

REQUEST FOR PROPOSAL FOR  
PROFESSIONAL SERVICES OF A  
TRAUMA SPECIALIST TO WORK WITH  
PARTICIPANTS OF THE ST. LOUIS DRUG COURTS

Beginning September 1, 2011

The State of Missouri, Twenty-Second Judicial Circuit, St. Louis Drug Courts are accepting proposals to provide the services of a Trauma Specialist for trauma identification and trauma treatment needs for participants of the St. Louis Drug Courts.

Bidder must be licensed to do business with the City of St. Louis, Missouri and current on payment of all taxes due. Bidder must carry general liability insurance in the sum of \$1,000,000.00 and worker's compensation coverage equal to or in excess of Missouri statutory requirements. These license, taxes and insurance requirements must be adhered to throughout the duration of the contract period.

Bidder must be in compliance with state law and provide to the Court a sworn affidavit and provision of documentation that the Bidder is enrolled and participates in a federal work authorization program and does not knowingly employ any person who is an unauthorized alien.

Bidder must be a treatment provider listed by Missouri Department of Mental Health and preference will be given to treatment providers who also appear on the list of qualified vendors of Office of State Courts Administrator.

The St. Louis Adult Drug Court is located at 1114 Market Street in downtown St. Louis and the St. Louis Family Drug Court is located at 920 N. Vandeventer Street, St. Louis, Missouri. There are approximately 290 active participants in the Adult and Family St. Louis Drug Courts with approximately 280 adult participants in Adult Drug Court and 10 parent participants in Family Drug Court. The Drug Court program is designed to last approximately twelve to eighteen months or more in duration and consists of male and female adult participants that range from teens to senior citizens from a culturally diverse cross section of the St. Louis community.

The Seeking Safety Program is designed to address the often unidentified and untreated trauma treatment needs of participants of the Drug Court program. Research has indicated that a significant number of individuals participating in substance abuse treatment and specialty Drug Courts have significant trauma issues that can compromise their likelihood of success in Drug Court programming if left untreated.

The Trauma Specialist will:

- Provide dedicated services to the participants of the St. Louis Drug Courts under this 1 FTE service opportunity.
- Attend Drug Court staffing and court sessions to recruit clients and provide client assistance with trauma related matters.
- Serve as an expert consultant to the St. Louis Drug Court staff in regard to issues of trauma and trauma treatment.
- Perform a mini screening of adult drug court potential participants to determine if they are eligible for additional services under the seeking safety program.
- Perform a thorough screening utilizing the PTSD Checklist-Civilian Version (PCL-C) to participants accepted into the St. Louis Drug Court who have responded affirmatively to a question on the Drug Court referral questionnaire of witnessing violence or danger that gives them bad dreams or makes them nervous.
- Along with the St. Louis City Drug Court's Diversion Manager, engage participants who have responded affirmatively to the above-referenced question to participate in the Seeking Safety trauma treatment by effectively describing potential benefits and risks of participation in order to secure agreement and consent to participate.
- Facilitate gender-specific treatment groups in the St. Louis Adult Drug Court at the Carnahan Courthouse each week to accommodate the adult drug court population. Groups average 1 hour to 1 ½ hours per session. At a minimum there will be one group for men and one group for women. The number of groups will increase on an as needed, when needed basis. Each group will consist of between 15-20 individuals.
- Facilitate one (1) female gender specific group session at the Family Drug Court to take place at 9 a.m. each Monday at the location on Vandeventer.
- Conduct individual sessions with clients on a regular basis and remain available for individual contact with clients for crisis intervention.
- Work in coordination with the Diversion Manager to keep participants engaged in trauma treatment by working with the participant to address any barriers that may threaten continuation in treatment and address other clinical issues that may arise because of participation in trauma treatment. The trauma specialist will have at least one contact per week with participants outside of the group setting which is intended to sustain engagement and identify and address any problems that may arise.
- Provide information to the Diversion Manager, other court staff and substance abuse treatment provider as necessary to coordinate services for the participant that would increase likelihood of successful completion.
- Prepare weekly progress reports that address issues of attendance and group participation.

Group sessions will be conducted at the courts building locations and the Court will provide limited group room space and supplies; however parking, mileage, insurance and other fringe is not provided.

The Bidder must comply with and submit a copy of all licenses, certifications, accreditations, and/or permits required by state, federal and/or local law, statute or regulation to provide counseling services. The Bidder should submit resumes with detailed information related to the experience and qualifications, including education and training, of proposed personnel to perform the requirements of the RFP; including, but not limited to, their personal experience, expertise or knowledge about the following items: ability to identify symptoms of trauma and PTSD; the PTSD Checklist-Civilian Version (PCL-C); certification and credentials to conduct Seeking Safety Therapy. The Court reserves the right to conduct auditions of bidder's proposed personnel prior to contractual commitments.

The Bidder should submit monthly invoices to the St. Louis Drug Courts which include a roster of participants served, an invoice number, date of invoice, and the total amount due. Monthly invoices should not exceed 1/12 of the annual bid amount. The terms of the invoice will be Net 30 and the St. Louis Drug Courts will pay once per month from available federal, state or city funds as long as progress and attendance reports are current and approved. All purchases and charges pursuant to the contract are tax exempt and no tax is to be passed through or billed to the Court or included within fixed lump sum charges in any manner.

