

Date Issued: February 16, 2017

The County of Franklin, Pennsylvania



Requests for Proposals (RFP) for *Franklin County Co-Responder Project*

PART I: GENERAL INFORMATION FOR AGENCIES

PART II: INFORMATION REQUESTED FROM AGENCIES

ATTACHMENT A: CO-RESPONDER RESPONSIBILITIES

PART I: GENERAL INFORMATION FOR AGENCIES

Summary:

The County of Franklin, PA is requesting proposals from agencies capable of providing a mental health professional to co-respond with local law enforcement by meeting the guidelines set forth in this application. A selection panel will determine the successful fund recipient, based on the quality of the proposal as determined by the section scoring, and the ability of the agency to meet the needs of the project. Proposals will be reviewed by a panel of County staff, CIT members, and police officers. The award will be announced March 10, 2017, and funding is anticipated to begin on March 23, 2017.

Specific responsibilities of the agency selected will include:

- Employing a mental health (MH) professional that is able to work evening hours from one of 3 police stations in southern Franklin County.
- Responsibly manage funds received for the co-responder program from County and other grant sources.
- Provide staff to act as the Co-Responder, described in Attachment A, and oversee personnel management for the position.
- Coordinate training, travel reimbursement, and supply provision for the Co-Responder

Funds are provided on a reimbursable basis. Applicants must certify that they are able to manage the program funds on a reimbursement basis with no lapse in program activities. Payment of expenses will be made within 45 days of submission of a complete invoice. The County reserves the right to withhold payments for costs determined not eligible for reimbursement under these guidelines.

Funds must be expended between March 23, 2017 and December 31, 2018; funding is contingent upon program outcomes and funding availability. Quarterly reports detailing the expenditure of funds, and the resultant outcomes as outlined in Section IV of the Project Narrative, will be due no later than 15 days after each quarter ends.

To apply, please submit one (1) electronic copy of the completed application by 4:30 p.m., Friday March 3, 2017, to Ms. Shalom Black, seblack@franklincountypa.gov. Please scan all documents into one PDF file instead of sending multiple attachments.

Attachments: Please attach the following items to this application:

- Organizational Structure, including Board of Directors (with officers noted), if applicable
- IRS Determination Letter Showing 501(c)(3) Status (for non-profit agencies)
- Most Recent Audit (if no audit, must provide an annual Financial Statement and explanation for why a recent audit is unavailable)
- FY 2016 and FY 2017 Organizational Budgets
- Resume of any existing staff who will be working to fulfill the requirements of this contract, if awarded (if applicable)

CALENDAR OF EVENTS

The County will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: Shalom Black, seblack@franklincountypa.gov	Contractors	Feb. 28, 2017
Answers to Potential Contractor questions posted to https://sites.google.com/a/franklincountypa.gov/grants-rfp---mental-health-co-responder/ no later than this date.	Issuing Office	Mar. 1, 2017
Please monitor the project web site for all communications regarding the RFP.	Contractors	Ongoing
Emailed proposal must be received by the Point of Contact at: seblack@franklincountypa.gov	Contractors	March 3, 2017

1. BACKGROUND:

On January 1, 2017, Franklin County was awarded a grant from the Pennsylvania Commission on Crime and Delinquency to pilot an innovative program to divert individuals with mental illness from the criminal justice system. The mental health co-responder program provides an integrated approach for individuals living with a mental illness, intellectual disability, Autism, and/or co-occurring disorder and coming into contact with law enforcement without rising to the level of police officer custody. The co-responder will be hired through a service provider and will be housed within the law enforcement departments. There are three municipal police departments targeted for this project and the co-responder will be assigned desk time at each. Greencastle, Waynesboro, and Washington Township, all in the southern part of Franklin County, have been identified by the District Attorney as benefiting from the additional support of a professional with MH background to assist them in their interventions with individuals with mental health issues.

The objectives of the co-responder program are to connect and integrate those individuals identified as being in crisis with community based and natural supports. This will involve the co-responder assisting with locating supports and helping the individual make appointments and transportation arrangements. The act of offering assistance fosters the individual's ability to independently remain connected and integrated in the future. The program is also designed to reduce the number of individuals (within the target population) getting involved in the justice system. When the police are dispatched for an incident where the behavior does not rise to the level of police officer custody, the co-responder will/can intervene and begin the screening and risk assessment to determine level of care.

