



NOTICE OF RFQ

August 12 2019

Dear Clinical Resource Coordinators:

The County of Harnett, in collaboration with the Veterans Treatment Court, is seeking statements of qualification for clinical resource services for the Veterans who participate in our treatment program.

Please find attached:

1. Request for Qualifications

County staff and selected members of the Veterans Treatment Court team will review all submittals and will schedule interviews with a number of selected qualifiers.

Please submit 1 electronic copy to Mark.A.Teachey@nccourts.org and 4 hardcopies of your statement of qualification, no later than 5:00p.m. on 25 August 2019.

Hard Copies should be returned to the following address:

(Mailing Address)

County of Harnett
c/o County Manager
P.O Box 759
Lillington, NC
27546

(Hand Deliveries)

County of Harnett
c/o County Manager
420 McKinney Parkway
Lillington, NC
27546

Contact Mark Teachey, Veterans Treatment Court Director at 910-814-4515 or email Mark.A.Teachey@nccourts.org for more information.



Request for Qualifications

County of Harnett

The County of Harnett is requesting Statements of Qualifications (“SOQ”) from qualified applicants, pursuant to agreement with Harnett County Veterans Treatment Court.

I. PROJECT DESCRIPTION

The County of Harnett, through the agreement with the Harnett County Veterans Treatment Court, requests statements of qualifications for the following purpose and in accordance with each of the following terms and conditions.

In this request for qualifications (“RFQ”), the County of Harnett solicits qualified applicants (“Contractor”) who will be able to perform professional treatment referral services and coordination to ensure sustainability of treatment protocol for military Veterans who are participating in the program. This expertise will support the clinical approach to treatment for our participants and collaborate with the treatment providers for which is most advantageous to the Veteran participants.

II. SCOPE OF SERVICES

The Contractor will provide the Harnett County Veterans Treatment Court with expertise on evidence based clinical resource coordination and collaboration with the approved mental health and substance use treatment providers and the Veterans Treatment Court Clinical Support Group utilizing best practice standards.

Under the Director of the Harnett County Veterans Treatment Court Director, the Contractor shall:

1. Meet and consult with the Veterans Treatment Court staff at the Veterans Treatment Court administrative office, located in the Harnett County Courthouse, to review and understand prior treatment plans that are currently being administered to the Veterans that are navigating through the five phase program. Conduct regular meetings and coordination efforts with the Veterans Treatment Court Director and Case Manager to ensure communication flow is timely and relevant to overall treatment objectives of the participants.
2. Review, understand, and administer the approved Clinical Assessment Forms in the Veterans Treatment Court Application packet to Veterans applying for Veterans Treatment Court. Make recommendations as needed to improve the discovery of



mental health and substance use documentation in accordance with best practice standards while protecting the personal identifying information (PII) of the Veterans.

3. Collaborate with DayMark, Buies Creek and Peace of Mind, Lillington, NC to get a clinical needs assessment for Veterans that are applying to the Veterans Treatment Court program by providing the completed Veterans Application Packets and monitor tracking of the applications by use of documentation.
4. Serve as liaison with all members of the Veterans Treatment Court Clinical Support Group by establishing and coordinating weekly Clinical Support Group meetings to ensure the Veterans of the program are receiving the mental health and substance use treatment care needed, based on the ASAM Criteria and evidence based practices.
5. Participate with members of the Veterans Treatment Court during both closed and open court sessions by delivering the latest treatment plan status, after having communications with the Clinical Support Group, to ensure compliance is being addressed and make recommendations to address non-compliance of the treatment plan. Be prepared to adjust the treatment plan based on feedback from the Clinical Support Group.
6. Conduct ongoing communications with treatment providers to ensure the participants of the Veterans Treatment Court program are receiving the best available mental health and/or substance use treatment available to address their issues and convey specifics to the Clinical Support Group each week.
7. Conduct statistical analysis of treatment efforts to ensure best outcomes for Veterans in the program and present findings to the Veterans Treatment Court team monthly. Ensure compliance with Medicine Assisted Treatment (MAT) is maintained throughout the program of each MAT participant.
8. Support and assist the Mentor Coordinator and assigned trained mentors of the Veterans Treatment Court with implementation of Interactive Journaling[®] and the Moral Reconciliation Treatment (MRT[®]) program for Veterans that are in phase III and phase IV.
9. Report to the Court Director any concerns that may impact the operations of the Veterans Treatment Court.
10. Conduct on-site visits to treatment providers to enhance collaboration and communications and advocate for the Veterans in the program. Actively seek visitations to the Veterans Treatment Court by all treatment providers.



