

Dear Vendor:

The Central Texas Chief Association is made up of juvenile probation departments generally located in the Central Region of Texas and is seeking to obtain proposals for Tele-Counseling Services to be provided across 32 identified juvenile probation departments covering 44 counties.

Enclosed you will find a Request for Proposals concerning the services being considered for the program. We ask that all proposals be submitted no later than Friday, July 8, 2016 at 1:00 P.M. to:

Chief Ronald J. Quiros
Guadalupe County Juvenile Services
2613 N. Guadalupe Street
Seguin, TX 78155
ATTN: REGIONAL RFP

If you have any questions concerning the proposal you may contact Chief Quiros at 830-303-1274, or by email at ronquiros@gmail.com

Thank You!

Ronald J. Quiros
Chief JPO - Guadalupe County Juvenile Services
President – Central Texas Chief's Association

**CTCA - Central Region
Tele-Counseling Program
Request for Proposals
RFP# 2016-200**

Background:

SB 1630 as passed by the 84th Texas Legislature requires the Texas Juvenile Justice Department to develop, and the board to adopt, a regionalization plan for keeping children closer to home in lieu of commitment to the Texas Juvenile Justice Department. As part of the regionalization plan, seven (7) regions were defined; Panhandle, West Texas, South Texas, North Texas, Northeast Texas, Central Texas and Southeast Texas.

In the Fall of 2015, a Regionalization Task Force was developed and begin work on identifying existing programs and needs of the juvenile probation departments within each of the identified regions. Once this data was collected and evaluated, the regions developed a Regional Plan that identified the needs within the region, the target population for diversion from commitment to the Texas Juvenile Justice Department, and a plan for how the region would utilize the “start-up” funds (\$125,000.00 per region) to meet the identified needs within the region.

Through numerous planning meetings with regional leadership and participation by the regions juvenile probation departments, the Central Texas Region has agreed to enter into a project to provide “Tele-Counseling” services to the juvenile probation departments within the region.

The Central Texas Region consists of 30 participating juvenile probation departments, covering 37 counties: Falls, Milam, Robertson, Atascosa, Bandera, Bell, Bexar, Hamilton, Comanche, Bosque, Caldwell, Washington, Burleson, Lee, Bastrop, Colorado, Comal, Coryell, DeWitt, Erath, Fayette, Goliad, Gonzales, Guadalupe, Hays, Jackson, Karnes, Kendall, Kerr, Lampasas, Lavaca, McLennan, Medina, Travis, Victoria, Williamson, Wilson.

I. TELE-COUNSELING - EQUIPMENT/SOFTWARE

All identified services listed in Section II, will be provided through “Tele-Counseling.” The approved vendor will be responsible in seeing that all identified site locations have the hardware and software needed to implement the identified therapeutic services.

All proposals shall include cost to provide needed equipment to the identified locations that may include; PC desktop, laptop, tablet, broadband internet connection and a webcam or other video technology. This shall include any cost for software to ensure confidentiality during sessions. If equipment is to be “leased” as part of the program this shall be clearly stated in the submitted proposal. Technology items shall reflect a cost per

item, and not be presented as a grouping to allow departments that have some of the required equipment the ability to purchase only those items needed and/or required.

There have been 32 potential site locations (32 departments – covering 44 counties) identified for this proposal:

Central Texas Region Departments

20th – 82nd Judicial District (Falls, Milam & Robertson)

Atascosa

Bandera

Bell

Bexar

Blanco, Burnet, Gillespie, Llano and San Saba

Bosque, Hamilton & Comanche

Caldwell

Cen-Tex Regional Juvenile Services (Washington, Burleson, Lee & Bastrop)

