



COMMUNITY SERVICES, HOUSING, AND COMMUNITY
DEVELOPMENT DEPARTMENT
Kathleen Torella, Director

Spokane County Regional Behavioral Health (Administrative Services Organization)

Request for Information (RFI) for Recovery Navigator Program

Effective October 15, 2021, the Spokane Regional Behavioral Health (Administrative Services Organization) (SCRBH (ASO)) is releasing an RFI to establish a Recovery Navigator Program (RNP) in the six (6) county Spokane Regional Service Area (RSA). The purpose and intent of the RNP is to provide outreach and engagement services for those who come into contact with law enforcement or other first responders and offer support and referral to treatment services with the goal of avoiding further interaction with the criminal justice system. The Spokane RSA is comprised of six (6) counties; Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens counties, (five (5) of these counties are considered frontier rural communities that have unique geographical and technological challenges.

Background:

On February 25, 2021 the Washington State Supreme Court determined Washington's strict simple drug possession statute was unconstitutional, with the landmark decision of *State v. Blake*. The drug possession statute had criminalized unintentional, and/or unknowing possession of controlled substances, with individuals charged under this statute facing Felony drug possession. With the Supreme Court's decision, the drug possession law was struck down across the state, with subsequent pending and past charges under this criminal statute immediately void. In response, the Washington state Legislature determined it necessary to pass legislation responding to this decision, passing ESB 5476, known simply as the "Blake Bill".

Under this new legislation simple possession charges would be reinstated, but ultimately reduced to a Misdemeanor. In addition, it directs law enforcement and criminal courts to seek diversionary efforts first, requiring that Individuals facing potential charges under this new law diversionary services at least twice before pursuing prosecution. ESB 5476 creates additional diversionary efforts, including directing the Health Care Authority (HCA) to establish measures to assist individuals with Substance Use Disorder (SUD) in accessing outreach, treatment and recovery support services. These services are to be low barrier, in an effort to divert individuals from being prosecuted under the revised language of RCW 69.50.4013(1). In doing this, the SCRBH (ASO) shall establish a Recovery Navigator Program to deliver community-based outreach, intake, assessment and connection to treatment services for individuals struggling with SUD, who encounter law enforcement and other first responders.

Funding:



Funding for the Recovery Navigator Program is supported by General State Funds (GSF) appropriated by the legislature in ESB 5476. The contract award's targeted start date is December 1, 2021.

Scope of Services:

Each RNP will provide services at a minimum, Monday through Sunday, 9:00am – 5:00pm. Afterhours referrals can be made through existing triage systems, or referred to the appropriate crisis response systems, depending on the severity of the behavioral health symptoms and the needs of the individual being referred. Agencies operating a RNP will have to demonstrate a plan for how to respond to after-hours referrals with a plan for implementing 24/7 referral and response coverage in the second year of the program.

It is essential that RNPs work to tailor services to the needs of different racial and ethnic groups, LGBTQIA+ and other marginalized populations, immigrants, refugees, Individuals with primary language other than English, individuals with visible and non-visible disabilities and other key populations. Programs will ensure that all services are culturally and linguistically appropriate and are utilizing a culturally mindful framework.

Staffing

It is the goal of the RNP to have at least one (1) position on each team held by an individual with lived experience with Substance Use and/or the criminal justice system. Agencies are encouraged to hire individuals with lived experience for all positions within the RNP. At a minimum, each RNP team will be staffed with the following positions (with the exception of the Substance Use Disorder Treatment Access Team):

