

REQUEST FOR PROPOSALS

Case Manager for Mental Health Court

Second Judicial District

The Second Judicial District, Criminal Division, is seeking proposals from a qualified person or organization to contract for the provision of case management services to participants in the district's Mental Health Court program. The selected individual or organization is anticipated to hold the position for a 6-month period of time, from January 1, 2025 through June 30, 2025, and may be extended for up to a total of 5 years, contingent on grant funding. The contract may begin before January 1, 2025 contingent on timing of negotiations and contract availability.

Following is a description of the work and listing of the proposal requirements. This is not a bid but a request for a proposal that could become the basis for negotiations leading to a contract for a Case Manager to serve as an independent contractor, and not as an employee of the State of Minnesota.

- I. RIGHT TO CANCEL. THE STATE IS NOT OBLIGATED TO RESPOND TO ANY PROPOSAL SUBMITTED NOR IS IT LEGALLY BOUND IN ANY MANNER WHATSOEVER BY THE SUBMISSION OF A PROPOSAL. THE STATE RESERVES THE RIGHT TO CANCEL OR WITHDRAW THE REQUEST FOR PROPOSAL AT ANY TIME IF IT IS CONSIDERED TO BE IN ITS BEST INTEREST. IN THE EVENT THE REQUEST FOR PROPOSALS IS CANCELLED OR WITHDRAWN FOR ANY REASON, THE STATE SHALL HAVE NO LIABILITY TO ANY PROPOSER FOR ANY COSTS OR EXPENSES INCURRED IN CONNECTION WITH THIS REQUEST FOR PROPOSALS OR OTHERWISE. THE STATE ALSO RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR PARTS OF PROPOSALS, TO WAIVE ANY INFORMALITIES THEREIN, AND TO EXTEND PROPOSAL DUE DATES.

- II. OBJECTIVE. The goal of this request for proposal is to enable the Second Judicial District Court to secure a Case Manager, in an efficient and cost-effective manner, to ensure on-going support to participants who are currently in the Mental Health Court (MHC) program and ensure Case Manager presence at all team staffing and court sessions. The Case Manager assists with the intake and acceptance of referrals to MHC. Once the participant has been accepted into MHC, the Case Manager monitors compliance with treatment recommendations and court conditions for participants. The Case Manager works closely with the MHC Probation Officer, other case managers and other team members to provide comprehensive supervision of referrals and participants. The Case Manager serves as liaison between the court, county agencies, and other agencies to provide coordinated services to participants.

- III. DEFINITION/QUALIFICATIONS. There is a preference for individuals who have experience working with a diverse population of people as well as justice involved individuals and people who have mental health or chemical health issues. Experience working within a Mental Health Court is strongly preferred. Experience and familiarity with services in and around the Ramsey County Community is also preferred. For purposes of this Request for Proposals, licensures such as LICSW, LPCC, LMFT or LP are not required but may be considered in review of the proposals.

- IV. DESCRIPTION OF WORK. The Case Manager's responsibilities for Mental Health Court ("MHC") include:
 - a. Meet with new referrals to complete an intake and develop an individualized treatment plan.

- b. Oversee compliance of treatment requirements and provide the Mental Health Court staffing team with sufficient and timely information to implement sanctions and incentive systems.
 - c. Attend MHC staffing and court sessions and participate in staffing case reviews, providing weekly written updates to the MHC team on all active and referred participants/clients. The following is the current court and meeting schedule, which is subject to change as operations change. Additionally, calendars and meetings may run late or finish early.
 - a. Mental Health Court Staffing – Mondays 10:00am to 12:00pm, 3 weeks per month.
 - b. Mental Health Court – Mondays 1:30pm to 4:30m, 3 weeks per month.
 - c. Mental Health Court Team Alignment Meetings – 1 hour, bi-monthly.
 - d. Treatment Court Partner Meetings – 1 hour, quarterly.
 - d. Assist the participants and referrals with court related forms and applications on an as needed basis.
 - e. Provide coordinated and comprehensive supervision of compliance with Court requirements and Court conditions to MHC participants to include telephone contact and office/home/employment visits.
 - f. Serve as primary liaison with community providers and probationary agents.
 - g. Work with participants to develop and follow a plan to identify triggers to recidivism, progress made in program, and strategies to remain law-abiding and maintain mental health.
 - h. Document and update participant files on a regular basis during program involvement.
 - i. Serve as a court liaison with other parts of the court system, to county agencies and other agencies.
 - j. Participate in the development of the MHC program as directed by the Court and attend team meetings as needed.
 - k. Contribute to the education of peers, colleagues, and judiciary in the efficacy of mental health courts.
 - l. Attend relevant trainings. Trainings may be both in state and out of state.
 - m. Provide training to a new or replacement case manager, if needed.
 - n. Maintain a pattern of regular work hours. Keep time logs and report hours worked on a monthly basis.
- V. BASIS FOR PAYMENT. Bid should include cost for initial 6-months and the remaining 4 years and 6 months of the potential contract, if extended. The contract Case Manager will be paid an amount based on funding availability and negotiation.
- VI. CONTRACTOR REQUIREMENTS. A criminal background check is required of all contractors. A case manager awarded a contract under this Request for Proposal must:
- a. have a means to contact and consult with program participants
 - b. attend meetings and trainings
 - c. attend staffings and court sessions
 - d. sign a confidentiality agreement
 - e. sign a drug free workplace agreement
 - f. maintain adequate insurance through the term of the contract, and provide a certificate of insurance upon request.
 - g. sign any necessary authorization(s) for search and release of any disciplinary history related to any relevant licensures carried, such as LICSW, LPCC, LMFT or LP.
- VII. PROPOSAL CONTENTS. Each submission in response to this request for proposal must contain:

- A. RESUME. Your proposal must include the resume of the individual who would perform the services of a Case Manager in this request for proposal. The resume must be up-to-date, include the names and telephone numbers of at least three references, experience working with a diverse population of people as well as justice involved individuals and people who have mental health or chemical health issues, and experience working in a Mental Health Court if applicable.
- B. OTHER CONDITIONS. Your proposal must indicate relevant experience, the financial parameters within which you are willing to perform, and your availability to the court. Please be as specific as possible, including details such as:
- your proposal for a voluntary, hourly, weekly or monthly rate for the initial 6-months and up to 4 years and 6-months should the contract be amended to continue;
 - the maximum time per week that you can commit;
 - if the contractor has or is working towards any licensures (not required);
 - experience with Mental Health Courts or treatment courts; and
 - any other information deemed relevant.
- C. CERTIFICATE OF INSURANCE. Minnesota Statutes § 176.182 requires that the State shall not enter into any contract before receiving from all other contracting parties acceptable evidence of compliance with the workers' compensation coverage requirements of § 176.181, subd. 2. Your proposal must include one of the following: (1) a certificate of insurance, (2) a written order from the Commissioner of Insurance exempting you from insuring your liability for compensation and permitting him to self insure the liability, or (3) an affidavit certifying that you do not have employees and therefore are exempt pursuant to Minn. Stat. §§ 176.011, subd. 10; 176.031; and 176.041.
- D. WORKFORCE AND EQUAL PAY CERTIFICATION. If your proposal exceeds \$100,000.00, your proposal must include a completed Workforce and Equal Pay Declaration Page (Appendix I).
- E. NONCOLLUSION. You must complete the Affidavit of Noncollusion (Appendix II) and include it with your proposal.
- F. CERTIFICATION OF DEBARMENT. You must complete the Certification of Debarment (Appendix III) and include with your proposal.
- G. DRUG FREE WORKPLACE. The court has a Drug Free Workplace Policy and form that you and your employees who work the positions, if applicable, will be required review and sign the Drug Free Workplace if offered a contract for services with the court.
- H. CONFIDENTIALITY AND DISCLOSURE OF INTEREST. Contractor staff providing services will be required to sign a Confidentiality and Disclosure of Interest Form to be signed if offered a contract for services with the Court.

All reasonable proposal will be considered

VIII. SUBMISSION OF PROPOSALS. Your proposal must include two (2) paper copies in a sealed envelope or emailed as a PDF attachment as follows:

A. **Proposal Timeline.**

1. Posting Date on State MJB Website MJB Court Public Website - Public Notice <https://www.mncourts.gov/About-The-Courts/NewsAndAnnouncements.aspx?t=notice>: Wednesday October 23, 2024 by 4:30PM, CST
2. Questions Due: Monday November 4, 2024 by 4:30PM, CST.
3. Answers Posted: Wednesday November 6, 2024 by 4:30PM, CST.
- 4. Proposal Submission Deadline: Monday November 18, 2024, by 4:30PM CST.**
5. Vendor conferences will be scheduled if needed.
6. Subsequent selection as soon thereafter as possible.

B. **Amendments.** Any amendments to this RFP will be posted on the MJB website.

C. **Questions.** All questions about this RFP must be submitted in writing via email to the State's sole point of contact identified in this paragraph no later than Monday November 4, 2024, by 4:30PM CST. Other court personnel are not allowed to discuss the Request for Proposals with anyone, including responders, before the proposal submission deadline.