Colorado

Comal

Coryell

DeWitt

Erath

Fayette

Frio and LaSalle

Goliad

Gonzales

Guadalupe

Hays

Jackson

Karnes

Kendall

Kerr

Lampasas

Lavaca

McLennan

Medina

Travis

Victoria

Williamson

Wilson

II. INDIVIDUAL AND/OR FAMILY COUNSELING SERVICES FOR MENTAL AND/OR BEHAVIORAL HEALTH ISSUES

Purpose

To provide therapeutic services that will reduce the repeated involvement with the juvenile justice system and mitigate other issues such as school failures, mental, emotional and/or behavioral health issues as well as peer and family issues. Therapeutic services should focus on intervention that will enhance psychosocial skills development, reduce or stabilize symptoms, decrease functional impairments and build resiliency in the youth and family. Services should also incorporate parenting skills and child behavior management strategies as well as facilitate appropriate linkages to natural and community resources and supports. Individual and family counseling sessions should incorporate best practice and/or evidence based strategies such as Cognitive Behavioral Therapy, Behavioral Therapy, Psychodynamic psychotherapy and Psycho-educational approaches, Adolescent Community Reinforcement Approach, Brief Strategic Family Therapy, etc. Therapeutic strategies shall be culturally sensitive and age appropriate for youths ages 10-17. A comprehensive evaluation of the referred youth and/or family unit shall be incorporated as part of the therapeutic process to identify the youth's and/or family's level of functioning, needs and recommended services to assist the youth and/or family in meeting therapeutic goals as well as conditions of probation and/or court mandates.

Therapeutic services must be performed directly by a licensed psychologist, licensed professional counselor (LPC), licensed clinical social worker (LCSW) and/or licensed marriage and family therapist (LMFT). Under appropriate supervision, licensed professional counselor intern (LPC-I) and licensed marriage and family therapist intern (MFT-I) may be considered.

Scope of Work:

Individual, family, and group counseling services shall be provided to youths referred with externalizing and internalizing disorders that have demonstrated moderate functional impairments. Focus of services provided shall include interventions for psychosocial skills development, trauma informed care, enhancement of parenting skills and child behavior management strategies. Therapeutic interventions shall reduce or stabilize symptoms, decrease functional impairments and build resiliency in the child and family unit. Vendor shall identify therapeutic modalities that will be utilized to alleviate psychosocial stressors and/or mental/emotional and/or behavioral health issues therapeutic techniques shall be evidence based and/or best practices, services shall be provided in the youth's and/or family's language of literacy and shall include but not be limited to the following types of services:

A. Comprehensive Assessment

Vendor shall provide a comprehensive assessment of the youth's and/or family's history. Present life situation, strengths and needs. The assessment shall act as a guide for the development of a treatment plan and identification of recommended services.

B. Treatment Plan

Vendor shall develop a comprehensive treatment plan that identifies the youth's and/or family's strength and needs. The plan must identify goals and objectives that are measurable and functionally defined towards recovery and/or rehabilitative outcomes.

Goals must be developed in conjunction with the referred youth and their parent/legal guardian as well as identify coordination with the assigned probation officer. Treatment plan shall also include discharge planning and coordination of community based and/or natural supports that the youth and family can access to sustain success. Treatment plan must be typed and signed by the provider, youth and parent/guardian. This may be coordinated/completed by the youth's supervising juvenile probation department.

C. Monthly Progress Report

Vendor shall provide a monthly progress report to the Juvenile Probation Department and/or the assigned probation officer. The monthly progress report shall include a summary of the youth and/or family's progress or lack of progress towards treatment goals. The report shall identify number of authorized sessions, number of sessions attended or missed. Lack of progress shall be documented on the report along with a plan identifying what strategies will be employed to aid the youth and/or family in meeting identified goals. Report shall be typed and signed by the provider.

D. Discharge Plan

Vendor shall develop a discharge plan. Discharge planning should be initiated upon admission of therapeutic services. The Discharge Plan must identify if the discharge is successful or unsuccessful. Determination of discharge type (Success/unsuccessful) shall be based on an objective, quantified and measurable outcome. Discharge plan shall include a summary of goals met/unmet as well as identify what community resources and/or natural supports have been developed to sustain success. The discharge plan must be typed and signed by the provider. The discharge plan shall be provided to the juvenile probation department, and/or assigned juvenile probation officer.

Note:

Therapeutic services must be conducted in the client's language of literacy. Provider shall identify in proposal how this objective will be met.

III. OTHER REQUIREMENTS

Therapeutic sessions must be scheduled within 3 business days of referral. Assessment and treatment plan shall be typed and signed by the provider, and forwarded to the juvenile probation department and/or assigned juvenile probation officer within 7 business days from the date the assessment and treatment plan are completed.

