

Brean Fuller
Mental Health Administrator
bfuller@co.greene.pa.us



Marcy Maletta
Chief Operating Officer
mmaletta@co.greene.pa.us

GREENE COUNTY HUMAN SERVICES

3rd Floor Fort Jackson Building
19 South Washington Street • Waynesburg, Pennsylvania 15370
Phone: 724-852-5276 or 1-888-317-7106 • Fax: 724-627-0785
www.co.greene.pa.us

Request for Proposal (RFP):

Greene County Mental Health Program

Jail-Based Mental Health Services

Issue Date: November 26, 2024

I. GENERAL INFORMATION

The Greene County Human Services Mental Health Program (GCHS-MHP) is issuing this Request for Proposals for a behavioral health service provider to provide jail-based mental health outpatient services to incarcerated individuals in the Greene County Prison.

The Greene County Human Services Mental Health Program intends to obtain services, as specified in this Request for Proposals, from a Contract between the successful Offeror and the Greene County Human Services Mental Health Program. The GCHS-MHP intends to make a single award to the Offeror whose proposal is deemed to be the most advantageous to the GCHS-MHP and the Greene County Prison. Offerors must be able to provide all services and meet all the requirements requested in this solicitation.

II. OFFEROR MINIMUM QUALIFICATIONS

The Greene County Human Services Mental Health Program invites all behavioral health clinical service providers and/or providers who are registered with the Office of Mental Health and Substance Abuse, to submit a proposal for the provision of services to incarcerated individuals at the Greene County Prison. The agency whose proposal is accepted will be the provider for jail-based Mental Health Services in the Greene County Prison. The award will be issued as a cost-reimbursement contract and the GCHS-MHP reserves the right to reject any or all proposals received in response to this solicitation.

III. SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to select a vendor to provide mental health outpatient treatment services to incarcerated individuals in the Greene County Prison. The goals of this program are: (a) early identification and effective treatment of inmates with psychiatric disorders, (b) reduction of recidivism and reduction in psychiatric hospitalizations among inmates with mental illness, (c) to improve the liaison between the mental health and criminal justice systems, and (d) pre-release planning for linkage to mental health services.

The targeted population for these services includes adults over the age of eighteen (18) who are incarcerated in the Greene County Prison and in need of mental health outpatient treatment.

Scope of Services

The intent of this proposal is to select an agency to provide high-quality mental health treatment services to incarcerated individuals in Greene County, in collaboration with Greene County Prison staff and related vendors. The agency will offer mental health outpatient therapy and psychiatric services. A successful applicant will help facilitate communication and collaboration between mental health and criminal justice systems and adhere to Greene County Prison guidelines and regulations as required for the safe and effective operation of the facility.

Required Services/ Deliverables

A. On-site services- A mental health therapist should be employed for up to 16 hours per week and provide mental health services as outlined to a minimum of 35 unduplicated individuals annually who are diagnosed with a mental illness and are at risk for re-institutionalization.

B. The applicant will be expected to maintain a regular, consistent schedule of on-site services at the Greene County Prison. Services provided may include but are not limited:

Early Assessment- The vendor will be responsible for completing a Mental Health Assessment on inmates within two working days of referral. Referral sources include self, family, Greene County Prison staff, GCHS-MHP and the Court of Common Pleas.

Suicide Risk Assessment- The vendor shall assess individuals for restricted placement on suicide watch as it is defined by the Greene County Prison. The vendor shall also assess for the removal of this restrictive watch.

Psychiatric Evaluations-The vendor shall complete psychiatric evaluations as they are requested from the Greene County Prison, Court of Common Pleas, and other referral sources.

Therapy session-The vendor shall offer on-site Group and Individual Treatment options for incarcerated individuals.

Treatment Planning- The vendor shall establish an individual treatment plan that includes, at a minimum, the individual's needs and strengths, the diagnosis, short-term and long-term goals, modality and frequency of treatment and responsible staff.

