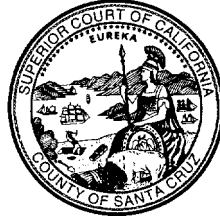


Superior Court of California

COUNTY OF SANTA CRUZ

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CHRISTINE E. PATTON
Executive Officer and Clerk

701 Ocean Street, Room 120
Santa Cruz, CA 95060
Phone: (831) 454-2012
Fax: (831) 454-2215

October 14, 1998

AGENDA: October 27, 1998

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: Federal Drug Court Grant

Dear Board Members:

This letter is to inform your Board about the award of new Federal funds to support the implementation of Drug Court services, and to request approval for the Trial Courts to issue the attached request for proposals (RFP) to select a provider of Drug Court treatment services.

Background

On March 24, 1998 your Board authorized the Trial Courts to apply for Federal Drug Court funding, and informed your Board that, if successful, the Drug Court treatment provider would be selected through an RFP process. The Federal application is for \$200,000 per year for two years to fund Drug Court treatment services and an independent evaluation of these services. The Federal grant application supplements a recent State Drug Court grant which supports a Drug Court Case Manager position and urinalysis testing. The start-up of the State grant has been deferred in order to coordinate the start-up of the State and Federal grants.

On July 14, 1998, the County was informed that the Federal proposal was successful, and that funding will begin when federal funds are released which should be in October or November, 1998. The grant will not involve any new net County cost.

In order to expedite start-up of the Federal and State grants, approval is requested to issue a RFP to select a Drug Court treatment provider. The evaluation subcontractor, the Center for Applied Local Research, was specified in the Federal proposal to receive \$10,000 per year for program evaluation services.

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Reauest for Proposals

The attached RFP outlines the requirements for the treatment services component of the Drug Court, and includes the Federal proposal (on file with the Clerk of the Board) and a subsequent proposal revision which detail the program design and budget. The draft RFP has been reviewed by members of the Drug Court Planning Team, which includes the Superior Court, District Attorney, Public Defender, Health Services Agency Alcohol and Drug Program, Sheriff, County Administrative Office, and Criminal Justice Council. Selection criteria include the following:

- Experience in providing intensive outpatient alcohol and drug treatment services such as those described in the Federal proposal;
- Experience in assessing and case managing referrals for ancillary service needs such as employment, education, housing and health and mental health care;
- Ability to coordinate treatment services closely with the courts and other components of the criminal justice system;
- Ability to provide services on a Countywide basis;
- Experience in providing culturally competent services;
- Willingness to participate in a rigorous evaluation of Drug Court services;
- Administrative capability; and
- Ability to meet or exceed the specifications described in the Federal proposal for delivering the requested services for the amount of funding available.

Proposers will be informed that receipt of funding is contingent upon final notification of the Federal award and your Board's approval of the successful proposer.

Responses to the RFP are due on November 20, 1998. Proposals will be reviewed by a selection committee comprised of members of the Drug Court Planning Team and an outside expert in providing Drug Court treatment services.

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It is therefore RECOMMENDED that your Board:

1. Authorize the Superior Court to issue the attached request for proposals for Drug Court treatment services; and
2. Instruct the Superior Court to return on December 15, 1998 with recommendations regarding a provider of Drug Court treatment services, a resolution to accept and appropriate Federal grant funds for Drug Court services, and a proposed contract for program evaluation services.

Sincerely,



CHRISTINE E. PATTON
Executive Officer of the Court

RECOMMENDED:



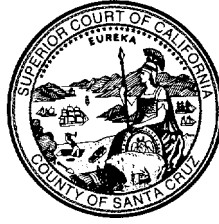
SUSAN A. MAURIELLO
County Administrative Officer

cc: Alcohol and Drug Program Administrator
Public Defender
District Attorney
Probation Department
Sheriff

Superior Court of California

COUNTY OF SANTA CRUZ

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THOMAS KELLY
Superior Court Judge

701 Ocean St., Judges Chambers
Santa Cruz, CA 95060
Phone: (831) 454-2012
Fax: (831) 454-2215

October 14, 1998

TO: Interested Persons

FROM: Thomas Kelly, Judge
Superior Court of California, County of Santa Cruz

SUBJECT: REQUEST FOR PROPOSALS FOR DRUG COURT SERVICES

The Superior Court of California, County of Santa Cruz, in conjunction with a Drug Court Planning Committee comprised of representatives from the District Attorney, Public Defender, Probation, Sheriff, Health Services Agency Alcohol and Drug Program, County Administrative Office, and Criminal Justice Council, is seeking proposals from drug and alcohol treatment service providers to provide intensive outpatient treatment and drug/alcohol testing services as part of recently awarded State and Federal grants to develop a Drug Court.