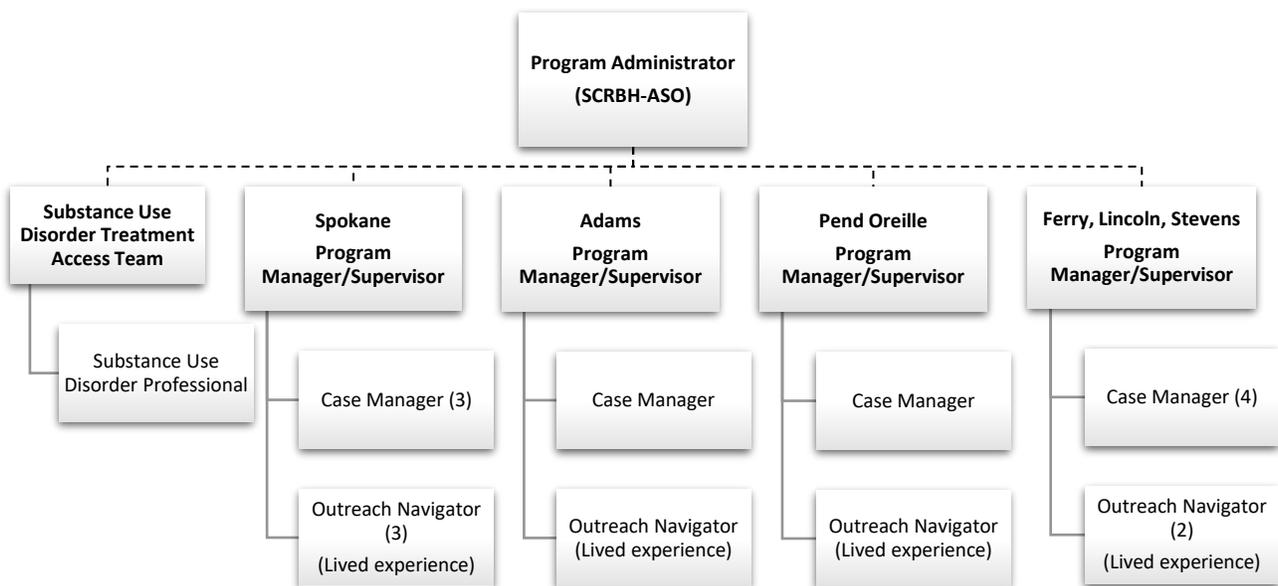
1. **Program Manager & Program Supervisor:** The Program Manager and Supervisor positions may be divided between, two (2) separate 0.5 FTE positions utilizing existing staff positions as available.
 - a. *The Program Manager* ensures fidelity to the RNP Model and creates partnerships with local behavioral health providers, Law Enforcement, the criminal justice system as well as other resources as needed. The Program Manager will participate in periodic meetings with the Program Administrator to identify barriers, address challenges and discuss successes.
 - b. *The Program Supervisor* must possess the necessary professional training, competencies and skills to support program staff as well as individuals being served by the program. This includes providing leadership and support to ensure the safety of staff completing outreach, referral and case management services.
2. **Outreach Navigator:** The Outreach Navigator is responsible for making initial contact with potential participants in the community. This position is meant to spend most of their time in the community where people are at, responding to referrals, making

connections and engaging with potential participants. Although this position’s primary responsibility is outreach, the Outreach Navigator also will support and enhances the team, ensuring through follow up and coverage for the Case Manager as needed.

3. Case Manager: The Case Manager will be responsible for providing field-based, intensive case management services to help participants access services that meet their needs. This position will identify holistic services through an integrated service framework seeking to increase protective factors while decreasing risk factors through a person-centered, participant-driven decision-making process. Additionally, this position will work with the individual to develop and implement an agreed upon, individual intervention plan. Depending on the needs of the participant, the intensity of case management may vary. Below are the different case management classifications:

- a. Outreach/Referral:* Referral made; formal intake not complete. Individual is not interested in services.
- b. Outreach Status:* Referral made, Screening completed, individual not interested in intensive case management but indicates need for occasional support. Outreach and Referral RNP staff may check on the individual periodically to monitor safety and stage of motivation and change.
- c. Light Case Management:* Referral Made, Screening Completed, Individual interested in basic services, referral to housing, etc. The individual has completed the intake process and is considered a program participant.
- d. Intensive Case Management:* Referral made, screening completed, individual in need of intensive case management, has several comorbidities, might be experiencing homelessness, etc.

Please see staffing model below for Spokane RSA:



4. Substance Use Disorder (SUD) Treatment Access Team

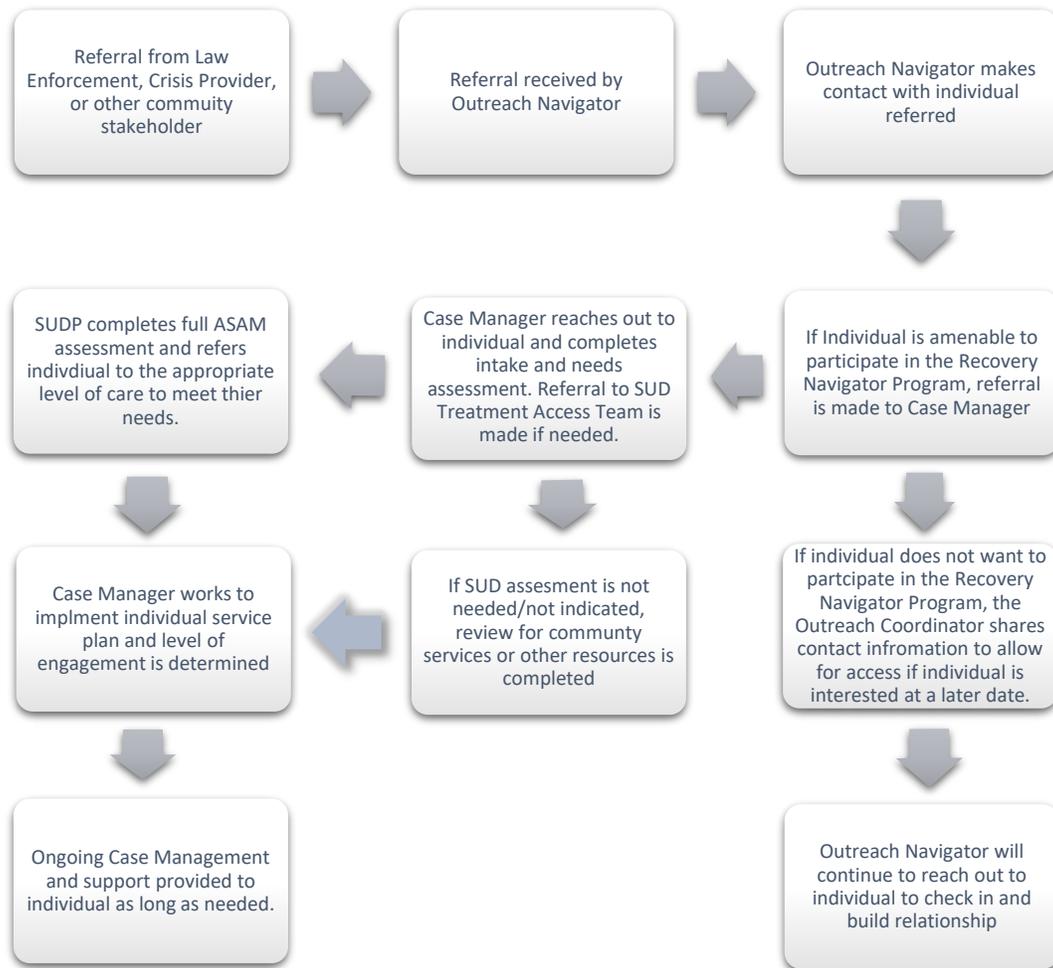
The SUD Treatment Access Team is a separate team, to be utilized as a resource within the Spokane RSA to reduce wait times for SUD treatment services for those engaged through the RNP.

The SUDP will be responsible for completing full ASAM assessments for program participants in need of treatment services. This will help streamline the process for participants accessing treatment and reduce wait times for treatment services impacted by workforce shortages and the Covid-19 pandemic.

Referrals

The RNP is a voluntary program, with the priority population being those with SUD and/or co-occurring behavioral health challenges, who are at risk of arrest and/or those who have frequent contact with law enforcement and other first responders. The RNP is meant to have a “no wrong door” approach, receiving referrals from many different sources within the community, with priority given to referrals received from law enforcement. Arrest diversion gives law enforcement officers the authority to refer people into the RNP in lieu of arrest (RCW [10.31.110](#), [RCW 13.40.042](#), and [ESB5476§13](#)). Other referrals sources may include; First Responders, Community Behavioral Health Agencies, family members, medical providers, friends, self-referral, community members, Probation Officers, etc.

See below for RNP Flow Chart:



For additional information regarding the Recovery Navigator Program, please refer to: *Recovery Navigator Program – Uniform Standards and Policies*.

Reporting Requirements:

Agencies selected will be required to submit service and encounter data into the SCRBH (ASO) data tracking system, Raintree. Reporting will include:

1. Demographic and Engagement Data: Tracking total unique individuals served, the duration of engagement (from and through dates), referral type(s), and other demographic information.
2. Service Encounter Data: Type of service provided, total duration of service provided, initiating treatment need, and outcome metrics.

In addition to demographic and service encounter data submitted via the Raintree system, the provider will also provide a Quarterly report as required by the Health Care Authority.

Additionally, RNP's will be required to attend monthly meetings with the SCRBH (ASO) RNP Administrator to discuss progress, review current program goals and objectives, and develop strategies and processes to improve overall RNP service delivery. Meetings with the Law Enforcement Assisted Diversion (LEAD) Bureau for technical assistance required on an as needed basis.

