

**TOLOWA DEE-NI' NATION**  
**DEPARTMENT OF COMMUNITY AND FAMILY SERVICES**  
**FAMILY SERVICES DIVISION**

**REQUEST FOR PROPOSALS FROM QUALIFIED BIDDERS**

The Tolowa Dee-ni' Nation (TDN), Department of Community and Family Services is seeking proposals from qualified vendors who have the expertise and capacity to provide substance abuse testing and treatment services to individuals and families referred by the Department of Community and Family Services (CFS). We intend to award a 1-year contract (with option to renew for one (1) additional year) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the Tribe's requirements.

We are soliciting proposals from community based organizations as well as public agencies or private persons, for profit or non-profit agencies to provide substance abuse testing and treatment services to individuals and families referred by the Department of Community and Family Services (CFS). Selected contractors will provide drug testing with or without treatment services as well as intake and assessment and casework support activities. The specific services are to be provided upon written request by designated CFS Family Services staff who will submit a request for services via the Substance Testing and Treatment Services Referral form.

The goal of the TDN Department of Children and Family Services Drug and Alcohol Testing and Treatment Services Program is to relieve and reduce the incidence of child abuse or neglect of children (0-18 years old) due to the substance abuse of family members. The Drug and Alcohol Testing and Treatment Services Program will provide client intake and assessment, treatment recommendations, drug and alcohol screening, treatment services including methadone dosing, group counseling, relapse prevention as deemed appropriate by both contractor and CFS to substance abusing family members referred by CFS. Referrals for testing and treatment will be made to the Contractor by CFS staff throughout the continuum of CFS services. All drug and alcohol testing will be performed on a random basis and contractor is required to submit timely, accurate and comprehensive periodic reports to CFS staff regarding the client's progress towards goals for submission to the TDN Tribal Court.

The deadline is March 8, 2019 to Responses must be submitted by email (preferred), hand, or US mail by 5:00 pm (PST) March 8, 2019 to:

Dorothy Wait, CFS Director

140 Rowdy Creek Road

Smith River, CA 95567

707-487-9255, ext. 1135

Email: [dwait@tolowa.com](mailto:dwait@tolowa.com)

For more information please contact Dorothy Wait, CFS Director at (707) 487-9244, Ext. 1135 or by email at [dwait@tolowa.com](mailto:dwait@tolowa.com). A link to the full RFP may be found at <https://www.tolowa-nsn.gov>.

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**REQUEST FOR PROPOSALS**

**RESPONSE DEADLINE:** March 8, 2019

The Tolowa Dee-ni' Nation (TDN) issues a Request for Proposals for persons interested in providing Drug & Alcohol Counselor Services to the Tolowa Dee-ni' Nation Community through the Department of Community and Family Services.

**I. ACRONYM AND TERM GLOSSARY**

Bid	Shall mean the bidders'/contractors' response to this Request
Bidder	Shall mean the specific person or entity responding to this RFP
Tribal Council	Shall refer to Tribal Council of the Tolowa Dee-ni' Nation
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
Tribe	When capitalized, shall refer to the Tolowa Dee-ni' Nation
CFR	Code of Federal Regulations
CFS SW	CFS or Tribal Court employees who provide services to help children; such as adoption placements, child welfare, foster arrangements, protection of abused or neglected children, Probation, TANF or Domestic Violence
CFS	Department of Community and Family Services
Federal	Refers to United States Federal Government, its departments and/or agencies
UA	Shall refer to drug testing performed via urine analysis
FY	Fiscal Year
CDAC	Shall refer to a Certified Drug and Alcohol
Non Case Management	Information, Referrals, and Support
Proposal	Shall mean bidder/contractor response to this RFP
Quotation	Shall mean bidder's response to this RFP
Response	Shall refer to bidder's proposal or quotation submitted in reply to RFP

**II. STATEMENT OF WORK**

**INTENT**

It is the intent of these specifications, terms and conditions to describe qualified vendors who have the expertise and capacity to provide substance abuse testing and treatment services to individuals and families referred by the TDN Department of Community and Family Services (CFS). TDN intends to award up to a 2 year contract to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets TDN's requirements.

