

# **REQUEST FOR PROPOSAL (RFP)**

**FAMILY JUSTICE CENTER  
MENTAL HEALTH SERVICES**



**COMMUNITY ACTION STOPS ABUSE, INC.  
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## 1. SUMMARY AND BACKGROUND

Community Action Stops Abuse, Inc. (“CASA”) is currently accepting proposals for a Mental Health Provider at our Family Justice Center (FJC), which serves survivors of domestic violence, child abuse, and human trafficking in Pinellas County. The existing system requires survivors to fill out multiple forms and be interviewed by various professionals to give the same information, travel between sites to access different but related services, and experience repeated wait times to address their needs. To streamline this process and assist in holding offenders accountable, CASA will implement the U.S. Department of Justice best practice recommendation by bringing the Family Justice Center to Pinellas County.

The FJC administers convenient, comprehensive, trauma-informed collaborative resources for victims and children with the intention of increased safety, increased healing, heightened prosecution, and improved lifelong health determinants for survivors of domestic abuse, human trafficking, and similar types of victimization. The CASA Family Justice Center will co-locate community partners who will provide many needed services to survivors and their children in one location to help eliminate barriers and streamline access to services. Community partners include law enforcement, civil and criminal attorneys, school social worker, healthcare professionals, and child welfare investigators. CASA will have Case Managers who will greet the survivors in a trauma-informed living room where the survivor and Case Manager will work together to assess the needs of the survivor. The Case Manager will then coordinate with the on-site partners to provide the needed services to the survivor. Besides specially trained domestic violence Case Managers, CASA's youth center will be available for survivors who bring their children to access services.

CASA is a nonprofit organization that has provided safety and sanctuary to survivors of domestic violence and their children since 1977. No discrimination is made with regard to race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, marital status, disability, immigration status, education, employment status, residency, legal history, or socioeconomic status. The goal of CASA's programs is to reduce the incidence of domestic violence by providing families with adequate resources for safety and a realistic safety plan. Our continuum of programs emphasizes emergency, restorative, and preventative services.

CASA offers robust wrap-around services, including:

- 100+ bed emergency shelter
- support groups
- 24-hour crisis hotline
- rapid rehousing
- transitional housing
- permanent supportive housing



- child protection advocacy
- justice advocacy
- legal aid for injunction for protection, and
- education for youth and professionals

## **2. PROJECT PURPOSE AND DESCRIPTION**

The purpose of this Request for Proposal (RFP) is to solicit proposals from various organizations to provide mental health services to adults and youth in need of services at the Family Justice Center for one year.

The proposal is for the provision of therapy services by an assigned, dedicated clinical therapist to provide full-time mental health services on-site to both adults and youth. The clinicians must possess an active, unrestricted license (Ph.D., PsyD, LCSW, LMFT, or LMHC) in the State of Florida. BayCare Health System, Inc. believes in the Family Justice Center model and has agreed to fund the clinical therapist position.

## **3. PROPOSAL GUIDELINES**

This Request for Proposal ("RFP") represents the requirements for an open and competitive process. Proposals must be received electronically on or before 11:59 p.m. EST July 22<sup>nd</sup>, 2022. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

The proposal should not include a cover letter or add additional pages that are not required. Make sure the proposal describes the nature of all services provided for each project element set forth in Section 4, Project Scope [what services will be provided in accordance with Section 4]. Please address each element in the order set forth in section 4 *Project Scope* of this RFP and that all the pages are numbered consecutively. Answer all the questions, even if it is only with "not applicable" (or "NA"). Additionally, all costs included in proposals must be all-inclusive. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon the selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CASA legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

#### **4. PROJECT SCOPE**

The [proposed services shall include all the following elements] [scope of this project includes]:

- A. Providing outpatient therapy to adults and youth that have been impacted by domestic violence, sexual assault, child abuse, and human trafficking.
- B. Meeting with patients to complete psychosocial assessments, treatment plans, as well as individual and group therapy as deemed appropriate for each individual client.
- C. Conducting case management activities and maintaining appropriate documentation.
- D. Providing appropriate therapeutic and educational interventions, services and knowledge about community resources.
- E. Making appropriate referrals to community partners.
- F. Responding to clients' requests for service within a timely manner, whether such requests are made in person, by phone, or by voicemail.
- G. Communicating with a client's treatment team (i.e., PCP, psychiatrist, school, etc.) as necessary.
- H. Collaborating with on-site and offsite partners to ensure wrap-around services are provided.
- I. Participating in high-risk case staffing.
- J. Providing quantitative data and reports to CASA, in compliance with the applicable psychotherapist-patient privilege pursuant to Fla. Stat. § 90.503.
- K. Providing a breakdown detailing the number of clinical and administrative hours the clinician can provide on-site during the work week (Monday-Friday) to total 40 hours per week.

#### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

All proposals in response to this RFP must be received electronically on or before 11:59 p.m. EST July 22<sup>nd</sup> ,2022.

Evaluation of proposals will be conducted from July 25<sup>th</sup> , 2022, to July 27<sup>th</sup> , 2022. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 29, 2022.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 12, 2022.



Notifications to bidders who were not selected will be completed by August 19, 2022.

**Project Timeline:**

Project initiation will commence by August 29, 2022.

## **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope.

NOTE: All costs and fees must be clearly described in each proposal.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of organization.
- Size of the organization.
- A copy of an active Florida license, in good standing to provide mental health services.
- Description of experience in providing mental health services to adults and youth.
- Description of experience working with survivors of domestic violence, sexual assault, child abuse, and human trafficking.
- Description of the organization's impact in the community.
- Description of how the organization plans to provide quality mental health services.

## **8. PROPOSAL EVALUATION CRITERIA**

CASA will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational experience: bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and cost: bidders will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project
- Expertise and experience: bidders will be evaluated on expertise and experience in providing mental health services.

Each bidder must electronically submit their proposal must be received electronically on or before 11:59 p.m. EST on July 22<sup>nd</sup>, 2022.