Provider Eligibility: Applicants will be considered if they meet the following requirements:

1. The applicant must have a history of providing outreach and engagement services, with preference for those with experience providing services to the target population. The target population for this program are individuals with SUD and/or co-occurring behavioral health needs, who are who are at risk of arrest and/or those who have frequent contact with law enforcement and other first responders.
2. Agencies must have a physical presence/site location in the county(ies) they plan to provide services and sufficient knowledgeable of the resources and needs of the communities they will be serving.
3. The agency must be able to fill the positions and provide the necessary supervision and oversight to ensure a successful program;
4. The agency must be able to meet all project requirements of an awarded contract with SCRBH (ASO), including the reporting requirements.
5. FOR SUD TREATMENT ACCESS TEAM ONLY: The provider agency must be currently licensed with the Washington State Department of Health and be part of the SCRBH (ASO)'s contracted provider network. As the SUD Treatment Access Team will be serving all counties with the Spokane RSA, requirement #1 in this section does not apply. Agency applying for the SUD Treatment Access Team need only have a physical presence/site location within the Spokane RSA and but have ability to respond/serve any county within the Spokane RSA (Adams, Ferry, Lincoln, Stevens, Pend Oreille, and Spokane counties).
6. Proposals must follow all guidelines and be received no later than **November 8, 2021**.

Proposal Content Requirements: Items in the Proposal Content Requirement section below marked "Mandatory" must be included as part of the proposal to be considered responsive. These items are reviewed by select members of SCRBH (ASO) Administration and the Recovery Navigator RFI Scoring Committee. Items marked "Scored" are those that are awarded points as part of an evaluative review conducted by a scoring panel of SCRBH (ASO) staff and community stakeholders who have signed a "No Conflict of Interest" statement. Failure to answer each requirement may cause the proposal to be deemed non-responsive and be disqualified from further consideration.

Applicants may create a proposal for the county they currently provide services in or wish to provide services in, it is not the intention for one (1) agency to serve the entire Spokane RSA.

Please ensure each proposal clearly states which county(ies) that are intended to be served. Proposals will be accepted for the following counties:

- a) Adams County
- b) Ferry, Lincoln and Stevens Counties
- c) Pend Oreille County
- d) Spokane County

Additionally, please clearly state if you are applying for the Substance Use Disorder Treatment Access Team.

Required Attachments (Mandatory):

- 1. Declaration Form (ATTACHMENT A);
- 2. Budget Worksheet (ATTACHMENT B); and
- 3. Narrative Response (ATTACHMENT C).

Narrative Response: Interested agencies are asked to provide a narrative proposal that responds to the following requests (use ATTACHMENT C):

- 1. Describe your agency's history and experience working directly with individuals involved with law enforcement and/or criminal justice system(s), who also report substance use issues. This includes Individuals at risk of law enforcement interaction, high utilizers, those with frequent contact with Designated Crisis Responders and other first responders, and those discharging from an institutional setting (Jail, Federal/State Prison, State Hospital).
- 2. Describe your agencies history and experience building and maintaining relationships with community partners within the county(ies) you will be serving. This should include law enforcement, criminal justice systems, medical providers, first responders, hospitals, outreach and housing support agencies, and other community stakeholders, etc.
- 3. Detail your agency's experience in providing community-based engagement and intensive case management services to individuals with behavioral health challenges.
- 4. Describe how your agency will utilize trauma informed practices and provide culturally and linguistically relevant services.
- 5. Describe how your agency will meet the contract's reporting requirements and your agency's prior experience in submitting reports and data electronically to a contract funder.
- 6. Describe how your agency has incorporated staff with lived experience into your service delivery model. Please identify successes, barriers, and/or any other challenges that your agency has identified.
- 7. Provide a budget proposal, utilizing the attached budget worksheet (ATTACHMENT B), outlining how funds will be allocated in order to support the program as well as to ensure funding is allocated to only cover expenses incurred specifically for the program.

8. *FOR SUD TREATMENT ACCESS TEAM ONLY*: Describe your agency's ability to provide SUD ASAM assessment(s) and referral services.
 - a. Describe how you will ensure SUD assessment and access services throughout the Spokane Regional Service Area (RSA) as a part of the Recovery Navigator Program.
9. *FOR SUD TREATMENT ACCESS TEAM ONLY*: How will your agency ensure the coordination of necessary services for Individuals outside of your county of location/residence.

General Information and Application Requirements.

Contact Information: All inquiries shall be directed to the Solicitation Coordinator via email by 4:30 pm (PST) on **November 1, 2021**. All questions and answers will be posted on the SCR BH (ASO) website at the following link: <https://www.spokanecounty.org/4811/35415/RFPFRIFIRFLI>

Solicitation Coordinator:

Jessica S. Watson, SCR BH (ASO) Integrated Behavioral Healthcare
Project Coordinator
Spokane County Community Services, Housing, and
Community Development Department
1116 W. Broadway Avenue
Spokane, WA 99260
Email: jwatson@spokanecounty.org

Instructions, Forms, and Other Documents: The application instructions, forms, and other documents are in a combination of Microsoft Word and Excel formats and can be printed from the website. If you are unable to open and/or print any of these documents, you may contact the Solicitation Coordinator listed above under *Contact Information* to make arrangements to receive paper copies of these documents.

