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**CAMPBELL COUNTY ADULT  
TREATMENT COURT  
GILLETTE, WYOMING**

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**REQUEST FOR PROPOSAL  
03/29/2019**

**Closing Date and Time: April 26, 2019, 5:00 PM**

**A complete copy of the sealed proposal must be received by  
5:00 PM MST on April 26, 2019**

**SUBSTANCE ABUSE TREATMENT SERVICES  
CAMPBELL COUNTY ADULT TREATMENT  
COURTS PROGRAM**

CAMPBELL COUNTY ADULT TREATMENT COURTS  
500 SOUTH GILLETTE AVENUE, SUITE 2500  
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# **Campbell County Adult Treatment Courts**

## **Mission Statement**

The mission of the Campbell County Adult Treatment Courts is to provide the judicial system a sentencing alternative for substance abusing offenders while enhancing community safety, reducing crime, and lowering criminal justice costs. We will empower substance abusing offenders to attain and maintain a drug and alcohol-free life while maintaining family, career and community ties.

## **Vision Statement**

The vision of the Campbell County Adult Treatment Courts is to be recognized statewide as a successful, innovative program which meets and exceeds the State of Wyoming's performance measures. Eligible participants will be identified expeditiously using evidence-based best practices. Participants will begin their recovery process with immediate involvement in treatment which meets their needs. Participants will be treated fairly and with respect by a team of professionals all striving for a common goal. In so doing, the Campbell County Adult Treatment Courts will reduce recidivism by participants, strive for retention and graduation for all who enter the program, aim for long-term continuous sobriety for each participant and offer services which will assist participants in becoming a healthy, productive, law-abiding citizens.

## **Philosophy**

Campbell County Adult Treatment Courts operate as problem-solving courts and consists of two separate tracks: a Felony Treatment Court program and DWI Treatment Court program. The combination of judicial supervision, intensive treatment, and supervision, along with rewards and sanctions are unique traits of treatment court. Families and significant others are encouraged to participate in the program. They provide moral support, attend counseling and education sessions, and are encouraged to remain substance free as well. Our program is based on research findings that treatment and recovery for most substance-abusing offenders works best in a community-based, coordinated system of comprehensive services. Team members work together to improve the lives of individuals and families affected by alcohol and drug abuse by ensuring access to clinically sound, cost-effective treatment that reduces the health and social costs to our community and produces substance-free, productive members of society.

## **10 Key Components of Adult (Drug) Treatment Courts** (Adopted from the National Association of Drug Court Professionals)

1. Adult Drug Courts integrate alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting clients due process rights.
3. Eligible participants are identified early and promptly placed in the Adult Drug Court program.
4. Adult Drug Courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy governs Adult Drug Court responses to participants compliance.
7. Ongoing judicial interaction with each Adult Drug Court participant is essential.
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective Adult Drug Court planning, implementation, and operations.
10. Forging partnerships among Adult Drug Courts, public agencies, and community-based organizations generates local support and enhances Adult Drug Court program effectiveness.

DWI Courts follow the ten components of Drug Courts and the guiding principles of DWI Courts as listed below: (also adopted from the NADCP)

### **The Guiding Principles of DWI Courts**

#### **GUIDING PRINCIPLE #1: Determine the Population**

The process of identifying a subset of the DWI offender population for inclusion in the DWI Court program.

#### **GUIDING PRINCIPLE #2: Perform a Clinical Assessment**

A clinically competent and objective assessment of the impaired-driving offender must address

a number of bio-psychosocial domains including alcohol use severity and drug involvement, the level of needed care, medical and mental health status, extent of social support systems, and individual motivation to change.

### **GUIDING PRINCIPLE #3: Develop the Treatment Plan**

Substance dependence is a chronic, relapsing condition that can be effectively treated with the right type and length of treatment regimen. In addition to having a substance abuse problem, a significant proportion of the DWI population also suffers from a variety of co-occurring mental health disorders. DWI Courts must carefully select and implement treatment strategies demonstrated through research to be effective with the hardcore impaired driver to ensure long-term success.

### **GUIDING PRINCIPLE #4: Supervise the Offender**

Driving while impaired presents a significant danger to the public. Increased supervision and monitoring by the court, monitoring agent, and treatment provider must occur as part of a coordinated strategy to intervene with hardcore DWI offenders and to protect against future impaired driving.