A Vendor may be called to testify in a Court of Law at no additional cost to substantiate and/or clarify recommendations and/or services provided.

*The vendor will provide a one (1) hour class within 45 days of the start of services in a central location within each region to train staff on the use of "tele-counseling" equipment and protocols for effective program operations.

IV. COST

- Cost per initial tele-assessment
- Cost per individual tele-counseling session (30 minutes)
- Cost per family tele-counseling session (time defined by provider)
- Cost for specialized tele-counseling (sex offender) session (time defined by provider)
- Cost of Equipment; provide individual cost of needed/required hardware and software to participate in Tele-Counseling Program.

Provide a description of the frequency of services based on generic types of services like low, moderate, intense rates of counseling

Cost includes the interview, mental health assessment, collateral contacts, assessments and screening instruments and recommendation for services/interventions to address mental and/or behavioral health issues.

Administrative expenses and communications with family, school, or referral source, or other agencies are considered part of the cost per counseling and may not be billed as a separate cost.

Costs to include all typed and signed documentation/reports to the Juvenile Probation Department.

Typed and signed copy of the assessment, treatment plan, and monthly progress report and discharge plan shall be provided to the Juvenile Probation Department whether the Vendor is paid through private insurance, CHIP or Medicaid, the Juvenile Probation Department, or any other source of funding.

All representations made by the Juvenile Probation Department are contingent upon availability of funds from which payments for contracted services can be made and do not represent an obligation on the part of the Juvenile Probation Department, the County of Guadalupe, the Guadalupe County Juvenile Board, or the Texas Juvenile Justice Department.

V. MEASUREMENT OF PROGRAM OUTCOME

Vendor will be responsible for submitting to the Juvenile Probation Department on a quarterly basis the following statistical data:

- Comprehensive listing of juveniles referred for services to include:
 - Juvenile's name, date of birth
 - Name of referring juvenile probation department
 - Type of Service received (individual, family, group)
 - Number of successful/unsuccessful completion of program
 - Identification if service was provided in English or Spanish

- Number of sessions with dates(s) of delivered services

The following is for all services mentioned above:

GENERAL:

The services requested shall be provided for a period of one (1) year, and the County shall have the option to renew this agreement for two one year terms upon the same terms and conditions contained in this agreement by providing written notice to the vendor.

PROPOSAL FORMAT

Each applicant may submit one proposal. The proposal must be submitted as an original plus five (5) copies as stated in the PROPOSAL SUBMISSION section.

Application materials could accidentally get out of order when being processed, thus every sheet of the proposal must have a page number. It is also requested that pages be numbered consecutively from beginning to end (for example, page 1 for the Cover Page, page 2 for Letter of Transmittal, page 3 for the Table of Contents, etc.). Any appendices should be labeled and separated from the narrative and budget section, and the page numbers should be continued in the sequence.

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- a) Cover Page
- b) Letter of transmittal
- c) Table of Contents
- d) Proposal Narrative
- e) Cost
- f) Additional required documents

Within each section of the proposal, applicants should address the items in the order in which they appear in the RFP. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis. All material submitted in response to this RFP becomes the property of Guadalupe County.

COVER PAGE

Each proposal must have the Proposal Schedule form as the cover page.

The cover page must:

- Identify the RFP (i.e., Proposal for the Central Texas Region Tele-Counseling Program);
- Identify the applicant organization;
- Identify the applicant organization's contact person,
- Identify the applicant organization's address, phone, FAX, and
- Indicate the date of the proposal.

LETTER OF TRANSMITTAL

A Letter of Transmittal must accompany each proposal.

The Letter of Transmittal must:

- Identify the applicant organization and contact person;
- Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- Identify the legal status of the submitting organization (proprietorship, corporation, non/for-profit, etc.). Include federal tax number
- Identify the name, title, telephone and FAX number of the person to be contacted for clarification;

Explicitly indicate acceptance of all requirements of the RFP; be signed by the person authorized to contractually obligate the organization; acknowledge receipt of any and all amendments to this RFP; and must be on official business letterhead.