In the event of vacations or long absence for illness of the Trauma Specialist, the vendor, at the request of the Court, will provide substitute personnel to perform the tasks assigned to that specialist. At any time during the term of the contract, at the request of the Court, with or without cause, the vendor will provide a replacement specialist.

Although the price per year is an important variable, the St. Louis Drug Courts reserve the right to select a vendor based on quality of service who may not be the lowest bidder.

The term of the contract will be for the balance of the fiscal year beginning September 1, 2011 and ending June 30, 2012, with an option to renew for three (3) additional one year terms effective on July 1<sup>st</sup> and terminates on June 30<sup>th</sup>, if the St. Louis Drug Courts determine the contract is in the best interest of the 22<sup>nd</sup> Judicial Circuit.

The St. Louis Drug Courts reserve the right to reject every and all bids submitted. To submit a proposal, the vendor should include four (4) additional copies and an original proposal. Bids must include a cover letter on business letterhead and contain the Federal Identification Number of the vendor. Bids must be submitted in writing according to the RFP and received no later than August 17, 2011, to:

M. Keithley Williams  
Drug Court Administrator  
Room 526  
Carnahan Courts Building  
1114 Market Street  
St. Louis, Missouri 63101  
(314) 589-6702

Sealed bid envelope must clearly be marked as "Proposal for Trauma Specialist". The public opening of all bid proposals received by the deadline will occur at 9 a.m. in the conference room adjacent to the Drug Court Lobby, Room 518, Carnahan Courts Building, August 18, 2011. Bids received after the due date and time stated above, or not delivered to the designated point, will be automatically disqualified and rejected, and will not be opened.

Questions pertaining to this announcement should be submitted in writing and faxed to 314-552-7667 on business letterhead and contain the Federal Identification Number of the vendor. Questions should be submitted no later than August 5, 2011; any questions received after this date and time, or not on business letterhead with Federal Identification Number of vendor, will not be answered. Vendors and their agents must direct all their questions to the Drug Court Administrator and may not contact any other court employees regarding these matters during the solicitation or selection process. Answers in response to all timely submitted questions will be supplied to all potential bidders who request the answers in writing by letter of intent, composed on business letterhead with Federal Identification Number of vendor, which clearly states the contact name and information plus the fax number of the proposed vendor.

The vendor is advised that under the provisions of this Request for Proposal, the St. Louis Drug Courts reserve the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted the following conditions will apply: 1) Negotiations may be conducted in person, in writing, or by telephone; 2) Negotiations will only be conducted with potentially acceptable proposals and the St. Louis Drug Courts reserve the right to limit negotiations to those vendors and all vendors involved in the negotiation process will be invited to submit a best and final offer; 3) Terms, conditions, prices, methodology, or other features of the vendor's proposal may be subject to negotiation and subsequent revision.

The Twenty-Second Judicial Circuit, St. Louis Drug Courts hereby notifies all bidders that minority business enterprises will be afforded full opportunity to submit bids in response to this request for bids and will not be discriminated against on grounds of race, color, or national origin in consideration for an award. Bids will not be accepted from any bidder that has failed to perform faithfully any previous contract with the Court.

This solicitation is not to be construed or interpreted as a contract or a commitment of any kind by the Court; nor does it commit the Court to pay for any costs incurred by a bidder in submission of a bid, evaluating the possibility of submitting a bid, or for any cost incurred prior to the Court's issuance and full execution of a formal written contract to the successful bidder.

#### OUTLINE OF REQUEST FOR PROPOSAL RESPONSE CHECKLIST

1. Statement indicating vendor is, or has plans to become, licensed to do business in the City of St. Louis and that all city fees and taxes have been paid.
2. Proof of liability insurance in the sum of \$1,000,000.00.
3. Statement indicating worker's compensation coverage is equal or exceeds Missouri statutory requirements.
4. Sworn and notarized affidavit that the Bidder is enrolled and participates in a federal work authorization program and does not knowingly employ any person who is an unauthorized alien.
5. Submit a copy of all licenses, certifications and accreditations and/or permits of bidder required by the state, federal and/or local law, statute or regulation to provide counseling services.
6. Bidder should demonstrate the ability and current capacity to perform the scope of work set out in the RFP including: performing screenings of Drug Court Participants to determine if they are eligible for the seeking safety program; utilizing the PCL-C; facilitating group therapy sessions; work in coordination with Diversion Managers and the Drug Court team; working in a one-on-one setting with Drug Court Participants.
7. Submit detailed resume related to the experience and qualifications, including educating and training, of proposed personnel to perform the requirements of the RFP, including, but not limited to, their personal experience, expertise or knowledge about the following items:
  - a. Ability to identify and treat symptoms of trauma and PTSD
  - b. The PTSD Checklist-Civilian Version (PCL-C)
  - c. Seeking Safety Therapy
8. Describe the current and past experience of the bidder working with Drug Courts or similar work set out in the RFP.
9. Bidder submits a proposed price of \$\_\_\_\_\_ per month for a total of \$\_\_\_\_\_ per year for the performance of the tasks and scope of work set out in detail in the RFP.