

## **REQUEST FOR PROPOSALS DES MOINES MUNICIPAL DUI COURT TREATMENT SERVICES**

Des Moines Municipal Court is accepting proposals for providing treatment services from certified chemical dependency treatment providers with experience in providing comprehensive outpatient treatment services to individuals with substance use disorders who are involved in the criminal justice system. Letter of interest are due by **March 9, 2018**. Proposals may be dropped off, mailed or emailed to [jjohnson@desmoineswa.gov](mailto:jjohnson@desmoineswa.gov) **no later than March 23, 2018**. Late proposals will not be accepted.

No proposals will be accepted from any organization that does not submit a letter of interest.

The City of Des Moines (the City) reserves the right to reject, in whole or in part, any and all proposals received. The City reserves the right to negotiate agreement terms subsequent to the submission of proposals from the selected qualified proposers.

All proposals are public information and subject to public disclosure.

The City is not liable for any costs incurred by proposers prior to entering into a MOU Agreement. Costs associated with developing the proposal, preparing for oral presentation, and any other expenses incurred by proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the City.

### **1.0 Introduction**

The City of Des Moines is seeking proposals for treatment services for Des Moines Municipal DUI Accountability Court. Proposals will be accepted from certified chemical dependency providers with experience in providing comprehensive outpatient treatment services to individuals with substance use disorders who are involved in the criminal justice system. To facilitate swift participant evaluation and entry into treatment, the City intends to enter into an MOU with one or more state-certified treatment providers to act as “designated” provider(s) for DUI Court. To the extent it is necessary and appropriate, designated treatment provider(s) agree to work cooperatively with one another to ensure that the DUI Court team is adequately informed regarding the progress of DUI Court participants in their respective treatment programs. Nothing in this proposal or any MOU that may be executed obligates any DUI Court participant to engage the designated treatment provider(s) for treatment services. The goal of DUI Court is to ensure that all participants have the opportunity to engage in treatment with a provider that best meets his or her needs, regardless of whether that provider is a designated DUI Court provider.

### **2.0 Background Information**

2.1 DUI Court is a specialized therapeutic court dedicated to changing the behavior of high-risk DUI offenders through intensive treatment and supervision. The goal of DUI Court is to protect public safety by using the highly successful drug court model that uses accountability and long-term treatment to address alcohol and drug addiction. This goal supports the mission of

Washington State Traffic Safety Commission's "Target Zero" to increase public safety by eliminating traffic-related fatalities.

In our court, 36% of all DUI cases involve defendants who have one or more prior convictions for DUI or a DUI-related offense. Over a two year period (01/01/15 – 12/31/17), our city prosecutor filed 223 criminal complaints for DUI/Physical Control. Of those cases filed, 83 resulted in convictions as charged; 92 resulted in a conviction on an amended charge; and 31 resolved by way of a Deferred Prosecution or Stipulated Order of Continuance. Sixty-five percent of all cases currently assigned to active, supervised probation involve DUI or DUI-related offenders.

2.2. The DUI Court uses a team approach. The DMMC DUI Court Team includes, the Judge, Court Coordinator, Probation Officer, Prosecutor, Public Defender, Law Enforcement and Treatment Providers. The DUI Court team meets bi-weekly at meetings called "staffing's" to provide support and accountability to participants. Each team member brings a unique and specialized perspective to ensure a complete response by the court.

2.3 Entry into DUI Court is voluntary and is based on established eligibility criteria. Adult offenders charged and convicted of their 3<sup>rd</sup> DUI and diagnosed with a substance use disorder are eligible to opt-in to DUI Court. Eligible participants must also be residents of King County, Washington. All related offenses will be brought into DUI Court if they stemmed from the DUI investigation (i.e., driving on a suspended license, hit and run of an attended vehicle, resisting arrest, etc.).

2.4 The DMMC DUI Court is a comprehensive 24-month, 5-phase intervention and relapse prevention program designed with specific objectives aimed at keeping the participant alcohol- and drug-free. The program includes vocational and educational components in conjunction with a substance use disorder treatment plan.