Background

In March of 1998, the County was awarded a three-year State grant to develop a Drug Court. The State grant primarily supports a County-employed Drug Court Case Manager, and alcohol and drug specimen collection and analysis.

In July of 1998, the County was awarded a two-year Federal grant for Drug Court services. The Federal grant primarily supports contracted intensive outpatient alcohol and drug treatment services, and drug and alcohol testing. As described in the attached Federal Drug Court application and revisions to the application, the contracted treatment provider will work closely with Drug Court Planning Committee to implement the services described in the State and Federal grant proposals.

Application Process

Applicants must respond to the attached request for proposals (RFP) and meet the following requirements:

- respond to each question in the RFP in the order shown;
- not exceed 5 pages in length, excluding the cover page and budget pages;

- be submitted on 8 ½ by 11 inch paper, single or double-spaced, one-sided, in not less than 10 point font; and
- not include any attachments.

Submit six copies of the proposal no later than 5:00 p.m., November 20, 1998 to:

William F. Manov, Ph.D.
 Alcohol and Drug Program Administrator
 1060 Emeline Avenue
 Santa Cruz, CA 95060

Proposals submitted after the deadline and faxed submissions will not be accepted. Applicants may attend a meeting of representatives of the Drug Court Planning Committee on November 6, 1998 at 12: 15 p.m. at:

HSA Alcohol and Drug Program
 1060 Emeline Ave., Bld. F, Solarium
 Santa Cruz, CA 95060

to ask questions about the requested services and the provider selection process. This will be the only opportunity to ask questions about this RFP.

Proposals will be reviewed by a subcommittee of the Drug Court Planning Committee with assistance from outside experts. Final award of a contract will be subject to Board of Supervisors approval and contingent upon final award of Federal grant **funds**. Prior to making a final selection, applicants may be asked to make an oral presentation of their proposal and respond to questions.

If you have any questions or need further information, please contact Bill Manov at (83 1) 454-4050.

**SANTA CRUZ COUNTY
DRUG COURT
REQUEST FOR PROPOSALS (RFP)**

COVER PAGE

On the cover page, include the following:

- the title of this RFP
- the name and address of your agency; and
- the name and telephone number of your agency contact person.

REQUESTED SERVICES

The contract provider will be responsible for providing the intensive outpatient alcohol and drug treatment services described in the attached Federal application for Drug Court services and subsequent revisions. Services to be provided include, but are not limited to:

- Conducting an in-depth psycho-social assessment and developing treatment plan recommendations, including recommendations for ancillary services (e.g., housing, employment, medical services).
- Providing intensive outpatient individual and group counseling services;
- In conjunction with the Drug Court Case Manager, providing referral and case management to ensure that clients receive ancillary services such as employment, education, health and mental health care;
- Collecting and analyzing urine and breath specimens for evidence of alcohol and drug use, according to the schedule and procedures outlined in the Federal application and subsequent revision;
- Collecting client fees;
- Maintaining and providing the Drug Court Case Manager and the Drug Court Team with up-to-date, easily accessible information on client drug and alcohol test results, treatment participation, 12-step meeting attendance, fee payment status, and other critical indicators of client progress; and
- Attending weekly Drug Court Team meetings and Drug Court hearings.

The Drug Court Case Manager will be a County employee, and will be responsible for initial screening and referral of clients to the contracted service provider. The Drug Court Case Manager will work in conjunction with the provider to case manage referrals for ancillary services. The provider will be responsible for providing all treatment services except for a 1.5 hour weekly education group for Phase I clients, which will be conducted by the Drug Court Case Manager.

FUNDING

The annual allocation for Drug Court treatment services will be \$202,961, which is comprised of \$177,429 of Federal funds and \$25,532 of State funds. Providers may also collect up to \$520 per client per year in client fees to support the total cost of the program. At 75 clients per year x 75% collection rate, approximately \$29,250 of client fees may also be included in the proposed budget. The proposed annual County allocation may not exceed \$202,961.

NARRATIVE AND BUDGET

The narrative and budget shall respond to each of the following topic areas. Point values for scoring are assigned to each topic area. Proposals must follow the format shown below.

1. **Intensive Outpatient Drug and Alcohol Treatment Services** (15 points). Describe your experience in providing drug and alcohol treatment services, including intensive outpatient treatment services. Emphasize any experience in providing services to criminal justice populations. Highlight any special features of these services that may be relevant to providing the Drug Court services described in the attached Federal Drug Court application and revisions, such as rapid assessment, phases of treatment, dealing with involuntary clients, addressing relapse, etc.

If you intend to deviate from the treatment model described in the Federal Drug Court application and program revisions, provide detail on how your proposed program will be different. Deviations which should be detailed include any decrease in the services described in the Federal Drug Court application and revisions, as well as any supplemental services (e.g., acupuncture, additional counseling, additional numbers of clients served) not described in the Federal application and revisions.

