

Request for Proposals  
For Mental Health Services in the Family Justice Center



Issue Date: May 10, 2023

All questions must be submitted via email no later than 5pm on May 24, 2023 to  
Skye Sullivan, FJC Director [skye.sullivan@alamance-nc.com](mailto:skye.sullivan@alamance-nc.com)

**Applications Due: by 5pm, Wednesday May 31, 2023**

Providers submitting an RFP must be in “Good Standing” With DHHS as defined in 10A NCAC 22P.0402 and with Vaya Health-LME/MCO as outlined in current Endorsement Policy, #LME 102.

## I. BACKGROUND

The **FAMILY JUSTICE CENTER** (“FJC”) in **ALAMANCE COUNTY, NORTH CAROLINA** is currently requesting proposals from appropriately licensed and certified providers of Mental Health Services (Outpatient, Individual and Group Therapy) who desire to provide services within the FJC to victims and survivors of interpersonal violence.

The Family Justice Center exists to end interpersonal violence through a coordinated response of comprehensive, victim-centered empowerment services organized in a single location.

At the Center, victims can come to one location to access a wide range of supportive resources, such as talking with a victim advocate, getting assistance with filing a restraining order, planning for their safety, talking to a law enforcement officer, meeting with a professional to discuss civil and criminal legal issues, and gaining information on how to access shelter and other community resources.

FJC partners serve approximately 2000 victims per year. Applicant(s) approved will be eligible to provide services in the Family Justice Center and be eligible for reimbursement from grant funds as funding is available. Start date will be provided to approved mental health providers after the completion of the selection and, if requested, interview process.

The FJC requests proposals from appropriately highly qualified, licensed agencies/providers to provide the following mental health services to victims and survivors in the Family Justice Center:

- Comprehensive clinical assessments
- Individual therapy
- Group therapy
- On-site consultation and Case Reviews

Agencies/providers must have at least 3 years of experience in good standing, the capacity to establish clinical outpatient treatment services, and be capable of providing mental health services at varying levels of intensity, based on the individualized needs of the clients.

Selected agencies/providers will be expected to enter into a “**Program and Facility Use Agreement**” with the FJC outlining the terms and conditions under which the FJC will allow the provider/agency to access FJC property to provide services to FJC clients.

Agencies/providers submitting an RFP must be in "Good Standing" with DHHS as defined in 10A NCAC 22P.0402 and with Vaya Health- LME/MCO as outlined in current Endorsement Policy, #LME 102.

The FJC will provide a counseling-friendly space (confidential, non-stigmatizing, comfortable environment) and an individual office/workspace within the FJC. Mental Health services will be available and accessible for all eligible clients. **All financial obligations related to the provision of mental health services will be the responsibility of the provider.**

#### **A. Goals for Mental Health Services in the FJC**

- To provide access to trauma-informed outpatient mental health services that address intervention and prevention for victims in need.
- To increase the accessibility of mental health services for victims in need of these services in a non-stigmatizing environment.
- To promote hope and healing for victims and their families.
- To provide consultation for FJC partners, task forces, and committees on mental health support and related issues.

#### **B. Scope of Services**

Mental health services provided to FJC clients should be based on the following principles and guidelines:

- Services will be provided and supervised by a local mental health provider agency.
- Services should be proactive and positive, building on the strengths of the victim.
- Services will be provided in a consistent manner (day, time, location, and assigned provider).
- Service providers should show a willingness to collaborate and build strong relationships with FJC Partner agencies.
- All employees of the agency/provider shall agree to follow all FJC rules, regulations, procedures and policies when providing services to FJC clients.
- Services should align with core values of the FJC including: using the empowerment model, being client-centered, maintaining confidentiality, being trauma informed, non-blaming, and using evidence-based approaches.
- Providers/agencies will be responsible for submitting paperwork with necessary signatures to begin services, completed release of information and billing invoices.
- If selected, providers will bill insurance panels for services including Medicaid. Providers can receive compensation from the FJC to be outlined in a contract.

**C. Service provider must meet the following minimum qualifications:**

1. Be committed to the FJC model of collaboration and co-located services.
2. Have background or knowledge of domestic violence, elder abuse, stalking, human trafficking, sexual assault, and child abuse and understand how trauma effects the individual and family system.
3. Be committed as an organization to the concepts of restorative practices, recovery, and resiliency.
4. Have an existing collaborative relationship with Alamance County System of Care.
5. Maintain confidentiality.
6. Provide staff with all required and appropriate degrees and licensure to provide mental and behavioral health services to students. Such degrees include Masters in social work, counseling, or mental health.
7. Ability to provide mental health services in additional languages, specifically Spanish preferred.
8. Have referrals to after-hour services for victims.
9. Be committed to providing case consultation onsite for FJC Partners, especially for cases at high risk of lethality.

