Spokane County Regional Behavioral Health (Administrative Services Organization)

Request for Proposal – Capital Housing Project for Caregivers and Infants impacted by Neonatal Abstinence Syndrome (NAS)

Effective May 24, 2024, the Spokane County Regional Behavioral Health (Administrative Services Organization) (SCRBH (ASO)) is releasing a Request for Proposal (RFP) to provide a one-time capital investment to provide and enhance transitional and/or long-term housing and housing support for families and their infants/children impacted by Neonatal Abstinence Syndrome (NAS) and/or Opioid Use Disorder (OUD). These funds are to be used specifically for the procurement, renovation, or improvement of an existing service site location and/or the construction of new housing in conjunction with existing NAS services for this identified population. The purpose and intent of establishing housing for caregivers and their infants impacted by NAS and/or OUD is to ensure a safe, secure, and stable housing for vulnerable Individuals in our community so they can focus on bonding, recovery, and building a supportive network. By ensuring this basic need is met, families and their infants/children will be able to live safer and healthier lives, as well as receive ongoing support and connection to services in a structured and supportive environment that emphasizes wellness and recovery. This solicitation is open to those who hope to establish housing in conjunction with existing NAS services for the identified population in Spokane County.

Background:

A 2019 study conducted by the Centers for Disease Control and Prevention (CDC) demonstrated through self-reported data “about 7% of women reported using prescription opioid pain relievers during pregnancy. Of those, 1 in 5 reported misuse of prescription opioids, defined by this survey as getting them from a non-healthcare source or using them for a reason other than to relieve pain” (CDC, 2019). Furthermore, according to the United States Agency for Healthcare Research and Quality, “about six newborns were diagnosed with Neonatal Abstinence Syndrome (NAS) for every 1,000 newborn hospital stays. That is approximately one baby diagnosed with NAS every 24 minutes in the United States, or more than 59 newborns diagnosed every day” (Agency for Healthcare Research and Quality, 2020). As the opioid crisis continues to impact our community and the nation at an exponential rate, an increasing number of families and their infants impacted by this epidemic need wraparound services, which includes intensive services in conjunction with stable housing support services.

A crucial aspect of supporting caregivers and infants impacted by the opioid epidemic is to ensure access to safe, stable, and secure housing in an environment that increases resilience and bonding between families and their infants and allows for connection and referral to ongoing community services such as accessing physical healthcare, financial assistance,
behavioral health, and social services benefits. Without stable and supportive housing, access to services and assistance navigating the complex systems of care becomes increasingly arduous and creates unnecessary barriers for caregivers and their infants in their pursuit of wellness and recovery. Moreover, the need for additional support for this identified population has been specifically called out in the One Washington Memorandum of Understanding (MOU) Between Washington Municipalities. As identified in Section E of this MOU, allocation and use of Opioid Settlement Funds have been approved for the use of funding “additional positions and services, including supportive housing and other residential services relating to children being removed from the home and/or placed in foster care due to custodial opioid use.”

**Funding:**

Through this solicitation, funding is available for a one-time capital investment in a project designed to establish housing and housing support for families and their infants who have been diagnosed with NAS. Funding for this project will be provided using Opioid Settlement Funds for the purpose of establishing, renovating, improving, or developing housing integrated with comprehensive NAS services. This solicitation is for a maximum of $600,000.

**Scope of Housing and Support Services**

The goal of this project is to give caregivers and families of babies with NAS safe and stable housing to focus on recovery. Safe, stable housing will be provided in conjunction with support services to assist caregivers and their babies in gaining access to essential resources and services while also building a sober and stable community made up of individuals of similar recovery experience, who also have children who have been diagnosed with NAS. Through the provision of housing and support services, the identified population will have increased positive outcomes, break generational patterns of substance impact by providing families with the necessary tools to be successful, and lead happier, more independent lives.

Housing and housing support services have been identified as a crucial need within Spokane County, specifically within affordable housing services for vulnerable populations, including infants and children, impacted by the opioid crisis. The purpose of this solicitation is to establish safe, stable, and secure housing for caregivers, families, and infants impacted by NAS. Once constructed, renovated, or implemented, this establishment must meet all requirements as set forth in Revised Code of Washington 19.27 State Building Code and other applicable local, state, and federal requirements. Once established, the housing program must provide housing as well as support services to the target population including care coordination, peer support services, system navigation, and the building of a recovery community made up of caregivers whose infants have been impacted by the opioid epidemic.

**Provider Eligibility:**

Applicants will be considered if they meet the following requirements:

[www.spokanecounty.org/CSD](http://www.spokanecounty.org/CSD)
1. The target population for this funding are parents/guardians and their infants impacted by NAS and/or OUD. The applicant must have demonstrated and established experience within Spokane County providing wraparound services to this population and be currently licensed as a Pediatric Transitional Care Facility under WAC 246-337-081.
2. The selected contractor must build, renovate, or improve a housing project(s) that meets all requirements as set forth in State Building Code and other applicable local, state, and federal requirements;
3. The selected Contractor must have a long-term plan to be able to support the housing and recovery needs of the target population.
4. The selected Contractor must have a sustainable funding plan that ensures the feasibility of implementing this project with additional funding source(s) that support the project’s goal.
5. Must be located in and be able to conduct business in Spokane County at the time of contract execution; and
6. Proposals must follow all guidelines and be received no later than Tuesday, June 18th, 2024.