2.5 The five-phase program is currently structured as follows:

Phase 1 – Acute Stabilization	Phase 2 – Clinical Stabilization	Phase 3 – Pro-social Habilitation	Phase 4 – Adaptive Habilitation	Phase 5 – Continuing Care
<ul style="list-style-type: none"> <li>▪ bi-weekly staffing &amp; court appearances</li> <li>▪ weekly meetings with probation</li> <li>▪ 2 random UAs per week</li> <li>▪ serve mandatory minimum sentence</li> <li>▪ develop case plan with probation officer</li> <li>▪ develop housing / transportation plan</li> <li>▪ obtain chemical dependency evaluation &amp; complete intake</li> <li>▪ complete "Life in Addiction" project</li> <li>▪ curfew – 9:00 pm</li> <li>▪ home visits</li> </ul>	<ul style="list-style-type: none"> <li>▪ bi-weekly staffing &amp; court appearances</li> <li>▪ weekly meetings with probation</li> <li>▪ 2 random UAs per week</li> <li>▪ maintain compliance with treatment program</li> <li>▪ investigate peer recovery network</li> <li>▪ maintain housing / transportation plan</li> <li>▪ develop financial budget</li> <li>▪ engage in pro-social activities</li> <li>▪ curfew – 10:00 pm</li> <li>▪ home visits</li> </ul>	<ul style="list-style-type: none"> <li>▪ bi-weekly staffing &amp; court appearances</li> <li>▪ bi-weekly meetings with probation</li> <li>▪ 2 random UAs per week</li> <li>▪ maintain compliance with treatment program</li> <li>▪ establish peer recovery network</li> <li>▪ maintain housing / transportation plan</li> <li>▪ complete DUI Victim's Panel</li> <li>▪ engage in pro-social activities</li> <li>▪ curfew – 11:00 pm</li> <li>▪ home visits</li> </ul>	<ul style="list-style-type: none"> <li>▪ monthly staffing &amp; court appearances</li> <li>▪ bi-weekly meetings with probation</li> <li>▪ 1 random UA per week</li> <li>▪ maintain compliance with treatment program</li> <li>▪ maintain peer recovery network</li> <li>▪ maintain housing / transportation</li> <li>▪ begin MRT Program</li> <li>▪ address life skills - job training, education, family</li> <li>▪ work on relicensing</li> <li>▪ begin to pay fines or complete community service hours</li> <li>▪ curfew – 12:00 am</li> </ul>	<ul style="list-style-type: none"> <li>▪ monthly staffing &amp; court appearances</li> <li>▪ monthly meetings with probation</li> <li>▪ 1 random UA per week</li> <li>▪ complete treatment program</li> <li>▪ maintain peer recovery network</li> <li>▪ complete MRT Program</li> <li>▪ secure and maintain employment</li> <li>▪ secure valid driver's license</li> <li>▪ work on Culmination Project</li> </ul>
Phase Up Requirements	Phase Up Requirements	Phase Up Requirements	Phase Up Requirements	Graduation Requirements
<ul style="list-style-type: none"> <li>▪ 14 consecutive days sanction-free (including no new crimes)</li> <li>▪ 21 days sobriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ 28 consecutive days sanction-free (including no new crimes)</li> <li>▪ 30 days sobriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ 28 consecutive days sanction-free (including no new crimes)</li> <li>▪ 50 days sobriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ 45 consecutive days sanction free (including no new crimes)</li> <li>▪ 75 days sobriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ 90 consecutive days sanction-free</li> <li>▪ 90 days sobriety</li> <li>▪ present Culmination Project</li> <li>▪ complete all conditions of probation</li> <li>▪ fines and fees paid in full</li> </ul>

2.6 DMMC DUI Court is currently funded through September 31, 2018, by a grant from the Washington State Traffic Safety Commission. Services covered by the grant include treatment, recovery support services, and life skills coaching for DUI Court participants. The Court has applied for additional funding through 2019.

**SCOPE OF WORK**

3.1 The Treatment Provider agrees to provide screening, assessments, individual and group counseling that includes a cognitive behavioral therapy component, case management, random, observed urinalysis testing, and comprehensive substance use disorder treatment services for participants.

3.2 The Treatment Provider will agree to report and provide all information to the Des Moines Municipal Court including, but not limited to, treatment plans, treatment progress and drug screen results.

3.3 The Treatment Provider will agree to provide, document and update as necessary treatment notes, participant attendance at group and individual sessions. The Treatment Provider shall adhere to all deadlines as set forth by the Court to provide updates to the database for use in staffing, court sessions, phase movement, and case management.