11. Build a Clinical Resource Binder for all counties that our Veterans reside in and maintain current contact information. Ensure that each treatment facility has annotated specialty treatment listed and an updated treatment point of contact to include email and telephone number.

12. Develop and conduct in-service clinical training and workshops for members of the Veterans Treatment Court team, treatment providers and stakeholders to gain awareness of our program and our treatment goals and objectives.

A. Key Tasks and Action Dates

Listed below are the important dates and times by which the actions must be taken or completed. If the Veterans Treatment Court Director finds it necessary to change any of these dates, it will be accomplished by addendum.

| ACTION | DATE/TIME | COMMENTS |
|---|--|--|
| Contact Veteran for Appointment to complete Application process | As Identified | Within 1 week of notification |
| Submit Application Packet to DayMark or Peace of Mind with tracking receipt | With 48 hrs. of Application Completion | Maintain track with notification at 1 week and follow-up |
| Obtain approval notification to proceed (Submit to DA for final Clearance) | Within 1 week of packet submission | Prepare Veteran Bio and present |
| Conduct Clinical Treatment Meeting with Clinical Support Team - Coordinate | Prior to Tuesday morning | Teleconference with CSG members |
| Participate in Pre-Court Staffing session with case manager/ Court Director | Prior to Closed session Court | Final Staffing prior to Court day |
| Participate in Closed and Open Court sessions (unless identified as off) | Wednesdays beginning at 12:30 | Be prepared to discuss compliance |
| Link Veteran to treatment providers (Provide handoff procedures and outcomes) | Within 2 weeks of Court Entry | Clinical Team involvement |
| Invite Treatment providers to court (Observe operations and Goals to Success) | Within 4 weeks of Veteran entry | Letter signed by Judge and email |
| Visit treatment provider of Veterans | 1 x per Phase II to V | Written trip report on lessons learned |
| Build Veteran Bio Book and enter in RT [®] | Within 1 Week of Court approval | Enter in RecoveryTrek [®] |

B. Deliverables

The Contractor shall:



1. Meet with the Harnett County Staff and Veterans Treatment Court representatives to confirm tasks clarification and procedures prior to starting work.
2. Provide the Veterans Treatment Court Director with a detailed work plan and methodology for approval prior to start of substantive work. If the proposed work plan and methodology are not approved as submitted, modify the proposed work plan and methodology as requested by the Veterans Treatment Court Director.
3. Meet with the full time Veterans Treatment Court staff in person each day of the week, provide updates regarding the projects' status and findings, discuss upcoming priorities and coordinate planned work.
4. Provide a quarterly detailed written update to the Veterans Treatment Court that includes Veterans' status in treatment, anticipated future treatment and phases along with stages of change and the ASAM Criteria compliance model.
5. Acceptance of all work by the Contractor, including the quarterly reports, is subject to approval by the Veterans Treatment Court Director at his sole discretion.
6. The Veterans Treatment Court Director may request, in writing, for the Contractor to provide additional services to the Veterans Treatment Court after completion of the current contract. Any such services must be approved by the County of Harnett and designated Veterans Treatment Court members in writing prior to their performance and shall be paid in accordance with the contracted pay schedule.

C. Acceptance Criteria

It shall be the Veterans Treatment Court Directors sole determination as to whether a key task or deliverable has been successfully completed and is acceptable.

