amended by agreement of the parties for any reason, including but not limited to increases or decreases of funding.

**3.3.2. Work Schedule:** There will be no start-up period for Contracts resulting from this RFP. Proposers shall reasonably expect to have the capability of providing the full Scope of Work as described in this RFP on the Contract Effective Date, which is anticipated to be July 1, 2019. CCJD may consider exceptions to this Work Schedule provision for, in its sole discretion, certain minor Service Elements.

### **3.3.3. Term of Contract:**

The term of the contract(s) resulting from this RFP is expected to be from **July 1, 2019** through **June 30, 2025** with the County's ability to terminate for convenience (see sample contract for termination for convenience language).

**3.3.4 Sample Contract:** Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Professional Services Contract or this RFP can be found at <http://www.clackamas.us/bids/terms.html>.

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 4 – Travel and Other Expense is Authorized
- Article II, Paragraph 29 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

**SECTION 4**

**EVALUATION PROCEDURE**

**4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposals. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP. This RFP may result in the award of multiple contracts in order to assure adequate availability of services and seamless service delivery in accordance with the needs those who use STRP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

**4.2 Evaluation Criteria**

<u>Category</u>	<u>Points available:</u>
Service Delivery	0-35
Qualifications	0-25
Cultural and Gender Responsivity	0-20
Preferences	0-15
References	0-5
<b>Available points</b>	<b>0-100</b>

**4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.



## SECTION 5

### PROPOSAL CONTENTS

#### 5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Complete Proposals may be mailed to the below address or emailed to [Procurement@clackamas.us](mailto:Procurement@clackamas.us). The subject line of the email must identify the RFP title. Proposers are encouraged to contact Procurement to confirm receipt of the Proposal. If the Proposal is mailed, an original copy and an electronic copy (on compact disk or jump drive) must be included. The Proposal (hardcopy or email) must be received by the Closing Date and time indicated in Section 1 of the RFP.

#### 5.1.2. Mailing address including Hand Delivery, UPS and FEDEX:

Clackamas County Procurement Division – Attention George Marlton, Director  
Clackamas County Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

#### 5.2. Provide the following information in the order in which it appears below:

##### 5.2.1. Service Delivery (0-35 Points):

Describe how you will deliver STRP services, supply specific details on the following:

- a) How you will meet the overall program goal: "To determine the needs of and stabilize the behaviors of severely acting out youth by providing STRP, case management and assessment in a 60 to 90 day out of home placement. These services to the youth and families will be voluntary and in the least restrictive level to youth referred by the Clackamas County Juvenile Department."
- b) How you will meet the requirements for each of the service components listed in Section 3:
  1. How you will assess youth needs for supervision, structure and treatment services?
  2. How you will accomplish stabilization of youth's behavior?
  3. How will you implement individualized supervision plans? Describe your agency's strategies to provide skill building and emotional/behavioral interventions.
  4. How you will prepare youth for the transition into their next living environment?
  5. How will you address the needs of STRP for youth with targeted youth populations?
  6. How will you determine if the youth has achieved "enhanced competencies?"
    - a. Describe your data collection & youth service tracking strategy to capture and report on all youth interventions.
  7. Describe how you will provide trauma informed services.
  8. Describe how you apply family engagement principles and the developmental approach into your program.
    - a. Describe your view of what the key issues are, how they are part of the service plan.
    - b. What is the family role and how will you involve them in problem-solving issues with their child and developing services for the youth?
    - c. What services/strategies do you utilize to engage and involve families?

9. Coordination – describe how you will coordinate various services - what will you be responsible for and what will the CCJD Juvenile Counselor be required to coordinate?
10. Please address your services that might be accessible to youth older than 17 years of age.

**5.2.2. Qualifications (0-25 Points)**

- a) Summary — Provider shall describe their ability and experience in providing STRP for youth living in a community setting. The Provider should also address their ability to outreach, engage and create an emergency case plan for the family and youth in their identified situation.
  1. Provide copies of state licenses and the two (2) most recent BRS program reviews.
  2. Indicate if you are currently under a provisional license, restricted license or corrective action - provide explanation.
- b) Resources - Provider shall identify any available resources that will support the services being offered especially those that link with existing community based individual/family services.
- c) Names and Resumes — Providers shall provide names and resumes of key personnel that will be involved with this program.
  1. Provide documentation that all staff meet the requirements outlined in the current BRS Oregon Administrative Rules Guide<sup>4</sup>.
  2. Specify name of program director and fully explain role.