The co-responder must be willing to be trained in CIT, motivational interviewing, SBIRT, and delegate functions. Additional training may be added as needed, to include pepper spray training. They must be available for consultation with consultants on data outcomes as needed. Supervision may also be available to the co-responder as provided by a consultant. The co-responder must be able to provide support to CIT and the CIT training.

Program Workflow:

When a call comes in to 911 or the law enforcement (LE) agency for a mental disturbance, suicidal person, suicide in progress, or emergency petition, officers will complete a data sheet that will act as a referral for the co-responder. The co-responder will reach out to the individual and attempt contact. Once contact is made, the mental health co-responder will utilize the evidence based approach SBIRT (Screening, Brief Intervention, Referral to Treatment). Referrals will be made and the co-responder will be responsible to follow up with the person for 6 months. The co-responder will also be available to respond with the law enforcement officer as needed. The co-responder will be able to follow up with the individual, fostering engagement in the community supports and ensuring compliance with treatment recommendations. The main goal is to provide the individual with the structure and coordination they need in order to minimize their contact with law enforcement and improve their ability to function successfully in the community.

The co-responder will work a shift later in the day (for example, 2 p.m. – 10 p.m.) to ensure coverage of the hours when most crisis calls occur but allow for communication with the local community services. The co-responder will not typically be dispatched to an immediate crisis call, but will be available to assist with identified individuals when appropriate. Instead, the co-responder will connect with the individual when they are not actively in crisis to link them to the appropriate treatment and services. Officers will make referrals to the co-responder based on the individual's risk to others, frequency of LE

contact, escalation of behavior, and risk to self. If the individual is already involved in community services, their provider will be contacted directly by the co-responder. The co-responder does not provide direct services, but must be well-versed in the community services available in order to make the appropriate referrals, and to ensure engagement. Co-responders will communicate to officers any relevant client MH information/ history (in compliance with HIPAA). If needed, they will provide the officers supporting documentation in the event that a person needs to be detained for either a mental health evaluation or a criminal charge. To ensure their safety, the co-responder will be equipped with pepper spray, a radio and a bulletproof vest.

Officers will be responsible for ensuring that the scene is safe before having the co-responder reach out, and for providing any pertinent history on the individual to the co-responder. Regular meetings (bi-weekly) between the co-responder, the CIT Coordinator, the shift supervisor, and the officers will be held to share information on referrals and client progress.

Provider Selection:

The county, along with the three identified police departments, will have the opportunity to participate in the co-responder interview process.

2. PURPOSE: The purpose of this RFP is to solicit proposals for a Coordinating Entity to provide coordination of the co-responder program.

3. ISSUING OFFICE: The issuing office for this RFP is Franklin County Grants Department. If the Issuing Office deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will contact all interested parties and forward the stated addendum.

4. INCURRING COSTS: Franklin County is not liable for any cost incurred by the proposer to prepare this document.

5. PROPOSALS: The proposer is asked to submit a complete response to this RFP using the format provided in Part II. Each proposal page should be numbered for ease of reference. For this RFP, the proposal information must remain valid for ninety (90) days after the submission date.

6. RESPONSE DATE: The County requests that all proposals arrive on or before **March 3, 2017 at 4:30 p.m.** All proposals should be e-mailed to Ms. Shalom Black: **seblack@franklincountypa.gov**

7. SELECTION CRITERIA: Proposals will be evaluated based on completeness, ability to meet criteria as set forth in this RFP, experience and fiscal solvency. As such, Franklin County is not bound to accept the lowest bid. County reserves the right to request a best and final offer from the top three proposers. The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received in response to the RFP, or to re-advertise for new proposals. The County reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the County.

8. DISCLOSURE OF PROPOSAL CONTENTS: Cost and price information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All other materials submitted become the property of Franklin County and may be returned only at the county's option. Proposals submitted to the county may be reviewed and evaluated by any person at the discretion of the county. The county has the right to use any or all ideas presented in any reply to the RFP. Any RFP information that is incorporated into a contract for services is available for review by any interested party.