### **GUIDING PRINCIPLE #5: Forge Agency, Organization, and Community Partnerships**

Partnerships are an essential component of the DWI Court model as they enhance credibility, bolster support, and broaden available resources.

### **GUIDING PRINCIPLE #6: Take a Judicial Leadership Role**

Judges are a vital part of the DWI Court team. As leader of this team, the judge's role is paramount to the success of the program. The judge must be committed to the sobriety of program participants, possess exceptional knowledge and skill in behavioral science, own recognizable leadership skills as well as the capability to motivate team members and elicit buy-in from various stakeholders.

### **GUIDING PRINCIPLE #7: Develop Case Management Strategies**

Case management, the series of inter-related functions that provides for a coordinated team strategy and seamless collaboration across the treatment and justice systems, is essential for an integrated and effective DWI Court program.

### **GUIDING PRINCIPLE #8: Address Transportation Issues**

Though nearly every state revokes or suspends a person's driving license upon conviction for an impaired driving offense, the loss of driving privileges poses a significant issue for individuals involved in DWI Court. In many cases, the participant solves the transportation problem created by the loss of their driver's license by driving anyway. With this knowledge, the court must caution the participant against taking such chances in the future and to alter their attitude about driving without a license.

**GUIDING PRINCIPLE #9: Evaluate the Program**

To convince stakeholders about the power and efficacy of DWI Court, program planners must design a DWI Court evaluation model capable of documenting behavioral change and linking that change to the program's existence.

**GUIDING PRINCIPLE #10: Ensure a Sustainable Program**

The foundation for sustainability is laid, in part, by careful and strategic planning.

## I. INTRODUCTION

### PURPOSE OF RFP

The Campbell County Adult Treatment Courts program is soliciting proposals for an organization to provide a bio-psycho-social model substance abuse treatment program for adult criminal offenders who are assessed with a substance abuse disorder or chemical dependency. The program should include treatment that incorporates group counseling, family programming, individual counseling, intensive case management, intensive outpatient treatment, monthly expenditure reporting, clinical assessment, and Adult Treatment Court support. The program should be gender neutral and ethnically/culturally sensitive to each client.

## II. ADMINISTRATIVE RULES FOR THE RFP

### 1.00 ADDITIONAL INFORMATION INQUIRIES

All inquiries concerning this RFP should be directed to:

Chad Beeman, Adult Treatment Court Coordinator  
Campbell County Adult Treatment Courts  
(307) 687-6471  
Fax: (307) 687-6376  
[crb06@ccgov.net](mailto:crb06@ccgov.net)

### 2.00 RECEIPT OF PROPOSALS

Proposals may be mailed, hand-delivered or submitted electronically. Written proposals must be received with one (1) original no later than **5:00 p.m. Friday, April 26, 2019**, at the Campbell County Adult Treatment Court Office, 500 South Gillette Avenue, Suite 2500, Gillette, Wyoming 82716. If the proposal is sent electronically, the respondent will be responsible for verifying the actual receipt of the digital file.

**Any proposals received after the scheduled deadline will be immediately disqualified. The Campbell County Adult Treatment Court Office assumes no responsibility for delivery of proposals which are mailed.**

### 3.00 WITHDRAWAL OF PROPOSALS

A submitter may withdraw a proposal without prejudice no later than the day and hour set in the advertisement for receiving proposals by communicating the withdrawal in writing to Chad Beeman, Campbell County Adult Treatment Courts, 500 South Gillette Avenue, Suite 2500, Gillette, Wyoming 82716. Notification of withdrawal is the sole responsibility of the submitter.

#### **4.00 REGISTRATION AND INFORMATION**

There will not be a pre-proposal conference for this project. It is the responsibility of the submitter to contact the Adult Treatment Court Office for further information and to be registered to receive any subsequent amendments. Questions may be submitted by fax, phone, or e-mail. **Deadline for questions is Friday, April 19, 2019.**

#### **5.00 PREPARATION OF PROPOSALS**

Each submitter shall carefully examine all RFP documents and thoroughly familiarize itself with all requirements before submitting a proposal. Should a submitter find discrepancies, ambiguities, or omissions in proposal documents, or be in doubt as to their meaning, the submitter shall request clarification from the Adult Treatment Court Staff.