III. REQUIRED QUALIFICATIONS AND EXPERTISE

1. Demonstrated experience and degree in social work, psychology, or mental health/ substance abuse counseling. Minimum of 1 year practical application is preferred.
2. Knowledge of Evidence-Based practice models, such as ASAM, CBT, CPT, and Motivational Interviewing and de-escalating crisis is required to ensure accurate treatment plans are being administered and monitored working knowledge of mental health, substance abuse, risk and needs assessments. Knowledge of military culture. Ability to prepare and give presentations, and promote team oriented goals.



3. Working knowledge of clinical treatment resources and ability to build resource database for the Veterans Treatment Court team to ensure veterans that live in the County of residence have evidence based treatment capability that is addressed and the disease is mitigated.
4. Working knowledge of computer software programs, such as Word, Excel, Access, PPT.
5. Ability to complete contractual deliverables on timeline contained herein.
6. Ability to conduct work under confidentiality conditions that govern Health Insurance Portability and Accountability Act (HIPAA). Contractor must sign CONFIDENTIALITY/NONDISCLOSURE documentation during closed session of Court.
7. Must demonstrate personal qualities i.e. personable, competent, organized, and reliable
8. Prospective Contractors shall provide the County of Harnett and the Veterans Treatment Court Director with a list of prior jobs performed that are similar to this RFQ's scope of work. Specifically, include three examples of prior work and references to include, name, telephone contact, address, length of work.
9. Contractor must maintain separation of any conflicts of interest and report Judges Critical Information Requirements (JCIR)

IV. SELECTION CRITERIA

The Veterans Treatment Court Director along with selected members of the Veterans Treatment Court team and County of Harnett will evaluate the Statements of Qualifications using the criteria listed below.

1. Professional experience of the applicant in relationship to the work to be performed.
2. Demonstrated competence and specialized experience of applicant.
3. Nature and quality of completed work
4. Referrals and Recommendations

The County of Harnett Reserves the right to reject any and/or all qualification packets. The County of Harnett will not be responsible for the costs incurred by anyone in the submittal or preparation of a SOQ.

V. CONTRACT ADMINISTRATIVE PROCESS



1. Applicant will be selected for interview based on written responses to this RFQ.
2. Submittals will be evaluated based on the above selection criteria for those applicants who have complied with the minimum qualification requirements.
3. Three applicants will be selected for the "short list". These applicants will be invited for an interview and asked to make an oral presentation on their capabilities and ability to perform the scope of work along with their qualifications and experience.
4. Upon completion of all interviews, a single applicant will be selected. The selected applicant will be asked to submit a fee proposal specifying the hourly rates for specific classification of services to be provided.
5. The County of Harnett and the applicant will enter into negotiations to create fixed rates. In the event that a satisfactory agreement cannot be negotiated, the County of Harnett will terminate negotiations with that applicant and begin negotiations with the next selected applicant, and so on.
6. After successful negotiations, a contract will be awarded and executed. The Veterans Treatment Court does not guarantee the amount of services being requested.

VI. PROJECTED CONTRACT PERIOD

1. Selected Contractor will begin contract work **3 SEPTEMBER 2019** at 8:00AM by meeting with the Veterans Treatment Court Director at the Harnett County Courthouse Veterans Court Administrative Office.
2. Initial contract period will be in effect from **3 September 2019** until **30 June 2020** at 5:00PM. Consideration to extend the contractual agreement will be discussed between the Contractor and designated members of the County of Harnett and Veterans Treatment Court Director prior to 30 June 2020 and documentation supporting the contractual extension will be completed. If the decision is made to not extend the contractual agreement beyond 30 June, 2019, then the contractor will be prepared to write his/her final contract closure report by 30 June 2019.
3. The County of Harnett reserves the right to end the contract early due to non-performance, privacy violations, conflict of interest issues, for the non-appropriation of funds, or for convenience. END OF DOCUMENT