After issuance of a contract or purchase order pursuant to this RFP, all proposal submissions may be subject to disclosure pursuant to Pennsylvania Right to Know Law.

9. **PROPOSAL CONTENTS:** Proposals will be held in confidence and will not be revealed or discussed with competitors except as set forth herein. Financial information may only be disclosed if: 1.) The information or proposal is disclosed to a consultant who is retained by Franklin County and who has signed a confidentiality agreement; 2.) The information or proposal is used to defend the county's interest in a legal action; 3.) The information or proposal is disclosed under a court order; 4). Franklin County is otherwise required by law to release the information.

10. **RFP CONTENTS:** From the issue date of the RFP until the selection by the Issuing Office of a proposal, the Issuing Office is the sole point of contact concerning the RFP and no part of the proposal shall be shared with anyone or any office outside of the Issuing Office and proposal reviewers. Violation of this paragraph shall be deemed grounds for disqualification.

11. **AGREEMENT FOR SERVICES:** Successful proposer will be required to enter into an agreement of services incorporating RFP information and County requirements. The agreement shall be in a form and manner acceptable to the Issuing Office and is a condition precedent to the performance of the services by successful proposer. No work shall commence under this Proposal until certificates of insurance required are provided to the County, as set forth in the Agreement of Services.

12. **INDEPENDENT CONTRACTOR:** The relationship between Franklin County and Agency/MH Co-Responder providing the herein services is that of an independent contractor and contracting agency. Nothing herein contained shall be construed to give the Agency and/or Co-Responder any interest as an employee, joint venturer or partner of or with the county.

13. **NEWS RELEASES:** News releases pertaining to this project will not be made without prior Franklin County approval, and then only in coordination with the Issuing Office.

14. **NO ASSIGNMENT ALLOWED:** Unless specifically noted in this RFP, Coordinating Entity must provide all services to complete the identified work.

15. **RFP CLARIFICATION:** Questions concerning the RFP should be directed via email to Shalom Black: seblack@franklincountypa.gov. All inquiries should be made in writing no later than three days prior the RFP due date; the County has no obligation to answer inquiries received later than 3 days prior to the deadline. Answers to Potential Contractor questions will be posted to <https://sites.google.com/a/franklincountypa.gov/grants-rfp---mental-health-co-responder/> no later than March 1, 2017.

16. **ACCOUNTABILITY:** Coordinating Entity will be accountable to Franklin County for contract outcomes. Franklin County will monitor satisfaction with services provided by Coordinating Entity. CJAB First Contact Committee will receive updates from the Co-responder on program progress.

PART II: INFORMATION REQUESTED FROM AGENCIES

Name of Organization: _____

Address, City, State, Zip: _____

Authorized Contact Person: _____ Federal ID Number: _____

Title: _____ Phone Number: _____

E-mail Address: _____

Has your organization received a 501(c)3 designation from the IRS? Yes No

If yes, have you attached an IRS determination letter showing your 501(c)3 status? Yes No

Does your funding request benefit Franklin County citizens? Yes No

Have you attached your organizational structure, including Board of Directors? Yes No

Have you attached the most recent audit or financial statements for your agency? Yes No

Have you attached your FY2015 and FY2016 budgets? Yes No

I certify that all the information contained in this application is true and accurate. I understand that material omission or false information contained in this application constitutes grounds for disqualification for the applicant(s) and this application. I further understand that by submitting an application, I, as an authorized representative of the organization, am accepting the terms and conditions as approved by the County Commissioners.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted, as well as supporting documentation, may be considered public documents. As such, all applications and supporting documents may be viewable and obtained by the public under provisions of PA laws.

Authorized Representative

Signature: _____

Name (Please Print): _____ Date: _____

Title: _____

PROJECT NARRATIVE

Please number your responses for each corresponding question.

I. Background & Qualifications (two pages maximum; 10 points maximum)

- 1) Please provide the name, title, and contact information of an individual authorized to represent your organization in discussing the proposed project.
- 2) Provide a brief background of your organization or agency, and experience in mental health service provision.
- 3) Describe the key personnel and resources that would be used in this project.

II. Project Description (three pages maximum; 30 points maximum)

Please review the agency responsibilities and Co-Responder Responsibilities (Attachment A) and describe how you would propose to meet the expectations outlined.