Submitters are cautioned not to obliterate, erase, or strike over any printed material, and any corrections should be initialed by the person signing the proposal. Failure to comply with this provision may result in rejection of the proposal. All documents submitted must be legible.

#### **6.00 DISQUALIFICATIONS**

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Any or all proposals will be rejected if there is a reason to believe that collusion exists among the submitters. Proposals in which the prices obviously are unbalanced will be rejected.

#### **7.00 EVALUATION OF PROPOSALS**

Evaluation of proposals will be by the Treatment Court Board of Directors and the Treatment Court Staff. In evaluating the proposals, the Adult Treatment Court Office reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the contract to the submitter deemed to best serve the interests of the Campbell County Adult Treatment Court; and adopt any part or all a proposal if it is judged in the best interests of the Adult Treatment Courts.

During the review process, the review panel shall have the right to request from submitter any other information or evidence which it deems necessary for evaluation of the proposal and relevant to any one or more of the stated evaluation factors. Failure of a submitter to promptly provide such requested information or evidence shall be sufficient grounds for rejection of the proposal.

Proposals will be reviewed and evaluated based upon the evaluation factors which are listed below in the order of their relative importance:

1. Conformance to the requirements of this solicitation.
2. Qualifications and experience.
3. Experience with the target population.
4. Past performance including outcome data.
5. References.
6. Program cost

Each submitter who submits a response may be required to make an oral presentation to the Adult Treatment Court Board of Directors. Such presentations provide an opportunity for the submitter to clarify the proposal, ensure mutual understanding, and will in no way change the original proposal.

## **8.00 BASIS FOR AWARD**

An award resulting from this request shall be awarded to the submitter whose proposal is determined to be most advantageous to the Campbell County Adult Treatment Courts, taking into consideration price versus service offered and the evaluation factors set forth herein; the right is reserved to reject any and all proposals received, and in all cases, the Campbell County Adult Treatment Courts will be the sole judge as to whether a proposal has or has not satisfactorily met the requirements of this RFP.

The Campbell County Adult Treatment Courts at this moment notifies all submitters that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the ground of age, race, color, sex, creed, national origin, or disability.

## **III. CONTRACTUAL REQUIREMENTS**

### **1.00 SUBMITTER RESPONSIBILITIES**

The submitter agrees that should its firm be selected that the firm will not discriminate against any person who performs work thereunder because of age, race, color, sex, creed, national origin, or disability.

The successful submitter shall comply with the Americans with Disabilities Act and Wyoming Fair Employment Practices Act, Wyo. Stat. Ann. § 27-9-101, et seq.

This Request for Proposal shall become part of the contract and will be in effect for the duration of a two-year contract period (**July 1, 2019 – June 30, 2021**).

The successful submitter will be required to enter and sign a formal agreement with the Campbell County Board of Commissioners. The agreement will be in effect for the duration of the contract period and contain, at a minimum, the following provisions.

## **2.00 INSURANCE REQUIREMENTS**

- i. During the term of the contract, the successful submitter shall obtain and maintain, each type of insurance coverage specified in Insurance Coverage, below.
- ii. All policies shall be primary over any insurance or self-insurance program carried by the successful submitter. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Campbell County or its agencies, institutions, organizations, officers, agents, employees, and volunteers. Campbell County shall be listed as additional insured on all policies except Professional Liability.
- iii. The successful submitter shall provide Certificates of Insurance to the Campbell County verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
- iv. All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Campbell County. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
- v. In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, Campbell County may, at Campbell County's option, obtain and maintain, at the expense of the Successful submitter, such insurance in the name of the successful submitter, as Campbell County may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the successful submitter under this Agreement.
- vi. All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.
- vii. Campbell County reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

## **2.01 INSURANCE COVERAGE**

The successful submitter shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- i. **Commercial General Liability Insurance.** Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations,

products and completed operations, and personal and advertising injury, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence;
- (b) \$1,000,000.00 personal injury and advertising injury;
- (c) \$2,000,000.00 general aggregate; and
- (d) \$2,000,000.00 products and completed operations.