**II. THE SELECTION PROCESS**

**A. Timetable**

Advertisement of the Request for Proposals (RFP): 05/10/2023-5/31/2023

Deadline for Submission of Written Questions: submitted via email no later than 5pm on May 24, 2023 to Skye Sullivan, FJC Director [skye.sullivan@alamance-nc.com](mailto:skye.sullivan@alamance-nc.com)

Applications Due: by 5:00 p.m. on May 31, 2023 via email to [skye.sullivan@alamance-nc.com](mailto:skye.sullivan@alamance-nc.com) with the subject line: FJC RFP Mental Health Services

**\*LATE SUBMISSION WILL NOT BE ACCEPTED**

Contract Finalization/Contract Commencement Anticipated: June 2023

The agency/provider will enter into a formal written agreement with the FJC setting forth the services to be rendered and the usual terms and conditions found in such contracts.

**B. Submission of Proposals**

Interested agency/provider will submit proposals as described below.

**Outline of Proposal Contents**

The following is an outline of the requirements for proposal contents described in this section:

Cover: Identifying Information  
Section 1: Personnel  
Section 2: Continuum of Services  
Section 3: Corporate Structure and Financial Condition

**C. Modification or Withdrawal of Proposal**

Any proposal may be withdrawn or modified without penalty by written request of the contractor.

**D. Proposal Evaluation**

All proposals will be evaluated by a committee composed of FJC partner representatives. The evaluation committee may at its sole discretion elect to conduct interviews with finalists to clarify information provided in the proposals. Criteria considered by the evaluation committee may include, but shall not necessarily be limited to, the proposer's qualifications, references, reputation, experience, safety record, financial standing, labor supply, claims, and litigation history. The committee may at its sole discretion recommend that the proposals be rejected and the process repeated.

**E. Right to Reject**

The FJC reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities. *This contract for mental health therapeutic services is not required to be bid under North Carolina law, and none of the statutory requirements regarding public bidding apply to this contract or this RFP.* The FJC has chosen to issue an RFP because it anticipates that a competitive process will facilitate the selection of the best qualified service providers.

**Cover: Identifying Information: Please include the following on COVER SHEET**

- Agency name
- Official mailing address
- Agency telephone number
- Agency email address
- Agency webpage
- Name of contact
- A description of the populations you are currently serving

**Section 1: Personnel**

List all clinical staff and supervisors (by name, if known, and position) that will be involved in the delivery of services at the FJC. For those individuals that have been identified to provide counseling/therapy, please include the length of employment with the applicant's agency and type of licensure (LPC, LCMHC, LCSW). Provide a description on how clinical supervision of the Mental Health clinician will be provided.

**Note:** All staff that may have direct contact with the FJC must undergo background check/clearance (as approved by Alamance County Human Resource Department).

**Section 2: Continuum of Services**

Service providers should describe proposed range of services (e.g. assessment, individual/group therapy, family outreach, crisis/emergency care during and after FJC hours, follow up, aftercare/discharge, provision for care during holidays/vacations etc.).

- Describe your agency's utilization of evidence-based practice modalities/treatment methodology that would be used to ensure continued treatment in serving adult victims of violence
- Please clearly indicate how the proposed services will accommodate victims with varying intellectual or special communication needs (e.g. deaf, hard of hearing, blind).
- Clearly indicate how the proposed services will accommodate other languages, specifically Spanish.
- Describe the ability and experience of the staff to successfully work with victims who may be undiagnosed/diagnosed with severe trauma, substance abuse/use, poverty, etc.
- Describe your agency's capacity regarding number of consumers that could be served.
- Describe the referral process your agency has established for clients who need a higher level of care.

- What will be the agency's discharge planning process? How will the agency ensure that discharge recommendations are understood and what assistance will be given to families to access necessary services upon discharge?

**Section 3: Corporate Structure and Financial Condition**

Section 3 shall include the contractor's corporate form, the date the contractor was incorporated, and the names and official titles of all its corporate officers.

In addition, please include current list of services payment scale, evidence of general liability, workers compensation, and medical malpractice insurance.

**Use as COVER SHEET when submitting your RFP**

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

WEBPAGE: \_\_\_\_\_

CURRENT POPULATIONS FOR SERVICES PROVIDED:

\_\_\_\_\_  
\_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

(Executive Director Signature)

\_\_\_\_\_

(Typed or printed name)

\*\*\*\*\*

**OFFICE USE ONLY**

PROPOSAL RECEIVED ON THIS DATE: \_\_\_\_\_

PROPOSAL NUMBER: \_\_\_\_\_