

Administration

Purchasing Division

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SCOTT COUNTY IOWA

Request for Proposal

April 1, 2021

COORDINATOR OF CHILDREN'S BEHAVIORAL HEALTH SERVICES

INTRODUCTION

The mental health and disability services are managed through the MHDS Regions in the State of Iowa. There are 14 regions currently. The Eastern Iowa MHDS Region consists of 5 counties: Cedar, Clinton, Jackson, Muscatine and Scott County with a population of approximately 300,102.

The State is requiring the mental health regions to have at least one Coordinator of Children's Behavioral Health Services in addition to Coordinators of Adult Mental Health and Disability Services. See Iowa Code section 331.390:

The regional administrator staff shall include one or more coordinators of mental health and disability services and one or more coordinators of children's behavioral health services. A coordinator shall possess a bachelor's or higher-level degree in a human services-related or administration-related field, including but not limited to social work, psychology, nursing, or public or business administration, from an accredited college or university. However, in lieu of a degree in public or business administration, a coordinator may provide documentation of relevant management experience. An action of a coordinator involving a clinical decision shall be made in conjunction with a professional who is trained in the delivery of the mental health or disability service or children's behavioral health service addressed by the clinical decision. The regional administrator shall determine whether referral to a coordinator of mental health and disability services or children's behavioral health services is required for a person or child seeking to access a service through a local access point of the regional service system or the children's behavioral health system.

The Eastern Iowa MHDS Region has local Community Services Directors fulfilling the coordinator role for the Adult system in each county in the region.

The Eastern Iowa MHDS Region is accepting contract proposals with a local provider for a Children's Coordinator of Behavioral Health Services. The intent is to contract with a qualified provider for the position in order to provide service coordination for the target population, collaborate with other entities and assist with appropriate service referrals.

Knowledge and/or experience in the following areas: Child Welfare system, Education System-School Districts/AEAs, Juvenile Justice System, current children's services and the Children's Mental Health Waiver is preferred.

A coordinator shall possess a bachelor's or higher- level degree in a human services related or administration-related field, including but not limited to social work, psychology, nursing, or public or business administration, from an accredited college or university.

SCOPE OF WORK:

- 1) Provide service coordination as required per state law for the target population and families.
- 2) Coordinate with other entities including the court system, law enforcement, schools, case managers, service providers, hospitals, Integrated Health Homes, mental health advocate, and families/legal representatives.
- 3) Collaborate with children's providers, schools, juvenile justice, DeCat entities and others to access and address service gaps and training needs
- 4) The Children's Coordinator will work with the Adult Service Coordinators regarding service referrals and how to refer to other programs and services including but not limited to Medicaid, HCBS Waiver services, Social Security, core and core-plus services (as defined in Iowa Administrative Code Chapter 441.25 and Iowa Code section 331.397
- 5) Meets with the CEO and Management Team to access, develop and implement a regional provider network to meet core service requirements.
- 6) Inform county staff (Community Services, Sheriff, Administration, Health and similar) across the region about the resources available for children in the Region.
- 7) Serve on the Children's Advisory Committee:
 - a. Organize meetings and required training sessions
 - b. Help prepare meeting agendas
 - c. Keep and distribute minutes of the meetings
- 8) Follow the Region's Policy and Procedure Manual as well as the Region's current Annual Service and Budget Plan.
- 9) All referrals will come from the Region's CEO.
- 10) The Children's Coordinator will be responsible for entering each child's application into the CSN data system and completing authorizations and Notice of Decisions as appropriate.

- 11) The Children's Coordinator will be part of the Management Team and will participate in the weekly Management Team meetings.
- 12) The hours of work will be typically be 8 am to 5 pm, Monday- Friday, but may be longer on some days depending on meeting with families/children and travel.
- 13) The vendor will have access to an office at the Scott County Administration Building (600 W. 4th St., Davenport, IA). The position will require transportation throughout the region. The vendor needs to include a transportation cost estimate within the proposal.

Interested providers should submit proposals based on the scope of work, conditions and expectations contained herein.

OTHER PROPOSAL PROVISIONS:

- 1) The vendor will include the cost of this position and how the region should reimburse. The contracted cost will include training, salary, benefits and car/transportation. Please specify any other associated costs in your proposal response.
- 2) The contract term will be from July 1, 2021 to June 30, 2022.
- 3) Review of position and contract requirements by each party at end of contract year for both parties' agreement and continuation for ongoing contract with term to be determined.
- 4) The Vendor will include information on how service will continue if there were to be a vacancy in the Children's Coordinator position.

Questions regarding this solicitation should be directed to:

Lori Elam, Eastern Iowa MHDS Region CEO
Scott County Community Services Department
Lori.Elam@scottcountyiowa.gov

Scott County CONTRACTOR Insurance Requirements

INSURANCE

The CONTRACTOR shall secure and maintain such primary insurance policies as will protect himself or his Subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this contract whether such operations be by himself or by any Subcontractor or anyone employed by them directly or indirectly.

The CONTRACTOR shall have in force during the period of this contract, insurance as listed below. Scott County must be identified as a certificate holder and shall be named as an additional insured under General Liability.

(1) General Liability

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products Completed	\$1,000,000

(2) Auto Liability

Any Auto, Hired & Non-Owned	
Combined Single Limit	\$1,000,000

(3) Excess Liability Umbrella \$1,000,000

THE ABOVE INSURANCE SHALL BE PRIMARY AND NON-CONTRIBUTORY

**(4) Statutory Worker's Compensation with waiver of subrogation in favor of
Scott County**

CERTIFICATES OF INSURANCE

Certificates of Insurance, acceptable to Scott County indicating insurance required by the Contract is in force, shall be filed with the County prior to approval of the Contract by the County. The Contractor shall insure that coverages afforded under the policies will not be cancelled until at least thirty (30) days prior written notice has been given to the County. The Contractor will accept responsibility for damages and the County's defense in the event no insurance is in place and the County has not been notified.

INDEMNIFICATION

To the fullest extent permitted by the law, the Contractor shall defend, indemnify, and hold harmless the County, its officials and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to, all attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense

(1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom; and

(2) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the County, its officials or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

TIMELINE

RELEASED: Thursday, April 1, 2021, 3:00 p.m.

SUBMISSIONS DEADLINE: Tuesday, April 20, 2021, 10:00 a.m.

INTERVIEWS AND/OR ADDITIONAL QUESTIONS, if needed: to be scheduled and held during week of April 26, 2021

RECOMMENDATION OF CANDIDATE AND FILLING POSITION:
MAY, 2021, GOVERNING BOARD MEETING, MONDAY, MAY 19, 2021.

SUBMISSION INSTRUCTIONS:

EMAIL SUBMISSIONS TO: PURCHASING@SCOTTCOUNTYIOWA.GOV

DEADLINE IS APRIL 20, 2021, 10:00 A.M.

Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interruptions, computer failure, strikes, weather delays, etc.

Proposals received after the deadline will not be considered. Incomplete proposals that do not fully address scope will be considered non-responsive and will not be considered.

Verification of receipt may be made to the purchasing office at purchasing@scottcountyiowa.gov or 563-326-8793. Submittal and verification should be made well in advance of the deadline to avoid late delivery.