Campbell County shall be listed as additional insured.

ii. **Workers' Compensation and Employer's Liability Insurance.**

Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from successful submitter 's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The successful submitter shall provide Campbell County with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by successful submitter through the Wyoming Department of Workforce Services' workers' compensation program, successful submitter shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Agreement, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
- (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.

iii. **Unemployment Insurance.** The successful submitter shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The successful submitter shall supply Campbell County with a Certificate of Good Standing or other proof of unemployment insurance coverage.

Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of

\$1,000,000.00 each accident combined single limit.

### **3.00 LAWS TO BE OBSERVED**

The successful submitter shall keep fully informed of all federal and state laws, regulations, and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner effect those engaged or employed on the work or which in any way affect the conduct of the work. The submitter shall always observe and comply with all such laws, relative bylaws, ordinances, regulations, orders, and decrees in force at the time of award. The submitter shall protect and indemnify the Campbell County Adult Treatment Courts and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself/herself or his/her/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

### **4.00 TAXES**

The successful submitter shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

### **5.00 TERMINATION OF CONTRACT**

The Campbell County Adult Treatment Courts may, upon a 90-day written notice to the submitter, terminate the agreement, in whole or in part, which shall include failure of the submitter to fulfill in a timely and proper manner the obligations under the contract. In such event, all finished documents, data, models, and reports prepared under this contract shall become the Adult Treatment Court's property upon payment for services rendered through the termination of the contract. The contractor must submit to The Campbell County Adult Treatment Courts a 90-day written notice of intent to terminate the agreement, in whole or part. If for any reason the funding for the treatment court program ends, the Adult Treatment Court may terminate the contract without a 90-day written notice.

### **6.00 AUDIT**

The Campbell County Adult Treatment Courts or any of its duly authorized representatives shall have access to any books, documents, papers, and records of submitter which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transactions.

### **7.00 CONFLICT OF INTEREST**

The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with this agreement and none have been promised contingent upon the

award of this agreement. Submitter warrants that no one being paid under this agreement is engaged in any activities which would constitute a conflict of interest on the purposes of this agreement.

## **8.00 CONFIDENTIALITY OF INFORMATION**

All documents, data, compilations, reports, computer programs, photographs, and any other work provided to or produced by the submitter in the performance of this contract shall be kept confidential by the submitter unless written permission is granted by both the Campbell County Adult Treatment Courts and the participant for its release.

## **9.00 SOVEREIGN IMMUNITY**

The Campbell County Adult Treatment Courts under the County Commissioners of Campbell County do not waive governmental immunity by entering into this contract and specifically retain immunity and all defenses available to them as a governmental entity under Wyoming Statute § 1-39-104(a), and all other state law.

## **10.00 INDEMNIFICATION**

The successful submitter shall indemnify and hold harmless Campbell County, the Adult Treatment Courts, its Board, the State, its officers, and its employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property, on account of the operations of the provider or on account of or in consequence of any neglect in safeguarding the work, or because of any act or omission, neglect, or misconduct of said provider or from any claims or amounts arising or recovered under the Workers' Compensation Act, or any other law, ordinance, order, or decree. Governmental immunity is not waived. (See 9.00).

# **IV. SCOPE OF WORK & SERVICES TO BE PROVIDED**

## **1.00 OVERVIEW**

To provide a substance abuse treatment program with a bio-psycho-social treatment approach for adult criminal offenders with drug and alcohol problems in Campbell County Wyoming. (The client base would be between one (1) and Forty (40).) This applies to adult offenders in the Felony Treatment Court track, the DWI (misdemeanor) Court treatment track, and potentially a misdemeanor drug offender track.

The submitter providing the services must be willing to comply with State of Wyoming certification requirements and/or accreditation guidelines set forth by the Wyoming Department of Health, Behavioral Health Division. Personnel performing the direct clinical services must be licensed and/or certified by Wyoming Mental Health Professions Licensing Board's rules and regulations. All submitter personnel must be willing to perform in a team environment with legal and court personnel, law

enforcement, and probation and parole and realize that the District Court and/or Circuit Court Judge or presiding Magistrate is the final authority within the Adult Treatment Courts program. The Provider shall utilize evidence-based best practices, such as those identified by the Substance Abuse and Mental Health Services Administration's (SAMHSA) National Registry of Evidence-based Programs. In group therapy sessions, the ratio of staff to clients should not exceed 1:12. The submitter shall provide a representative to attend regular training regarding both the Felony Treatment Court track and DUI Court track Adult Treatment Court issues, weekly team meetings, and weekly court sessions.