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 Finance leadership and/or staff. 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.

Required Attachments (Mandatory):
1. Declaration Form (ATTACHMENT A);
2. Budget Worksheet (ATTACHMENT B); and
3. Narrative Response (ATTACHMENT C).

Narrative Responses: Interested agencies are asked to provide a narrative proposal that responds to the following requests (use ATTACHMENT C):
1. Detail your agency’s plan for establishing safe, stable, and secure housing and housing support for the identified population, including all support services offered once housing has been constructed/established. Please include an estimated timeline for property acquisition, construction, and opening/accepting tenants as well as a plan for ongoing sustainable funding for this project.
2. Describe your agency’s experience serving, establishing, and providing necessary and appropriate services for infants diagnosed with NAS and providing support to their caregivers/families.

3. What experience does your agency have in connecting the identified population to care coordination services, community resources, life skills training, housing support, caregiver respite, and ongoing medical support for infants and their mothers?

4. What experience does your agency have advocating for the identified population, and what steps have you taken to meet the needs of infants who have received a diagnosis of NAS?

5. What previous experience does your agency have in receiving funding to support, enhance, or improve housing projects specific to the needs of individuals and children impacted by behavioral health condition? What are specific examples of how these funds have been used or implemented?

6. Has your agency previously provided specific engagement, support, or coordination of services with this identified population? If so, please provide specific and detailed examples. Sufficient and appropriate information provided to determine sufficient engagement with the identified population will be weighted in determining final selection.

7. Provide a detailed budget proposal, utilizing the attached budget worksheet (ATTACHMENT B), outlining how funds will be allocated to support the intention of the RFP, as well as to ensure funding is allocated to only cover expenses incurred specifically for approved usages.

**General Information and Application Requirements.**

**Contact Information:** All inquiries shall be directed to the Solicitation Coordinator via email by 4:30 pm (PST) on **Tuesday, June 11, 2024**. All questions and answers will be posted on the SCRBH (ASO) website at the following link: [https://www.spokanecounty.org/5423/RFPRFIRFLI](https://www.spokanecounty.org/5423/RFPRFIRFLI)

**Solicitation Coordinator:**
Katy Rice, Integrated Behavioral Healthcare Project Coordinator
Spokane Regional Behavioral Health (Administrative Services Organization)
Spokane County Community Services Department
1116 W. Broadway Avenue
Spokane, WA 99260
Email: krice@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 receive paper copies of these documents.
**Amendments to Solicitation:** The SCRBH (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 RFP 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 SCRBH (ASO) may find it necessary to seek clarification from applicants regarding any of the responses submitted. The SCRBH (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 SCRBH (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 do not constitute a contract and do not guarantee or obligate SCRBH (ASO) to negotiate with all applicants that are selected and ranked as “most advantageous.” In the event that SCRBH (ASO) elects to pursue contract negotiations with an applicant but finds the negotiations are not in the best interest of the County, SCRBH (ASO) may suspend or terminate such negotiations. At SCRBH (ASO)’s sole discretion and in no specified order or determination, it may enter into negotiations with any of the other applicants, so far as they are appropriate based on their submission and ability to provide appropriate services. In addition, SCRBH (ASO) may elect to negotiate solely with the applicant ranked in first position, or alternatively, the SCRBH (ASO) may elect to negotiate with more than one applicant.

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

**Public Information Requests:** The SCRBH (ASO) is a division under the Spokane County Community Services Department (CSD) which 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 RFP is on notice that the following documents may be released in the event of a Public Records Request (PRR) surrounding this RFP: Original RFP documents prepared by a contractor, scoring results, questions submitted to the SCRBH (ASO), email communication, and/or any executed contracts.

**Dispute Resolution:** The SCRBH (ASO) encourages and implements the use of informal resolution to address concerns or disputes arising over any action or perceived action in implementing the provision of this RFP. Written complaints should be addressed to Justin D.
Johnson, Director, 1116 W. Broadway Avenue, Spokane, WA 99260. In the event the dispute cannot be resolved, the CSD reserves the right to discontinue/negate the RFP process and reevaluate for rerelease or rereview. This provision does not convey, and should not be construed as conveying, any obligation for the SCRBH (ASO) to engage in any dispute resolution, whether formal or informal, in connection with this RFP.

**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 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 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 CFRs.

**TECHNICAL REQUIREMENTS OF THE PROPOSAL:**

- Complete the provided RFP Application Form;
- Include your organization’s name in all indicated areas of the application form;
- There are no minimum or maximum characters for each section response. Unnecessarily elaborate responses beyond those 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 June 18, 2024. Direct the proposal to:

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

Submit all proposals electronically to idjohnson@spokanecounty.org.
Proposals received after 4:30 p.m. (PST) on June 18, 2024 will be disqualified from consideration under this Solicitation.