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**SCOPE**

TDN Community and Family services is soliciting proposals from individuals, community based organizations as well as public or private, for profit or non-profit agencies to provide substance abuse testing and treatment services to individuals and families referred by the Department of Community and Family Services (CFS). Selected contractors will provide drug testing with or without treatment services as well as intake and assessment and casework support activities. The specific services are to be provided upon written request by designated CFS Child Welfare Worker (CFS SW) staff who will submit a request for services via the Substance Testing and Treatment Services Referral form.

The total amount of funds for substance abuse testing and treatment services to be distributed among contracted providers is \$79,200 for one (1) year period of March 1, 2019 through February 28, 2020. TDN reserves the option to extend any contracts entered into as a result of this solicitation for up to two (2) additional years, based on project outcomes and available funding. The funding is based on a grant from the US Department of Justice, Justice Systems and Alcohol and Substance Abuse (BJA).

All contract awards are contingent upon receipt, by the Tribe, of adequate Federal funding. All contracts will be performance-based, and earned amounts will be payable on a fee-for-service basis.

**BACKGROUND/ PROGRAM DESCRIPTION**

The goal of the TDN Department of Community and Family Services Drug and Alcohol Testing and Treatment Services Program is to relieve and reduce the incidence of child abuse or neglect of children (0-18 years old) due to the substance abuse of family members. The Drug and Alcohol Testing and Treatment Services Program will provide client intake and assessment, treatment recommendations, drug and alcohol screening, treatment services including methadone dosing, group counseling, relapse prevention as deemed appropriate by both contractor and CFS to substance abusing family members referred by CFS. Referrals for testing and treatment will be made to the Contractor by CFS Social Workers throughout the continuum of CFS services. All drug and alcohol testing will be performed on a random basis and contractor is required to submit timely, accurate and comprehensive periodic reports to CFS staff regarding the client's progress towards goals for submission to the Tolowa Dee-ni' Nation Tribal Court.

**III. SCOPE OF WORK:**

The Drug & Alcohol Counselor (CADC) and the Tolowa Dee-ni' Nation (TDN) Department of Community and Family Services (CFS) agree as follows:

**PROVISION OF SERVICES**

Substance abuse testing and treatment services will be referred by CFS. Contractors will provide services to families residing throughout TDN Service area. The specific services are to be provided only upon the written request/referral by CFS (or designee) of selected clients that are in apparent need of substance abuse testing services and treatment. ***Contractor is required to accept all referrals.*** Services to be purchased are as follows:

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1. **Referral** – Client referrals for substance abuse testing and treatment services will be transmitted by facsimile, telephone and/or secure email by CFS staff via the Testing and Treatment Services Referral form for each client.
2. **Client Engagement** – Contractor will contact client to discuss services and schedule the initial intake and assessment. Client will be contacted by Contractor a minimum of three times, after receipt of the Testing and Treatment Services Referral form. If Contractor is unsuccessful in reaching the client, on the 5<sup>th</sup> business day following receipt of the form from CFS, Contractor will notify case-carrying CFS SW by telephone and send an agency introduction letter (standardized template) to client's address. If no contact from client, Contractor will wait for further instruction from CFS SW, regarding next steps.
3. **Intake & Assessment** – A comprehensive intake and assessment with a Certified Drug & Alcohol Counselor will be performed at the time of entry to the program. The assessment tool, the Addiction Severity Index (ASI) Lite Version 1998 or another CFS approved assessment tool will be utilized. To support best practice, the results of the initial assessment will be shared with the referring CFS SW within seven (7) business days of referral. Intake and assessment will be completed in 60-90 minutes.
4. **Training & Early Intervention Activities** – In an effort to enhance engagement in drug treatment, access to services and early intervention for CFS clients, Contractor agrees to dispatch a Certified Drug & Alcohol Counselor (CDAC) within one (1) business day of request by CFS staff. The CDAC is a substance abuse specialist/expert, experienced in working with the child welfare population and court systems and will be responsible for attending Team Decision Making Meetings (TDMs), assessing clients in the field, facilitating a client's access to both outpatient and inpatient treatment services, and the provision of technical assistance and training, regarding the effective utilization of CDAC Specialists to CFS staff, as deemed necessary.
5. **Drug Testing Schedule & Client Recovery Plan** – Based on the results of the initial client assessment and input from the CFS SW, the Contractor will develop a Client Recovery Plan, specifically designed to meet the treatment goals of the client, CFS and/or the Juvenile Court. Prior to implementation, the plan will be shared with the CFS SW within five (5) business days of client assessment and will outline treatment strategies, define recovery phase(s) for client, testing frequency, strategies to address compliance and/or potential barriers to treatment, client's strengths and areas of concern. The Client Recovery Plan will be reviewed and updated quarterly or when a client enters a new CFS service component, there is a change in treatment strategy (e.g., outpatient to inpatient services) or other modifications as ordered by the Juvenile Court. All plans and modifications are approved by the CFS SW (or designee) prior to the implementation of changes or initiation of testing or treatment services.
6. **Group Sessions** – The client participates in a group sessions during the multiphase process of recovery. Group sessions shall be modeled to meet the unique needs of each group. Groups range in size from 3 to 10 participants and therapy models include:
  - Psychoeducational groups
  - Skills development groups
  - Cognitive-behavioral/problems solving groups

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- Support groups
  - Interpersonal process groups
- 7. Casework Support** – Casework support includes coordination and collaboration with CFS management/administrative and case carrying staff specifically, but not limited to, the following activities; report writing, data collection and reporting, case coordination and conferences. Casework support will be invoiced on an hourly basis using 15 minute increments, as appropriate.
- 8. Drug Testing** – As requested by CFS staff, UA and/or hair follicle drug screening will be performed by Certified Drug and Alcohol Testing staff. All drug and alcohol tests are appropriately supervised by Certified Drug and Alcohol Testing staff. All testing is conducted according to protocols as established by the Department of Transportation (DOT), the Drug and Alcohol Testing Industry Association and the federal Chain of Custody requirements. Specimens will be collected and submitted to an approved laboratory for toxicology screening and/or the toxicology screening may be performed at the agency (on-site), where applicable. All drug testing shall be performed on a random basis. Specimens will be screened for the following substances. Screening for Alcohol and/or Marijuana may be required where need is justified or recommended in the client's recovery plan.
- Amphetamines/Methamphetamines
  - Cocaine
  - Codeine/Morphine
  - PCP
  - Barbiturates
  - Benzodiazepines
  - Methadone
  - Propoxyphene
- 9. Eligibility** – Client admission to the program shall be limited to those referred by Community and Family Services staff in accordance with the program protocol jointly established by CFS and Contractor.
- 10. Reporting/Invoicing** – Monthly reports of service utilization shall be submitted to the CFS case-carrying CFS SW and CFS Prevention and Intake Division Director no later than the 15<sup>th</sup> day of the month following services.

Reporting to CFS staff: Narrative progress reports, service information (including a summary of the client's drug testing dates and results), participation in services, commitment and connection to the program, progress towards treatment goals and recommendations, including successes and challenges, will be forwarded by fax or secure email to the appropriate case carrying CFS SW (or their supervisor/designee) on a monthly basis no later than the 15<sup>th</sup> day of the month following services.