Services must include, but are not limited to:

### **1.01 ASSESSMENT**

Perform mental health and chemical dependency assessments, to include the Addiction Severity Index (ASI) on offenders referred to the program. (The submitter should identify the screening and diagnostic instruments they propose to use in addition to the ASI.) Providers will be available for assessment/screenings within five (5) working days of notification/request made by the Adult Treatment Court Staff and should be available to perform these functions in the Campbell County Detention Center and/or courthouse or any other location as directed by the District Court and/or Circuit Court Judge or presiding Magistrate. The Provider shall prepare comprehensive treatment plans for each participant based on the individual needs of each client. The Submitter shall provide the Adult Treatment Court Coordinator a copy of each participant's treatment plan(s) to ensure a comprehensive and collaborative plan of action is developed to meet the needs of the individual. The Provider is expected to begin the client's treatment regime no later than ten (10) days upon the client's acceptance into the Treatment Court program.

### **1.02 INTENSIVE OUTPATIENT TREATMENT**

Intensive outpatient program (IOP) and/or Level II.1 level of care means structured substance use and mental health treatment programming consisting primarily of counseling and education. IOP is more intensive than outpatient counseling and can function as a step-down from a higher level of care. Attendance at 12-step support group meetings is mandatory in all phases of treatment. (Provider must be flexible and willing to provide evening and weekend services to accommodate clients with full-time employment and extenuating circumstances.) The Provider shall have sufficient training and/or experience to provide services to the criminal justice population using a drug court model.

The Adult Treatment Court Program consists of a phased format with decreasing intensity, monitoring, and supervision. Intensive outpatient (IOP) is the primary modality for treatment. Treatment programming is defined as "phases," which vary slightly between Felony Treatment Court and DWI

Treatment Court. The provider shall comply with the treatment requirements of the Wyoming Department of Health's rules and regulations for substance abuse standards as well as their standards specific for court-supervised treatment program, and the Wyoming Mental Health Professions Licensing Board's rules and regulations. Some specific expectations of the provider for IOP treatment services at the beginning of the program include, but are not limited to:

- A minimum of 9 hours per week of structured clinical treatment, three (3) times a week with no more than three (3) days between clinical services, excluding holidays, for a minimum of 72 treatment hours.
- Last no less than eight (8) weeks in duration;
- Be available within two (2) weeks of the assessment unless other arrangements have been made and approved by Treatment Court Staff.
- Address the client's needs for psychiatric and medical services through consultation and referral arrangements.
- Therapies and intervention services shall be provided in an amount, frequency and intensity appropriate to the client's individualized treatment plan shall include family therapy and group therapy based on evidence-based best practices (12 step programs are not considered group therapy). The Provider shall address mental health concerns/co-occurring diagnosis by offering therapies to actively address, monitor, and manage psychotropic medication, mental health treatment and the interaction with substance use-related disorders. Services shall include recovery support or a referral to recovery support programs.
- Individualized treatment plans shall be completed in conjunction with the initiation of treatment and shall be developed with the client. The client and clinical staff responsible for the course of treatment will sign this initial treatment plan. Treatment plans shall be developed utilizing the assessment information, including ASAM dimensional criteria and the DSM diagnoses. Treatment plans shall document outcome driven goals that are measurable, that specify the changes in the client's symptoms and behaviors that are expected during treatment and shall describe improved functioning level of the client utilizing ASAM dimensional criteria. Treatment plans shall integrate mental health issues, if identified, as part of the assessment process, or at any point during the continuum of treatment.

Treatment plan reviews shall be evaluated throughout the course of treatment based on client's progress or lack of. Modifications shall be made as clinically indicated. The review shall include a written description within the client record of degree of progress or lack of progress for each stated goal and can be completed within the progress notes or as part of an ASAM dimensional criteria review form.

Copies of all treatment plans shall be provided to the Adult Treatment Court Coordinator as they are developed and modified.