Tracey Ames
Subject: Case Manager RFP Questions
Theresa.ames@courts.state.mn.us

D. **Answers to Questions.** Timely submitted questions and answers will be posted on the MJB website by Wednesday November 6, 2024, by 4:30PM CST and will be accessible to the public and other proposers.

E. **Sealed Proposal and Submittal Address.** Your proposal must be submitted in writing in a sealed envelope to:

Second Judicial District – Criminal Division
Attention: Tracey Ames
RE: Case Manager RFP
15 West Kellogg Boulevard W. #130
St. Paul, MN 55102

The submission must include two (2) paper copies. No facsimile submissions will be accepted. Submissions can be received via mail or dropped off. Late proposals will not be accepted.

OR

Your proposal must be submitted as a PDF attachment via email to:
Tracey Ames
Subject: Case Manager RFP
Theresa.ames@courts.state.mn.us

F. **Signatures.** Your proposal must be signed by, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm.

G. **Ink.** Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person signing the proposal. No additional offers will be entertained after the initial proposal.

- H. **Deadline; Opening; Public Access.** Proposals must be received no later than **Monday November 18, 2024**, by 4:30PM CST. Proposals will be opened the following business day and once opened become accessible to the public. Do not place any information in your proposal that you do not want revealed to the public. All documentation shipped with the proposal, including the proposal, will become the property of the State.
- I. **Selection Timeline.** Vendor selection will be as soon as possible after the proposal submission deadline.

LATE PROPOSALS WILL NOT BE ACCEPTED

- IX. EVALUATION. The Second Judicial District will review the information submitted and may conduct interviews or meetings with selected potential contractors. Cost of service will not be the only criterion used in the selection process. Selected contractors must agree to Judicial Branch terms and conditions and sign a professional services contract and provide additional documentation outlined in the RFP. The professional services contract will contain a contract termination clause if the work is not satisfactorily performed in the judgment of the Judicial Branch. The selected contractor must provide documentation of proof and workers compensation insurance (applicable if the contractor has employees).

Workforce and Equal Pay Declaration Page

This form is required for all businesses executing government contracts under the following:

Select one:

- Businesses executing a contract with State or Metropolitan agencies in excess of \$100,000 ([Workforce Certificate](#)) and, if applicable, \$500,000 ([Equal Pay Certificate](#))
- Businesses executing a contract with University of Minnesota for general obligation bond funded capital projects in excess of \$100,000 ([Workforce Certificate](#)) and, if applicable, \$500,000 ([Equal Pay Certificate](#))
- Businesses executing a contract with Political Subdivisions for general obligation bond funded capital projects in excess of \$250,000 ([Workforce Certificate](#)) and, if applicable, \$1,000,000 ([Equal Pay Certificate](#))

Select all that apply:

We are a certificate holder:

- Workforce Certificate under the name:
- Equal Pay Certificate under the name:

We are applying/have applied for the following certificate(s):

- Workforce Certificate Application date (MM/DD/YYYY):
- Equal Pay Certificate Application date (MM/DD/YYYY):

We have not applied for one or both certificates:

- Our company does not yet have a Workforce Certificate or Equal Pay Certificate. We acknowledge that a Workforce Certificate and, if applicable, Equal Pay Certificate, or approved exemption by the Minnesota Department of Human Rights is required before a contract can be executed.

We are Exempt:

- We attest to the Minnesota Department of Human Rights that we have not employed 40 or more employees on a single day during the prior 12 months in Minnesota or the state in which we have our primary place of business. The Minnesota Department of Human Rights may request the names of our employees during the previous 12 months, the date of separation, if applicable, and the current employment status and count.
- We believe our company is exempt because . The Minnesota Department of Human Rights will review and determine if your company is exempt.

Business Information

<input type="text"/>		<input type="text"/>	
Vendor/Supplier ID	Vendor Email		
<input type="text"/>	<input type="text"/>		
Business Name	Name of Contracting Agency		
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Authorized Signatory Name	Title	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Signature	Email	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

For assistance with this form, email the Minnesota Department of Human Rights Compliance.MDHR@state.mn.us

APPENDIX II

**STATE OF MINNESOTA
AFFIDAVIT OF NON-COLLUSION
(Must be submitted with Response)**

I swear (or affirm) under the penalty of perjury:

1. That I am the Proposer (if the Proposer is an individual), a partner in the company (if the Proposer is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Proposer is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Proposer independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Proposer of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent (including a partner) of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Proposer's Firm Name: _____

Authorized Signature: _____

Date: _____

APPENDIX III

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTION

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department agency.

Dated: _____, 20_____

Proposer's Signature