III. Budget Narrative (two pages maximum; 20 points maximum)

Expenses as itemized in the grant include:

Mental Health Co-responder: up to \$61,100/ year maximum. Salary (FT, 40 hours/ week): \$47,000/ year. Benefits: $30\% \times 47,000 = \$14,100$. Individual hired by consultant to work as liaison with local law enforcement agencies.

Travel: up to \$2,500/ year maximum. Co-responder mileage for home visits, trainings, LE calls, etc. to be reimbursed at current federal mileage rate.

Training: up to \$2,500/ year maximum. Trainings for team as needed, includes lodging and travel expenses. This may also include bringing trainings such as Mental Health First Aid or QPR to local LE agencies. Training must be approved by CIT Coordinator.

Supplies: Year one: up to \$4,796 maximum. Allowable costs include: office supplies (office chair, paper, files, pens, stapler, staples, ink, etc.); computer; bulletproof vest; radio; pepper spray; and, cell phone plan. Year 2: up to \$804 maximum. Allowable cost includes: cell phone plan.

If there are additional costs anticipated for your agency to successfully implement to program, please provide an updated budget narrative outlining the additional costs and amending the proposed line items above, such that the total amount will not exceed \$137,800 for two years. (Note that some funds may be moved out of the salary and benefits, as the Co-Responder will not work a full 12 months in the first year).

VI. Sub-recipient Questionnaire

1. Has your agency contracted with Franklin County before? If so, list all contracts held within the last 5 years.

Yes _____ No _____ N/A _____

Comments _____

2. Is the program area (Mental Health Services) new for your agency (less than three years)?

Yes _____ No _____ N/A _____

Comments _____

3. Describe any staff turnover or agency reorganization within the last 3 years.

Comments _____

4. Are the staff assigned to the program new to your agency (worked for the agency for less than two years)?

Yes _____ No _____ N/A _____

Comments _____

5. Has your agency had a lawsuit filed against them within the last 10 years? If yes, please explain.

Yes _____ No _____ N/A _____

Comments _____

6. Has your agency been suspended or debarred, currently or in the past 10 years?

Yes _____ No _____ N/A _____

Comments _____

7. Within the last 5 years, have any of your agency's staff been jailed, convicted of a felony or currently under criminal investigation?

Yes _____ No _____ N/A _____

Comments _____

8. Does your agency have experience with a financial management system to track and record program expenditures? (Quickbooks, visual bookkeepers, Socrates Media, Peachtree or a custom system)

Yes _____ No _____ N/A _____

Comments _____

9. If funded, what percentage of overall funding for your agency would the grant represent?

Comments _____

10. Describe the oversight in monetary decisions by the board of directors and senior management (frequency, timeliness, and nature of financial reporting):

Comments _____

ATTACHMENT A

Co-Responder Responsibilities:

- Assist Law Enforcement officers with identifying someone that may be in need of emergency mental health treatment and diverting away from the criminal justice system;
- Member of CIT and support the training classes;
- Liaison to criminal justice advisory board and other council as needed;
- Function as an emergency delegate;
- Improve communication and coordination between and among human service providers, the criminal justice system and the larger community;
- Gather all necessary data and assist in preparation of reports for funder and evaluator;
- Conduct meetings, trainings and other activities for individuals referred to the co-responder program;
- Interpret and present the philosophy and goals of the Co-responder Program to law enforcement and community organizations, the general public, the private sector, and workforce development professionals with focus on promoting and solidifying services to divert individuals from the criminal justice system;
- Cultivate relationships with volunteer groups, faith-based organizations, and service providers in order to enhance MH services.

Required Knowledge and Skills: Co-responder must be certified in Motivational Interviewing and Crisis Intervention Team, or willing to become certified within the first 12 months of employment. Preferred credentials as follows: cumulative 3 years' experience working in mental health system and forensics. A master's degree in human services/criminal justice is preferred. Without a master's degree, 5 years of experience is required.

Training requirements include first aid, CPR, MI (Motivational Interviewing), SBIRT (Screening, Brief Intervention, Referral to Treatment), HIPAA, Crisis Intervention Team, and shadowing of an officer (to include ride-alongs).