### **Level I**

**Overview:** After the assessment of needs (assessments shall include comprehensive information regarding the client's bio-psychosocial spiritual needs) the client is on level one (1) of supervision much like house arrest. Clients are expected to obtain employment equivalent to full-time employment and/or perform community service work or educational programming equivalent to full-time employment. Clients contribute to the cost of the program by paying a monthly fee to Treatment Court. Clients are expected to also meet other financial obligations, such as child and family support. Clients are drug and alcohol tested regularly and are required to appear in Treatment Court status hearings. Home checks, surveillance and employment checks are done by phone and in person by the coordinator, case manager, and Probation and Parole Agent(s).

**Treatment Plan:** Didactic, group therapy, individual therapy, and cognitive behavioral and reality therapy is used in Levels I-II. Treatment includes assisting clients with obtaining a sponsor and attending 12 step recovery meetings. Clients will also be seen on an individual basis no less than bi-weekly during which time additional services that may be needed, i.e. mental health therapy or EMDR, will be addressed and scheduled with a qualified provider. Depending on the client, this level last approximately twelve (12) weeks. A mental health evaluation shall be conducted for all Felony Treatment court participants and results communicated to the Adult Treatment Court prior to the participant advancing to the next level of supervision and/or treatment.

### **Level II and III**

**Overview:** The second and third supervision level continues as intensive supervision but a step down from house arrest. Clients are required to be employed at least thirty (30) hours a week, or in school, or performing community service work. Clients are subject to a curfew, home checks, random drug and alcohol testing, educational classes and other counseling as required by the Court or the Adult Treatment Court Staff/Team. Clients have weekly to bi-weekly treatment court appearances and are required to contribute to the cost of the program. The Treatment Court staff adjusts the frequency and intensity of meetings, alcohol and drug tests, home and job checks, and other monitoring to meet individual needs and reflect progress.

**Treatment Plan:** During this level, the client moves toward the relapse prevention treatment phase. This treatment phase may include additional services, such as vocational and educational training, nutrition classes, and budgeting courses. Weekly group therapy sessions consist of no less than two (2) hours per session for a minimum of four hours per week. Family therapy shall be utilized when indicated by client needs, involving family members and/or significant other(s). Family programming will be required of all clients before they can graduate, consisting of no less than nine (9) hours of treatment time. Individual therapy sessions occur no less than bi-weekly; however, some clients may require more individual sessions. Clients continue to attend 12 step

meetings at least twice a week and meet with their sponsor once a week. Time frame for relapse prevention is at least (8) eight weeks for DWI court clients and ten (10) weeks for felony treatment court clients.

Once the client has completed all requirements of relapse prevention, they may move into the aftercare phase of treatment. This phase consists of no less than (8) eight weeks for DWI clients and no less than ten (10) weeks for felony treatment court clients. Individual therapy sessions shall take place at least once per month or more if needed.

#### **Level IV**

**Overview:** The lowest level of supervision, level four, is like traditional probation or parole supervision. The client begins to transition toward completion of the Adult Treatment Court Program. Employment is required at this level as well as continued attendance at 12 step meetings, and successful completion of a GED or HISEC if needed. Clients attend Treatment Court once a month or as the judge/team may require. All clients are employed or are in training for some sort of vocational position at this point.

**Treatment Plan:** During this level, clients are in a continuing care program to include group attendance, along with family and individual sessions as carried over from phase III of the clinical program. The therapeutic paradigm may change as far as time commitment is concerned, depending on the progress of the client. Clients are expected to continue to attend 12 step meetings least two (2) times a week and meet with their sponsor once a week. As treatment progresses during level IV, clients transition into having individual counseling sessions on a monthly basis and, as the level progresses, monthly group, individual, and family counseling. This level is between eight (8) to twelve (12) weeks in duration.

Continuing Care Services will continue until graduation is held. This is the final level of the program. Clients are required to complete a continuing care plan as part of their treatment prior to graduation and must present their continuing care plan to the team. Submitter must provide a continuum of care of each participant that is individualized, based on the needs of the participant and to include at a minimum, substance use treatment, support services, continuing care, and integrated treatment for mental illness and substance use disorders for persons with co-occurring diagnoses.