Proposers should indicate whether any outpatient alcohol and drug treatment services they currently provide are certified by the State Department of Alcohol and Drug Programs or, if not currently certified, their willingness to promptly seek State certification of the proposed Drug Court treatment services.

2. **Education, Employment and Linkages with Ancillary Needs** (5 points). Describe your willingness to provide and your experience in assessing the need for and providing, either directly or through case managed referrals, ancillary services such as job training and placement, education (including basic literacy), health, mental health and housing.
3. **Drug Testing** (10 points) Describe your experience with drug and alcohol testing, and your philosophy on the use of test results in the treatment process and in the application of criminal justice incentives and sanctions.

Describe which drugs will routinely be included in the testing panel. Indicate whether urine specimens will be collected according to the schedule described in the Federal Drug Court application and subsequent revisions, and if not, what revisions in the schedule will be made. In order to reduce costs, not all of the specimens collected must be analyzed. In developing

the Federal Drug Court application, it was estimated that approximately 70% of the specimens collected would be analyzed, and that providers will have access to an on-site urinalysis testing machine provided at no charge by manufacturers of drug testing reagents. Indicate the percentage of urine specimens collected that will be analyzed.

4. **Coordination with the Superior Court** (15 points). Describe your experience in coordinating drug and alcohol treatment services for offenders with the court and other components of the criminal justice system, including any experience in working in close partnership with the probation department. Describe your philosophy and approach in a Drug Court setting to interacting with the court, probation, and the criminal justice system around issues such as when, how and how much to communicate about the client's progress in treatment; confidentiality; balancing the client's interests with public safety needs; and coordination of sanctions and incentives in response to progress or relapse. If you are proposing to provide services as a consortium or partnership of agencies, describe how you will ensure consistency and uniformity between agencies in terms of coordination with the court and probation, policies related to communication with the court and probation, application of sanctions and incentives, etc.
5. **Countywide Services** (10 points). Describe how you will provide Drug Court services on a Countywide basis through geographically accessible locations.
6. **Cultural Competence** (10 points). Describe your experience in providing culturally competent services and linguistically accessible services to Latinos, and how you will ensure that the proposed Drug Court services are culturally competent and linguistically accessible.
7. **Program Evaluation** (5 points). Describe your plans for providing the Drug Court Case Manager and the court with up-to-date, easily accessible information on clients' drug and alcohol test results, treatment participation, 12-step meeting attendance, fee payment status, employment/educational status, and other critical indicators of client progress. Describe the results of any studies that demonstrate the effectiveness of drug and alcohol treatment services provided by your agency, with a special emphasis on evaluation of services to criminal justice clients. Your submission of a proposal indicates your willingness to participate in a rigorous evaluation of Drug Court services.
8. **Administrative Capability** (15 points) Describe your experience in administering public funds, including County, State or Federal monitoring, licensure or certification reviews and financial audits. Indicate whether your organization is a 501c(3) non-profit. Describe any plans for fund-raising to continue Drug Court program services beyond the expiration of the State and Federal grants.
9. **Budget** (15 points). Using the budget information included in the attached Federal Drug Court application and subsequent revisions as a model, provide an annual budget on the attached forms, and a description of staff and staffing patterns. You may use your own forms, as long as all of the requested information is provided. The budget pages do not count toward the page limit.

**REVISIONS TO FEDERAL DRUG COURT PROPOSAL
BASED ON AUGUST 24, 1998 TECHNICAL ASSISTANCE SITE VISIT**

1. Increase total number of clients served per year from 40 to 80, with an ongoing caseload of 75 clients.
2. Program Phases:

Phase I: Group counseling 5 times per week; individual counseling once per month except in crisis situations; three 12-step meetings per week; urinalysis twice per week with daily call-in for drug testing schedule.

Phase II: Group counseling 3 times per week; individual counseling once per month except in crisis situations; three 12-step meetings per week; urinalysis 1 - 2 times per week with daily call-in for drug testing schedule.

Phase III: Group counseling 2 times per week; individual counseling once per month except in crisis situations; three 12-step meetings per week; urinalysis one time per week with daily call-in for drug testing schedule.
3. Increase client fees from \$300 per year to \$520 per year. Based on experience of other Drug Courts, assume a 75% collection rate.
4. Use additional client fees to increase contractor program manager position to full-time and contractor secretary to full-time. Phase in counselor positions as the number of clients increases during start-up. The contractor program manager should carry a partial client caseload.
5. Increase the frequency of drug/alcohol testing as shown in the revised program phases above. Consider use of in-house testing machines provided by reagent manufacturers to reduce cost per test.
6. Treatment provider should take greater responsibility for client status data reporting.