**5.2.3. Cultural and Gender Responsivity (0-20 Points)**

- a) Describe how you will deliver services in a culturally responsive way to youth and families of color, youth and families with varying gender identities, and LGBTQQI youth and families.
- b) Describe the initial training and ongoing training staff receive related to cultural and gender responsivity, and delivering services in a cultural and gender responsive manner. Please describe the delivery mode of the training, the content of the training, and how many hours of training each staff receives annually.
- c) Describe how you promote equity, diversity, and inclusion in your programming and staffing.
- d) Describe your ability to provide linguistically appropriate services to monolingual (Spanish) youth and/or parents and guardians.

**5.2.4. Preference (0-15 Points)**

- a) Five (5) preference points shall be awarded to a provider’s proposal evaluation score for being a provider in the Portland, Oregon Metropolitan area who offers foster homes in the Portland, Oregon Metropolitan area. Please describe how your agency currently meets this preference point criteria.

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<sup>4</sup> [www.oregon.gov/oia/docs/BRSoARGuide.pdf](http://www.oregon.gov/oia/docs/BRSoARGuide.pdf)

- b) Ten (10) additional preference points shall be awarded to a provider's proposal evaluation score for being a provider who offers foster beds in Clackamas County. Please describe how your agency currently meets this preference point criteria.

**NOTE:** For purposes of this section, "foster homes" are defined as placements that provide a family-like setting in a residential dwelling that is not congregate care.

**5.2.5. References (0-5 Points)**

- a) Provide names and contact information for at least two other agencies for which you are currently providing or have previously provided STRP services.

**NOTE:** The requirements of 5.2.3. do not replace or nullify the provisions relating to references in Section 2.9 of this RFP.

**5.3. Capacity and Fees**

Fees should be on a fixed fee basis based on the current BRS rates established by the State of Oregon, regardless of youth eligibility for BRS Funding. Please provide the following:

- a) A statement acknowledging your willingness to abide by this fee arrangement should you be awarded a Contract under this RFP.
- b) The maximum number of placements your organization can provide under this RFP.
- c) The average number of placements that your organization can support on any given day.

**5.4. Completed Proposal Certification (see the below form)**

**PROPOSAL CERTIFICATION**  
**RFP #2019-22 Juvenile Department Short Term Residential Placements**

Submitted by: \_\_\_\_\_  
(Must be entity's full legal name, and State of Formation)

The undersigned, through the formal submittal of this Proposal response, declares that he/she has examined all related documents and read the instruction and conditions, and hereby proposes to provide the services as specified in accordance with the RFP, for the price set forth in the Proposal documents.

Proposer, by signature below, hereby represents as follows:

- (a) That no County elected official, officer, agent or employee of the County is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the County, its elected officials, officers, agents, or employees had induced it to enter into this contract and the papers made a part hereof by its terms;
- (b) The Proposer, and each person signing on behalf of any Proposer certifies, in the case of a joint Proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
  - 1. The prices in the Proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other Proposer or with any competitor;
  - 2. Unless otherwise required by law, the prices which have been quoted in the Proposal have not been knowingly disclosed by the Proposer prior to the Proposal deadline, either directly or indirectly, to any other Proposer or competitor;
  - 3. No attempt has been made nor will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restraining trade;
- (c) The Proposer fully understands and submits its Proposal with the specific knowledge that:
  - 1. The selected Proposal must be approved by the Board of Commissioners.
  - 2. This offer to provide services will remain in effect at the prices proposed for a period of not less than ninety (90) calendar days from the date that Proposals are due, and that this offer may not be withdrawn or modified during that time.
- (d) That this Proposal is made without connection with any person, firm or corporation making a bid for the same material, and is in all respects, fair and without collusion or fraud.
- (e) That the Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
- (f) That the Proposer accepts all terms and conditions contained in this RFP and that the RFP and the Proposal, and any modifications, will be made part of the contract documents. It is understood that all Proposals will become part of the public file on this matter. The County reserves the right to reject any or all Proposals.
- (g) That the Proposer holds current licenses that businesses or services professionals operating in this state must hold in order to undertake or perform the work specified in these contract documents.
- (h) That the Proposer is covered by liability insurance and other insurance in the amount(s) required by the solicitation and in addition that the Proposer qualifies as a carrier insured employer or a self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128.
- (i) That the Proposer is legally qualified to contract with the County.
- (j) That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

**(k)** The Proposer agrees to accept as full payment for the services specified herein, the amount as shown in the Proposal.

Resident Bidder, as defined in ORS 279A.120

Non-Resident Proposer, Resident State \_\_\_\_\_  
Oregon Business Registry Number \_\_\_\_\_

Contractor's Authorized Representative:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Manager:

Name \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_