Pre-release planning- When the release date is known in advance, the vendor will work with program participants to develop a release plan to include connection with community services as indicated.

Mental Health/ Criminal Justice collaboration- The vendor shall participate in relevant internal and external mental health and criminal justice collaborative meetings and training as deemed appropriate.

Reporting- Vendor shall submit quarterly reports to the GCHS-MHP within fifteen days following the end of each quarter.

IV. PROPOSALS

Proposal Format

A. Proposal narratives submitted in response to this request shall not exceed 15 typed pages.

B. All interested and qualified providers may submit a proposal that responds to the aforementioned program requirements. Providers are asked to submit their proposal to BFuller@co.greene.pa.us

C. The deadline for submission of proposals is December 20, 2024 at 4:00 PM. Late proposals will not be accepted.

Proposal Content

A. Transmission Letter: Formal letter stating your intent to provide the services you are proposing and that you have the authority to do so. Provide name or organization, address, and all contact information, including primary contact person.

B. Executive Summary: Offerors shall condense and highlight the contents of the technical proposal in a separate section titled "Executive Summary". Offerors shall describe their organization's mission statement, highlighting experience with other similar projects. Offerors shall demonstrate an understanding of the objectives and goals of the Greene County Human Services Mental Health Program, as well as an understanding of the Scope of Work.

C. Proposed Work Plan: Offerors shall give a definitive description of the proposed plan to meet the requirements of the RFP (Work Plan) with applicable timeline.

D. Organization Structure and Operations: Offerors shall include information on the experience of Offerors and their personnel with similar services. Offerors shall describe how their organization can meet the qualifications of this RFP and shall include the following:

1. An overview of the Offeror's experience and capabilities in providing services. This description shall include:

- The number of years the Offeror has provided these services.
- The number of clients and geographic locations that the Offeror currently serves.
- Experience of Proposed Staff including relevant resumes
- Organizational Chart
- Grievance Procedures
- Ability to cover staff turnover and leave.
- Orientation training and supervision
- Process and content of individualized service plans.
- Record keeping, security, and confidentiality.
- Efforts or methods to ensure participant involvement.
- Any relevant references/ letters of support

E. Proposal Budget: Please include a budget narrative detailing proposed expenditures, including costs, salaries, and fringe, rent, supplies, mileage, etc.

F. Proof of the following insurance requirements:

The Service Provider shall maintain the following minimum insurance coverage:

- A. **Commercial General Liability** - \$1,000,000 per occurrence and \$3,000,000 aggregate, with the County Program listed as additional insured;
- B. **Automobile Liability** – with a Combined Single Limit of \$1,000,000;
- C. **Workers' Compensation** – Providing Statutory Benefits. This coverage is required by law **AND FOR NO REASON CAN IT BE WAIVED.**
- D. **Professional Liability** - \$1,000,000 per occurrence.
- E. **Data Breach Insurance** - \$1,000,000 per occurrence including, but not limited to, coverage for unauthorized access and use, failure of security, breach of confidential information, as well as breach response, and breach mitigation costs, and regulatory coverage. Coverage for occurrences happening during the performance of services required under this Agreement shall be maintained in full force and effect under the policy. If coverage is on a claims-made basis, the policy shall include "tail coverage" for up to a two-year period of exposure.

The insurance coverage specified above must insure, as they may appear, The County Program and all other parties to this contract. The County Program shall be listed as an additional insured on said policies. Certification of said insurance coverage shall be submitted to the County prior to execution of this contract. The insurance coverage shall be maintained by provider for the entire period of the contract at provider's sole cost and expense.

All indemnification provisions specified above apply only to liability caused by the provider's actions and do not protect The County against liability caused by their own actions.

V. SELECTION PROCEDURE AND NOTIFICATION

Review Committee

A committee comprised of staff from Greene County Human Services and The Greene County Prison shall review the proposals and choose the applicant that it deems in the best interest of the two entities to provide the requested services.

Notification

Notification regarding contracting will be made no later than January 17, 2024.