3.4 The Treatment Provider will agree to appoint and provide a consistent, knowledgeable representative to attend all staff meetings and court sessions, DUI Court planning meetings

and/or treatment updates required by the Judge or Coordinator. Staffings and court sessions will be held on a bi-weekly basis. Regular attendance by Treatment Provider ensures that proper information is considered in determining sanctions or incentives.

3.5 The Treatment Provider will assist the DUI Court in assessing and referring participants to inpatient services as needed.

3.6 The Treatment Provider will maintain all professional liability insurance as required by state law and will provide the City with evidence of in-force coverage certificates.

#### **4.0 MINIMUM REQUIREMENTS**

4.1 The Treatment Provider will have a history of service in the field of substance use, knowledge of the criminal justice system, and demonstrate an understanding of the DUI Court concept, including the 10 Guiding Principles for DWI Courts.

4.2 The Treatment Provider will provide the Court with the appropriate qualified, trained, experienced, certified and/or licensed staff to meet the challenges faced by those suffering from substance use (or co-occurring) disorders and shall provide the proper documentation to support qualifications, when requested.

4.3 The Treatment Provider must provide copies of all applicable current certifications and/or licenses as required for the staff that will be performing the treatment curriculum being proposed. If the staff has not been appointed as yet, the treatment provider will inform the program of the qualifications that can be expected from staff working in the program.

4.4 The Treatment Provider must provide:

- a. proof of certification to provide outpatient treatment, in accordance with the Washington State Department of Social and Health Services, Division of Behavior Health and Recovery (DBHR);
- b. proof of current policies and procedures which comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Title 42 Code of Federal Regulations;
- c. proof of ability to obtain Commercial General Liability in the amount of \$3,000,000.00 per occurrence, with no aggregate, to cover Contractor's activities during the term of the MOU Agreement. The Certificate must name the City, its elected officials, officers and employees as additional insureds and shall otherwise be deemed acceptable as determined by the City of Des Moines in their sole and absolute discretion.
- d. a signed statement that the organization is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in a potential contract by any federal or state department or agency.
- e. records of any past disciplinary proceedings, if applicable.

4.5 A Treatment Provider's overall capability, specialized experience, reputation, past performance for similar services, technical competence, financial stability, ability to meet program goals, performance under contract terms and fee schedule will be considered in the award decision.

## **5.0 PROPOSAL SUBMISSION REQUIREMENTS**

5.1 Please include the following in your proposal, along with everything listed in section 4.4:

a. The proposal must be signed by a person with the ability to bind the proposing entity and must submit the name of the central contact person, along with their phone number(s) and any cellular phone number, pager number, and/or fax number.

b. Include a complete and concise written executive summary that clearly states the Treatment Provider's approach to rendering the required services. Any special techniques, strategies and capabilities should be discussed here. The summary should also demonstrate an understanding of the scope of work, and the program goals. Include a description or outline that includes how the Treatment Provider will approach its working relationship with the DUI Court team and others. Specify special services and techniques the Treatment Provider will offer to differentiate its proposal from another.

## **6.0 MOU AGREEMENT**

The Services to be performed under this Agreement are anticipated to begin on or around July 1, 2018. Upon selection, the parties will work together to develop an MOU. The initial term of this Agreement shall be through January 31, 2019. Upon sole discretion of the City, the City may extend this agreement for up to six additional one year terms. The City has the right to terminate the contract for public convenience with 30 days' notice.

## **7.0 PROPOSAL EVALUATION PROCESS**

7.1 The City of Des Moines intends to select the proposal which is the most qualified to meet its needs. The proposal submitted must fully address the requirements listed in this solicitation and the Treatment Provider's degree of experience, knowledge, and ability to provide experienced and qualified support staff and perform the services as proposed. The City reserves the right to reject any and all proposals received by reason of this request or to negotiate separately with any source whatsoever, in any manner deemed to be in the best interests of the Des Moines Municipal DUI Court.

7.2 During the course of the evaluation and selection process, the City may request all Treatment Providers to give a brief presentation to the Selection Committee, the presentation time will be limited to 10-15 minutes. The purpose of the presentation is to offer a brief explanation of the Treatment Provider services and how it plans to provide the services outlined in the RFP, and to answer any questions the Selection Committee may have. Any costs associated with the preparation or presentation will be at the expense of the proposing organization.

7.3 The City also reserves the right to require other evidence of managerial, financial, or other abilities prior to award of the contract.

7.4 Membership of the Evaluation Committee shall include up to 5 representatives from the DUI Court team. At the discretion of the committee, other non-voting participants may be invited to offer input.

