



Grays Harbor County  
Public Health  
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April 3<sup>rd</sup>, 2023

## Request for Proposals for Emergency Department Based Peer Support Specialist

*As part of establishing a coordinated continuum of care, the County is interested in contracting with a qualified agency to perform peer support services for individuals in the emergency department. These individuals will have identified as having a Substance Use Disorder (SUD) and will engage with the peer support specialist to establish connections from the hospital to harm reduction, treatment, social services, and other recovery services for people who use drugs.*

### REQUEST FOR PROPOSALS

Through the Embedding Peers in the Emergency Department project grant, Grays Harbor County (the "County") is soliciting requests for proposals for the purpose of providing care coordination services to identified individuals in the emergency department at Summit Pacific Medical Center (SPMC). Notice is hereby given that letters of interest and statement of qualifications will be received by Grays Harbor County, Washington, for emergency department embedded peers by filing with the County at the location below.

<b><u>Request for Proposal Information:</u></b>		<b><u>Submittals Delivered to:</u></b>	
RFP Name:	<b>Embedding Peers in the Emergency Department</b>	Physical Address:	Grays Harbor County Public Health Department Attn: Jerry Rajcich 2109 Sumner Ave Aberdeen, WA 98520
Date Issued:	<b>04/03/2023</b>		
Contact Person:	<b>Jerry Rajcich</b>		
Phone #:	<b>360-660-6812</b>		
Email Address:	<b>jrajcich@graysharbor.us</b>		
Submittals Accepted Until	<b>05/04/2023 @ 4:30pm</b>		

Qualifications submitted after the due date **May 4, 2023, at 4:30 p.m.** will not be considered. Applicants accept all risks of late delivery of mailed submittals regardless of fault.

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statement of

qualifications. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

It is Grays Harbor County's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful applicant must comply with Grays Harbor County's equal opportunity requirements.

**Published: April 3<sup>rd</sup>, 2023**

# Grays Harbor County

## Request for Proposals

### Introduction

Grays Harbor County is initiating this Request for Proposal (RFP) to solicit proposals to enter into an agreement to provide peer support services for individuals identified as having substance use disorder in the emergency department. The RFP is intended for applicants with the necessary capacity and experience to successfully deliver connections from the hospital to harm reduction, treatment, social services, and other recovery services for people who use drugs.

This project will fund peer support specialist positions to support this community-based care coordination to individuals identified with substance use disorder in the emergency department. Applicants must demonstrate the ability to provide consistent structure for care coordination.

### Objectives and Scope of Work

The awarded contractor will work with the Summit Pacific Medical Center Team to coordinate care. This work will include but is not limited to:

- Working in a hospital setting often requiring work schedules outside of typical business hours.
- Connecting with patients in the emergency department and other assigned hospital units.
- Acting as a peer support throughout the hospitalization and post-discharge, as appropriate to facilitate attainment of goals.
- Conducting brief interventions for patients that screen positive for risky alcohol and/or drug use.
- Identifying patient's history of drug/alcohol use, treatment history, motivation to change behavior, and other needs for community support services.
- Working with hospital team members to identify community support services aligned with patient plan.
- Reducing barriers for patients to access care including coordination of services such as securing appointments and transportation.
- Providing telephone and face to face community outreach and engagement with patients to assist with treatment and resource linkages and continued peer support.
- Assisting patients in setting personal recovery goals.
- Providing education on risks of overdose and assures that patient and significant others have naloxone and are trained to use.
- Attending required staff and other meetings.
- Completing required documentation and other reports inside the electronic health record.
- Acting as a resource to other clinical team members on recovery support.

### Funding Available

Grays Harbor County intends to award a maximum of \$158,230 to one successful bidder for the period of June 1<sup>st</sup>, 2023 – February 1<sup>st</sup>, 2024. Funding is from the Embedding Peers in the Emergency Department Project Grant (EPED).

***Maximum budget per program area is an estimate only. The County reserves the rights to reject any proposal that is incomplete or does not meet the requisite qualifications or to recommend contract amounts less than the maximum budget.***

The County reserves the rights to recommend contract amounts less than the maximum budget and to reject any proposal that is non-responsive to this Request for Proposals. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore,

the RFP does not obligate the County to accept or contract for any expressed or implied services. Successful applicants will work with Grays Harbor County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of EPED grant funds to ensure alignment with fund requirements and contract deliverables.

## Threshold Criteria

**Please attest and provide documentation (as appropriate) to support the following:**

*Any falsely attested information will render application ineligible.*

- I certify that our agency is in good standing with all of our granters/funders and demonstrates sound financial practices. *If you have an active corrective action plan related to a current grantee/funder, please submit a copy.*
- I certify that our organization is an eligible entity, including a Registered Non-profit organization, Behavioral Health Provider, Medical provider, Government Entity, and/or Federally Recognized Tribe. *(Documentation Required)*
- Our organization has the capacity to operate the program(s) on a cost-reimbursement basis. *(Reimbursement payments will be made for verified expenses within thirty days from invoice approval.)*
- Our organization's fiscal management system is compliant with government accounting systems. *(Documentation Required)*
- Our organization can comply with the below minimum insurance requirements at our organization's expense. The County may renegotiate such requirements based on the nature and scope of our proposed project. *(Documentation Required)*
  - Contractor shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud, and/or undue physical damage.
  - General liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.
  - Automobile liability insurance in an amount not less than \$1,000,000 combined single limit for each accident.
  - Workers Compensation for employees performing work associated with the resulting contract.
- Our organization understands that this position requires working within the hospital setting wherein certain immunizations and tuberculosis testing are required and/or exemptions must be provided. *(Documentation Required)*