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- **EXCEPTION (1):** Notifications of dirty, missed (or falsified) test results are due, by fax, secure email, or telephone call (with verification of receipt) to the CFS Social Worker within 24 hours of returned result, missed test or client's attempt to tamper with sample.
- **EXCEPTION (2):** Contractor may be required to report testing results or provide additional narrative progress reports to the CFS and/or the Tribal Court, as necessary. These results and reports will be provided by the Contractor within 24 hours of request by CFS staff.

Invoicing to CFS Management staff: Drug testing information shall accompany the Contractor's monthly invoice and is due to the CFS Director or designee no later than the 15<sup>th</sup> day of the month following services (e.g., April's invoice is due to CFS no later than May 15<sup>th</sup>). For reporting and data collection purposes, the contractor shall be required to track and formulate monthly service utilization documented on the Drug Testing Invoicing/Reporting Composite form that includes the following information:

- Agency Name & Contact Information
- Client Name, Zip Code & Disability Status
- Date of Referral
- Date of Services
- Source of Referral
- Service Category
- Type of Test Provided
- Test Outcomes (number of positive or-negative results)
- Cost
- Cumulative totals of client's test or services provided per month.
- Number of Unduplicated Clients Served Each Month

**11. Records** –A program review of individual client files will be reviewed at each site visit or upon request of CFS program staff. Each client file shall include the following information:

- The Case ID number provided by CFS SW
- Client's first name, last name, address and zip code
- Completed client Intake & Assessment Questionnaire
- Consent forms for release of information (signed by client)
- Participant Grievance Policy (signed by client acknowledging receipt)
- All Testing & Treatment Services Referral forms provided by CFS
- Updated Client Recovery Plan
- Chronological record of dates that services were provided for both drug testing and treatment, the nature of the service (including all drug testing results and progress notes).
- Chronological record of casework support documents provided to the CFS SW—service information/progress reports including a summary of the client's drug testing results, participation in services, commitment and connection to treatment program(s), progress towards treatment goals and recommendations.

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- Notices of Termination from program.

**IV. BIDDER PROPOSALS**

- ✓ Bidder shall be regularly and continuously engaged in the business of providing Substance Abuse Testing and Treatment services for at least three years.
- ✓ Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.
- ✓ Contractor must be in good standing, with no violations for five years.
- ✓ Must pass a criminal background check.
- ✓ Must have never been convicted of a felony.
- ✓ Must not have been convicted of a gross misdemeanor within five (5) years of this application in Del Norte County or any other jurisdiction, or have been sanctioned by the board of professional responsibility or any legal regulatory body in any jurisdiction.
- ✓ Must have valid Driver's license and proof of insurance.
- ✓ Must have personal conduct standards that demonstrate the highest degree of ethics and morality.

**V. Fees and Expenses**

TDN will reimburse the contracted drug & alcohol counseling services at the rate of \$55/hr. to a contract maximum of \$79,200 for year 1. (30 hours/week x 48 weeks = 1,440 hours x \$55/hour = \$79,200.)

**Expenses:**

TDN shall reimburse the CADC for actual and reasonable expenses incurred in connection with the services performed under this Agreement, including long-distance telephone calls, postage, federal express or similar delivery charges, photocopying, travel, meals, and lodging incidental to performance of the Agreement. Air and automobile travel costs will be reimbursed pursuant to TDN's fiscal policies. The CADC shall, consistent with professional standards, case responsibilities and the legal needs of TDN, schedule travel and incur expenses at the most economical rates.

**Statements:**

Contractor shall submit to TDN a monthly invoice, detailing services rendered, costs and expenses incurred, and the disbursements for which reimbursement is sought.

**Prompt Payment:**

TDN shall pay all bills within 30 days, and shall promptly notify Contractor of any erroneous or disputed fees or expenses.

**Estimated hours work to be contracted:**

TDN estimates between 30 hours/week for 48 weeks for 2019.