7.5 Upon selection, the proposer must enter into a MOU Agreement with the City of Des Moines. If an MOU agreement is not able to be reached. The City of Des Moines reserves the right to terminate negotiations.

## **8.0 PROPOSAL EVALUATION CRITERIA**

8.1 Evaluation of proposals which meet the minimum requirements will be based on the following criteria:

- 1) Methodology and Technical Approach to the Project;
- 2) Qualifications of Proposer Agency; and,
- 3) Oral presentation.

8.2 MOU awards will be announced on or before April 5, 2018.

**LETTER OF INTEREST FORM- DUI Court**

Please type or print all information. Return the completed and signed form to Jennefer Johnson, 21630 11<sup>th</sup> Ave South, Ste C, Des Moines, WA 98198. Forms may also be emailed to Jennefer Johnson at [jjohnson@desmoineswa.gov](mailto:jjohnson@desmoineswa.gov). Letter of Interest Form must be received by March 9, 2018. Late or incomplete forms will not be accepted.

**IDENTIFYING INFORMATION**

Organization's Name \_\_\_\_\_

Point of Contact \_\_\_\_\_

Address \_\_\_\_\_

Street or Box # \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

I understand that signing this letter does not bind me to submission of a full application. All information submitted in this letter of intent is true to the best of my knowledge and belief. I fully understand that any significant misstatement in or omission from this application may constitute cause for denial of participation.

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Signature Date

## **10 Guiding Principles for DWI Courts**

### **GUIDING PRINCIPLE #1:**

Targeting is the process of identifying a subset of the DWI offender population for inclusion in the DWI court program. This is a complex task given that DWI courts, in comparison to traditional drug court programs, accept only one type of offender: the person who drives while under the influence of alcohol or drugs. The DWI court target population, therefore, must be clearly defined, with eligibility criteria clearly documented.

### **GUIDING PRINCIPLE #2:**

A clinically competent objective assessment of the impaired-driving offender must address a number of biopsychosocial 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. Without clearly identifying a client's needs, strengths, and resources along each of these important biopsychosocial domains, the clinician will have considerable difficulty in developing a clinically sound treatment plan.

### **GUIDING PRINCIPLE #3:**

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. Therefore, DWI courts must carefully select and implement treatment practices demonstrated through research to be effective with the hard-core impaired driver to ensure long-term success.

### **GUIDING PRINCIPLE #4:**

Driving while intoxicated presents a significant danger to the public. Increased supervision and monitoring by the court, probation department, and treatment provider must occur as part of a coordinated strategy to intervene with repeat and high-risk DWI offenders and to protect against future impaired driving.

### **GUIDING PRINCIPLE #5:**

Partnerships are an essential component of the DWI court model as they enhance credibility, bolster support, and broaden available resources. Because the DWI court model is built on and dependent upon a strong team approach, both within the court and beyond, the court should solicit the cooperation of other agencies, as well as community organizations to form a partnership in support of the goals of the DWI court program.

### **GUIDING PRINCIPLE #6:**

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 Drug court program. The judge must also possess recognizable leadership skills as well as the capability to motivate team members and elicit buy-in from

various stakeholders. The selection of the judge to lead the DWI court team, therefore, is of utmost importance.

**GUIDING PRINCIPLE #7:**

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:**

Though nearly every state revokes or suspends a person's driving license upon conviction for a DUI offense, the loss of driving privileges poses a significant issue for those individuals involved in a DWI/Drug Court program. In many cases, the participant solves the transportation problem created by the loss of their driver's license by driving anyway and taking a chance that he or she will not be caught. 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:**

To convince "stakeholders" about the power of DWI court, program designers must design a DWI court evaluation model capable of documenting behavioral change and linking that change to the program's existence. A credible evaluation is the only mechanism for mapping the road to program success or failure. To prove whether a program is efficient and effective requires the assistance of a competent evaluator, an understanding of and control over all relevant variables that can systematically contribute to behavioral change, and a commitment from the DWI court team to rigorously abide by the rules of the evaluation design.

**GUIDING PRINCIPLE #10:**

The foundation for sustainability is laid, to a considerable degree, by careful and strategic planning. Such planning includes considerations of structure and scale, organization and participation and, of course, funding. Becoming an integral and proven approach to the DWI problem in the community however is the ultimate key to sustainability.