Amendments to Solicitation: The SCR BH (ASO) reserves the right to issue amendments to this Solicitation for clarification, substitution, addition or deletion. Applicants are strongly advised to check the website periodically to see if amendments have been posted.

Cancellation: This RFI does not convey a commitment to award a contract. Spokane County reserves the right to accept or reject any or all proposals or to cancel this Solicitation at any time if the cancellation is deemed to be in Spokane County's best interest. In no event, shall Spokane County have any liability for the cancellation of this Solicitation, or for any expenses incurred by any bidder in connection with the selection process.

Proposal Revisions and Review: The SCR BH (ASO) may find it necessary to seek clarification from applicants regarding any of the responses submitted. The SCR BH (ASO) may, at its discretion, request that applicants submit additional information in order to permit a more informed evaluation of the application. Oral presentations may be required of those prospective contractors whose proposals are under consideration. If so, prospective

contractors may be informed that an oral presentation is desired and will be notified of the date, time and location of the oral presentation. In addition, the SCR BH (ASO) may require site visits to assess physical space for programming, fund accountability, contract compliance and program performance.

Solicitation Awards: All applicants will be notified by both postal mail and email regarding the status of their proposal, whether it is accepted or denied. Selection and ranking does not constitute a contract and does not guarantee or obligate SCR BH (ASO) to negotiate with all applicants that are selected and ranked as “most advantageous.” In the event that SCR BH (ASO) elects to pursue contract negotiations with an applicant but finds that the negotiations are not in the best interest of the County, SCR BH (ASO) may suspend or terminate such negotiations. At SCR BH (ASO)’s sole option and in no specified order, it may enter into negotiations with any of the other applicants. In addition, SCR BH (ASO) may elect to negotiate solely with the applicant ranked in first position, or alternatively, the SCR BH (ASO) may elect to negotiate with more than one applicant.

Property of Spokane County: Any application submitted becomes the property of the SCR BH (ASO) and will not be returned to the applicant.

Public Information Requests: The SCR BH (ASO) is a division under the Spokane County Community Services, Housing, and Community Development (CSHCD) Department, and CSHCD is a department within Spokane County. Spokane County, as a governmental entity, is required by law to respond to all requests for public records. Any bidder to this RFI is on notice that the following documents may be released in the event of a Public Records Request (PRR) surrounding this RFI: Original RFI documents prepared by a contractor, scoring results, questions submitted to the SCR BH (ASO), email communication and/or any executed contracts.

Dispute Resolution: The SCR BH (ASO) encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provision of this RFI. Written complaints should be addressed to Justin D. Johnson, Assistant Director, 1116 W. Broadway Avenue, Spokane, WA 99260.

Beneficial Interest Disclosure Statement: In accordance with RCW 42.23, all bidders must disclose any and all personal relatives, or any relatives of the bidder’s employees or subcontractors, who are presently employed by Spokane County, or who stand to realize any financial gain or beneficial interest, if this contract is awarded to the bidder or any Subcontractor of the bidder for the work.

Debarment: The bidder certifies that it is not presently debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12689, Title 48 CFR 9.404 “Debarment and Suspension.” Furthermore, the bidder certifies that the agency will not contract with a Subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, USC, and CFR’s.

TECHNICAL REQUIREMENTS OF THE PROPOSAL:

- Utilize the templates provided for the narrative responses, budget and Declaration Form.
- There is no minimum or maximum number of pages for the entire response;
- Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response are not desired;
- Proposal applications that are incomplete or do not follow the guidelines described in the “Proposal Content Requirements” section will not be considered;
- All questions must be answered;
- All required attachments must be included (please see page 4); and
- Submit the proposal electronically to the email provided below.

Delivery of the Proposal: The proposal must be received no later than 4:30 p.m. (PST) on Monday, November 8, 2021. Direct the proposal to:

Justin D. Johnson, Assistant Director
Spokane County Community Services, Housing,
and Community Development Department
1116 W. Broadway Avenue
Spokane, WA 99260

Submit all proposals electronically to jdjohnson@spokanecounty.org.

Proposals received after 4:30 p.m. (PST) on Monday, November 8, 2021 will be disqualified from consideration under this Solicitation.