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**VI. DELIVERABLES / REPORTS**

CFS is committed to bringing more performance-based monitoring and accountability to all of its contracted services over the next few years. CFS will be using the Results Based Accountability (RBA) approach in all of its contracting processes such as Requests for Proposals, Scope of Work and review of contract proposals. All new or renewed contracts will be required to provide information and data that address the three basic RBA questions: How much work was done? How well was it done? And, who benefitted as a result of the work? Providers can expect to be asked how they measure whether clients are better off and the quality of the delivered services. Providers will be required to show that their work incorporates best or promising practices, or evidence-informed or evidence-based practices. The Agency will work with providers to develop appropriate metrics, indicators and outcome measures. A link to further information on RBA implementation can be found at: <http://www.raguide.org/>

1. **Substance Abuse Testing RBA Objectives:** Contractor is expected to provide successful services for parents according to the objectives listed below. "Contacted" means that the individual interacted with the contractor either by telephone or in person. "Engaged" means that the individual came to the agency office and had an intake performed.

How much was done?

Objective 1. 100% of engaged parents have a completed Client Recovery Plan specifically designed to meet the client's treatment needs, in place within seven (7) business days of intake.

Deliverables: Contractor will report the name, date of birth, referral date, first contact date, intake date, and Client Recovery Plan date for each engaged parent.

Objective 2. Engaged parents will be referred to community resources that address their needs and potential barriers to testing and treatment services.

Deliverables: Contractor will indicate whether parents were referred for the following community resources: housing, food, mental health, health care, childcare, transportation.

Objective 3. 85% of engaged parents attend at least 12 group sessions.

Deliverables: Contractor will indicate the number of sessions attended each month for each parent.

Objective 4. 80% of engaged parents attend at least 80% of required group sessions.

Deliverables: Contractor will indicate the number of group sessions required and the number of sessions attended each month for each parent.

How well was it done?



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Objective 5. 90% of parents who attend at least 12 group sessions will report that they are "Very Satisfied" or "Satisfied" with the level of support and overall quality and effectiveness of the services they receive.

Deliverables: Contractor will distribute surveys to each person who completes 12 or more group sessions, so that surveys.

Are participants better off?

Objective 6. 80% of parents who attend at least 12 group sessions will report that they are more aware of substance abuse issues and the effect substance abuse has on their children, their health, and the overall well-being of their families.

Deliverables: Questions about these items will be included in the satisfaction survey referenced above in Objective 5.

**VII. Responses to this Request for Proposals should include the following:**

1. A resume and statement of Proposals, including relevant project history.
2. Provide a clear and concise explanation, including examples and/or documentation, of how you meet and/or exceed the Proposals requirements outlined above.
3. All responses must also include a list of at least three professional references that may be contacted by the Tribe. It is preferred that the references include clients for whom similar work has been done within the past two years. References shall include a complete address, contact name and telephone number.

**Responses must be submitted by email (preferred), hand, or US mail by 4:00 pm (PST) **January 11, 2019** to:**

Dorothy Wait, CFS Director

140 Rowdy Creek Road

Smith River, CA 95567

[dwait@tolowa.com](mailto:dwait@tolowa.com)

707-487-9255

**INCURRED COSTS**

The Tribe shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent(s) prior or subsequent to or by reason of the acceptance or non-acceptance by the Tribe of any proposal by reason of any delay in the acceptance of a proposal.

**ERRORS AND OMISSIONS**

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The Tribe shall not be held liable for any errors or omissions in any part of this RFP. While the Tribe has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive.

**FINAL CONTRACT AGREEMENT**

The Contractor selected to provide the scope of services shall use the Tribe's standard Professional Services Agreement. A template copy of this agreement is attached to this RFP. By submitting a proposal for the work, the Contractor agrees to utilize the Tribe's standard agreement form for the contract.

**RIGHT TO WITHDRAW RFP OR REJECT RFP RESPONSE(S)**

Issuance of this RFP does not commit the Tribe to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services.

The Tribe retains the right to reject any or all Responses for any reasons. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful Respondent.