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Agency Name

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Print Name/Title

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Signature

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Date

## RFP Submittal Information

All applicants must meet the following:

- (1) A cover letter/statement of interest indicating agency's ability to meet minimum qualifications
- (2) Submit a complete RFP Narrative (Attachment A)
- (3) The grant request is reasonable based upon the proposed scope
- (4) All materials submitted by noted deadline

Disclosures:

- **PROPRIETARY SUBMITTAL MATERIAL** – All submittals received will be subject to disclosure under Washington's Public Records Act (chapter 42.56 RCW). Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.
- **SIGNATURES:** RFP's shall be signed by one of the legally authorized officers of said corporation.
- **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed in Attachment A
- **QUESTIONS:** Questions regarding this project may be directed to Jerry Rajcich at [jrajcich@graysharbor.us](mailto:jrajcich@graysharbor.us). Any oral communications will be considered unofficial and non-binding on the County.
- **REJECTION OF SUBMITTALS:** The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of the RFP. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The County reserves the right to make an award without further discussion of the submittals. The organizations selected will be expected to enter into a contract with the County. Once the County and Agency have reached an agreement on the compensation for services, a final contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. The County shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the County.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful agency or agencies must comply with Grays Harbor County equal opportunity requirements. Grays Harbor County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is Grays Harbor County's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The selected agency shall maintain insurance that is sufficient to protect the agency's business against all applicable risks, as set forth in the County's Standard Insurance Requirements. Please review insurance requirements prior to submitting a statement of qualifications. If selected agency is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the County.

- **BUSINESS REGISTRATION AND TAXATION:** The agencies awarded a contract must be licensed and registered to operate a business under state and local laws and regulations, and shall be required to submit verification of said licensure and registration prior to execution of the contract.
- **NON-ENDORSEMENT:** As a result of the selection of an agency to supply products and/or services to the County, agency agrees to make no reference to the County in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the County.
- **NON-COLLUSION:** Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the agency has not induced or solicited others to submit a sham offer, or to refrain from submitting proposals.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the agency or agencies ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **PUBLIC RECORDS:** Under Washington state law, all documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof; and including any documents identified by the proposer as proprietary) submitted in response to this RFQ (the “documents”) become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the County (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the County within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.

Grays Harbor County does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the agency. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. Grays Harbor County accepts no responsibility for the performance of the agency in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the agency for other public agency purchases.

## Evaluation Process

- County and SPMC staff will review all submitted proposals to confirm they have met threshold criteria
- The County and SPMC staff will review all proposals that meet the threshold criteria using evaluation framework outlined in RFP
- The County may arrange presentations or host Q & A forums with applicants to get additional contextual information or answer questions that emerge from review
- Grant Coordinator reviews recommendations and submits final result of RFP process to Board of County Commissioners for review and approval
- Apparently successful bidders will work with Grant Coordinator to draft and finalize contracts that outline scope of work, budget, and deliverables – to be monitored by GPHH

**Calendar/Timeline\*:**

<b>Application Process</b>	<b>Date</b>
<b>Issue RFP</b>	April 3, 2023
<b>Proposals Due</b>	May 4, 2023
<b>County Review</b>	May 2023
<b>Recommendations provided to Board of County Commissioners for review and approval</b>	May 2023
<b>Agency Contract Development Process</b>	May 2023
<b>Contract Period</b>	June 1, 2023

*\*All dates and timelines are estimates and subject to change. The County reserves the right to revise the timeline as needed.*

Applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health and Social Services  
Attn: Jerry Rajcich  
2109 Sumner Avenue  
Aberdeen, WA 98520  
[jrajcich@graysharbor.us](mailto:jrajcich@graysharbor.us)

## ATTACHMENT A

### **RFP Narrative and Scoring Matrix:**

Please respond to the following areas of interest and submit to Grays Harbor County EPED Grant Coordinator to be considered for funding:

#### **1. Proposal Background (20 points)**

- Agency/organization Name
- Primary contact(s) contact information including telephone number(s), e-mail, and mailing address
- Total funds requested, including a detailed budget
- Provide a general description of your program, target population, and time limits on services (if any)
- How will your program support, motivate, and encourage patients to change their substance use behavior?

#### **2. Readiness to Proceed (20 points)**

- Describe the experience of the organization in undertaking similar activities or – including experience with the population to be served and the type of services to be provided.
- Describe the experience of staff proposed to fill the role of ED embedded peer support specialist.

#### **3. Program Staffing & Commitment to Peer Support Services (20 points):**

- What qualifications are most important to your agency when hiring peer support staff?
- How do these qualifications prepare staff to serve your program participants?

#### **4. Program Performance Evaluation and Sustainability (15 points):**

- Describe systems or tools you have to collect and track evaluation performance outcomes.
- How does your program ask for and incorporate participant feedback about services into your program design and policies/procedures? Please provide specific examples.
- Does your program have a history of billing Medicaid or other insurers for services provided?
- How might your organization be able to sustain this program without grant funding?