The structured aftercare component of the program consists of scheduled meetings where the client is provided with continuing care discussions of understanding the relapse process, high risk situations, strategies for high risk situations, identify and handle urge/cravings, social pressure, anger management, leisure time in sobriety, building long term sobriety, lifestyle balancing in sobriety, and support them in their relapse prevention plan. Intervention will focus on aftercare and individual recovery through continued education/vocational training and volunteerism in the community and involvement with support groups and family.

**12 Step Programming:** The 12-step program and working with a sponsor are important components of the treatment and recovery process. The 12-step program is

where the client learns how to internalize what has been presented in treatment. Anger management, violence prevention, victimization issues, and value formation are also covered in the treatment levels of the program.

## **2.00 ADDITIONAL SERVICES**

An individual treatment plan must be developed for each participant, reviewed regularly during program participation, and modified if necessary. Provider must also provide gender specific services during the program as needed. Provider also must work as a team with the Campbell County Adult Treatment Courts to provide intensive case management for the program participants. Case management must include referrals and follow-up (when appropriate) to: recreational therapy, medical/health screening, marital and family therapy, parenting skills classes, mental health treatment, anger management services, educational and vocational services, and personal wellness. The provider should have knowledge of prescription and over the counter medications. The provider is encouraged to refer clients to sober activities (family oriented). The provider must also comply with all state and federal laws regarding confidentiality for drug and/or alcohol treatment.

## **3.00 MONTHLY EXPENDITURE**

Submitter must provide Adult Treatment Court Office with a properly executed voucher each month, which includes an itemized monthly expenditure report for actual expenses incurred. Necessary steps are expected to obtain any Medicaid or other insurance or third-party payments or reimbursements and credit all such receipts against compensation to which the provider is otherwise entitled. Provider shall document and receipt all such payments and provide records of such to the Adult Treatment Court Office on the monthly invoice report.

## **4.00 WRITTEN PROGRESS REPORT AND CASE STAFFING**

Provider must have one representative attend the weekly staff meetings to review the progress of individual clients with the treatment team. The treatment representative must provide a written or emailed progress report to the Adult Treatment Court Office before the weekly staff meeting. The progress report shall include general attitude, participation level, need for referral to other services and overall treatment progress. Weekly staff meetings take place as follows:

- a. Felony Treatment Court: Staff meetings take place every Tuesday beginning at noon and typically last one hour. Court is held every Tuesday at 4:00 pm, and typically lasts until 5:00 pm. One provider representative must attend every Adult Treatment Court session to give a progress report on participants.
- b. DWI Treatment Court: Staff meetings take place the first and third Thursdays of every month starting and noon and typically done by 1:00pm. DWI Court is also conducted the first and third Thursday of each month starting at 4:00 pm until about 5:00 pm.

- c. There may be special court hearings scheduled to address violations if such violations cannot wait to be addressed at the next scheduled court hearing.
- d. Potentially an additional track for misdemeanor drug offenders may begin in the next year. Court attendance is expected to be on the second and fourth Thursdays monthly with staff meetings at noon for approximately one hour followed by court at 4:00 pm, however times are subject to change.

## **5.00 LOCATION REQUIREMENTS**

Provider will be required to travel within Campbell County. It is the responsibility of the submitter to provide a facility for treatment in Campbell County. The provider must allow announced and unannounced site visits by the Adult Treatment Court staff and/or Judge.

## **6.00 EVALUATION PLAN**

Provider will assist the Adult Treatment Court Staff with collecting of data for evaluation of the Campbell County Adult Treatment Courts. This includes entering data into the computer data collection program known as WyCST or another program as determined by the Adult Treatment Court, Complete access of data collection, statistics, and program results will be provided to the Adult Treatment Courts Coordinator. Training on WyCST or another program is available from the Coordinator.

Treatment providers will be expected to screen all referrals and perform a full bio-psycho-social assessment of referrals. Information collected on each offender (from treatment and the court) will include a thorough drug and alcohol assessment, criminal history, work history, educational history, medical and psychological history, and information received from each offender in their regular contacts with treatment and case management.

A process and outcome evaluation may be done on the program. An outside evaluator may review the records and data collected by the treatment provider and court personnel and interview staff and may perform some basic analysis of the program's cost effectiveness. The provider must demonstrate a willingness to cooperate with this evaluation as a component of the Campbell County Adult Treatment Courts.