TABLE OF CONTENTS

Immediately following the letter of transmittal, the applicant is required to provide a Table of Content that identifies all subsequent sections and pages.

PROPOSAL NARRATIVE

1. Describe your organization's qualifications and experience in providing mental health services, ability to provide tele-counseling services, evaluations/assessments for adolescents involved in the juvenile justice system and/or high risk adolescent offenders in Texas under this RFP's SCOPE OF WORK.
2. In addition, explain your knowledge and understanding of and experience with:
 - a. Familiarity with the Texas Family Code and procedure pertaining to the juvenile justice system and the juvenile probation department;
 - b. Related judicial entities working with the juvenile delinquent population (for example: public defenders, county attorneys, juvenile court judges, drug court administrators and judges);
 - c. Familiarity with dual diagnosis adolescents
 - d. Priority mental health diagnosis populations
 - e. Familiarity with various evidence based and/or best practices regarding therapeutic techniques and modalities that will be utilized
 - f. Conducting therapeutic services in juvenile's primary language.
3. Provide in detail how the organization will address, incorporate and coordinate all the components of the Request For Proposal's purpose of service to include:
 - a. Tele-Counseling services
 - b. Individual therapeutic services
 - c. Family therapeutic services

Services should be geared to address the high level needs and risks associated with youth and families referred to the juvenile justice system.

4. Identify the therapist(s) that will conduct the individual, family and/or group counseling services, their qualifications and experience in providing this type of service. If applicable identify any other professional staff and their qualifications and experience.

COST

A cost per therapeutic session (individual, family and group) by a Licensed Professional Counselor, Licensed Clinical Social Worker and/or Licensed Marriage and Family Therapist must be submitted to include all requirements of **V. Cost** on page 6 of this RFP.

A list of insurance companies, both public (such as Medicaid, CHIP, Champus) and private, accepted by the vendor.

REQUIRED DOCUMENTS TO BE SUBMITTED WITH BID PROPOSAL:

1. Sample of the assessment that will be utilized.
2. Sample of the treatment plan that will be utilized
3. Sample monthly progress report
4. Sample discharge plan
5. Copies of the therapist(s) license(s)
6. A list of all medical insurance companies, both public (such as Medicaid, CHIP, Champus) and private, accepted by the vendor.

PROPOSAL EVALUATION

A representative from the Guadalupe County Juvenile Services will maintain all submitted proposals in a secure location, not to be shared until after the deadline. A representative for the Guadalupe County Juvenile Services will perform a preliminary review of the proposals to determine compliance with the mandatory requirements of the RFP. An evaluation team of representatives from the Central Texas Chief's Association shall be responsible for the review of proposals and evaluate each according to the evaluation criteria:

The contents of any proposal shall be kept confidential during the evaluation process. All proposals received by the Guadalupe County Juvenile Services on or before the submission deadline shall become the property of the Guadalupe County Juvenile Services and shall not be returned to the applicant. The Guadalupe County Juvenile Services shall have the right to use any or all ideas contained in the proposal. Acceptance or rejection of a proposal shall not affect this right.

The "Evaluation Team" shall evaluate each proposal using the following weighted criteria. It is important that proposals address each item in sufficient detail to provide the best possible evaluation:

Qualifications and Experience of Organization (Non-Profit community based or For Profit community based; years in practice; experience with community agencies; and experience of therapist(s) providing individual, family and group counseling services. 30%

Modalities and application of evidence based and/or best practice Strategies and therapeutic modalities working with high level needs and High risk youths and families.	30%
Financial Information- Ability to bill other funding sources (i.e. Medicaid, CHIPs, private insurance, etc.)	10%
Experience working with Juvenile Justice Systems	20%
Cost	10%

PROPOSAL SUBMISSION

The original plus five (5) copies of an applicant's proposal must be received by the Guadalupe County Juvenile Services at the address indicated on the cover page of the Request for Proposal package no later than **Friday, July 8, 2016 at 1:00 p.m.** Central Daylight Savings Time. A representative at the Guadalupe County Juvenile Services will date-stamp and time-stamp every proposal received immediately upon receipt. All proposals received before the proposal submission deadline will be kept in a secure location until the due date and time.