# **V. PROPOSAL PRESENTATION**

## **1.00 PRESENTATION**

All proposals should be concise and clear and should convey all the information requested by the County. Proposals should be prepared simply and economically. Emphasis should be on completeness and clarity of content.

## **2.00 CONTENT**

It is requested that the following section headings are used in response to this RFP:

- Statement of Qualifications
- Understanding of the Project
- Treatment of the Issues
- Staffing Pattern
- Cost of Proposed Services
- Appendix

### **2.01 STATEMENT OF QUALIFICATIONS**

Each submitter must demonstrate its organization competence, qualifications, and ability to perform the services requested in this RFP.

Each submitter must maintain all necessary licenses, accreditations and certifications in accordance with the Wyoming Mental Health Professional Licensing Board's rules and regulations and the State of Wyoming to provide treatment services in Wyoming.

Evidence of state and national accreditation of the provider is required. Submitter must state if they are CARF (Commission on Accreditation of Rehabilitation Facilities), TJC (The Joint Commission) or NIAHO (National Integrated Accreditation for Health care Organizations) accredited or accreditation is planned, as well as state certified and provide verification of such.

### **2.02 UNDERSTANDING OF THE PROJECT**

The submitter shall address how the requirements will be met as outlined in section IV and provide a brief narrative on their theoretical orientation of the proposed treatment. Submitter should reference relevant research.

### **2.03 TREATMENT OF ISSUES**

In this section, submitter may comment on any of the issues within the Request for Proposal, including suggestions on alternative approaches.

### **2.04 STAFFING PATTERN**

Submitter must identify each member of the staff who will participate in the program and the nature and scope of that person's responsibilities and duties. The submitter must demonstrate how staffing will be sufficient to complete the services required. Personnel must be licensed and/or certified in the State of

Wyoming. **No personnel substitutions following proposal selection will be made without prior consent of the Campbell County Adult Treatment Court.**

## **2.05 APPENDIX**

Include in the appendix any additional information or materials which may be helpful to explain or evaluate the proposal.

## **3.00 COST PROPOSAL**

The proposed **hourly** cost should be based on the assumptions and requirements described in the request for proposal. The submitter understands and acknowledges that the Adult Treatment Court is responsible for payment of contractual services. The proposal must contain a specific price per hour.

Screening and assessment costs shall be listed as a separate line item. Itemize any potential additional cost not included in the base services.

Submitter must be willing to provide all program services without regard for client's ability to pay. Treatment service fees will be negotiated with the Campbell County Adult Treatment Court. (Acceptable and reasonable fees will be charged and full payment to the Adult Treatment Court is required before a client graduates from the program.) Continuation of program services is dependent on receipt of grant funding. Provider shall bill private insurance for treatment costs and must report that billing and payment to the Campbell County Adult Treatment Court Office and identify insurance payments received on each monthly invoice.

## **3.01 PROPOSAL PRICE SHEET**

The undersigned agrees to provide Substance Abuse Treatment Services to the Campbell County Adult Treatment Court in accordance with the Request for Proposal, General Provisions, Special Provisions, and Proposal Price Sheet for Proposal 03/29/2019.

### **1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:**

- 1.1 Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.
- 1.2 No attempt has been made nor will be by the Submitter to induce any other person or firm to submit a proposal for the purpose of restricting competition.

- 1.3 The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.
- 1.4 Submitter will comply with all federal regulations, policies, guidelines, and requirements.
- 1.5 Prices in this proposal have not been knowingly disclosed by the submitter and will not be prior to award to any other submitter.

2. GENERAL INFORMATION:

Agency Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN/Employer Identification Number \_\_\_\_\_

Authorized Representative \_\_\_\_\_

3. OWNERSHIP AND CONTROL:

Contractor's Legal Structure:

\_\_\_\_\_ Sole Proprietorship      \_\_\_\_\_ General Partnership  
\_\_\_\_\_ Corporation              \_\_\_\_\_ Limited Partnership  
\_\_\_\_\_ Limited Liability        \_\_\_\_\_ Other \_\_\_\_\_

If Contractor is a sole proprietorship, list:

Owner Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN/Employer Identification Number \_\_\_\_\_

Beginning date as owner of sole proprietorship \_\_\_\_\_

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)	TITLE
_____	_____
_____	_____

