

TOWN OF WEST WARWICK, RI
INVITATION TO BID

REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL SERVICES-POLICE NAVIGATOR/CLINICIAN

Sealed bid proposals will be received at the Town of West Warwick Police Department at the address listed below until 10:00 AM on October 20, 2020. Proposals will be publicly opened and read aloud in the West Warwick Town Council Chambers at 10:30 a.m. on that date.

West Warwick Police Department
1162 Main Street
West Warwick, RI 02893

Specifications may be obtained on the Town of West Warwick's website, www.westwarwickri.org under "How do I?...Submit a Proposal or Bid or at the West Warwick Finance Department between the hours of 8:30 am and 4:30 pm, Monday through Friday.

ALL SUBMISSIONS MUST BE IN TRIPLICATE AND CLEARLY MARKED ON THE OUTSIDE ENVELOPE:

"2021-06 PROFESSIONAL SERVICES-POLICE NAVIGATOR/CLINICIAN"

For more information, contact Colonel Mark Knott, at (401) 822-9234. Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (Tel.401-822-9216) or TTD #9224 at least (72) hours in advance of the bid opening date.

The Town of West Warwick reserves the right to reject any and all bids, or parts thereof, to waive any irregularities in the bids received and to accept the bids or part thereof deemed to be most favorable to the Town.

No bidder may withdraw the bid for a period of one hundred twenty (120) days after the actual date of the opening thereof.



West Warwick Police Department

1162 Main Street, West Warwick, RI 02893-4829
Phone: (401) 822-9234 Fax (401) 822-9267



Colonel
Mark A. Knott
Chief of Police

West Warwick Police Department
Rhode Island
Request for Proposals (RFP)

Request for Professional Services – Police Navigator/Clinician
Deadline: Tuesday, October 20, 2020 at 10:00am
Submissions opened in Town Hall at 10:30am

Introduction and Purpose

The West Warwick Police Department (Department) is seeking to enter into a partnership with a behavioral health organization (Agency) to supply the Department with a full-time, licensed Qualified Mental Health Professional (QMHP) to assist in diverting people away from the criminal justice system and into proper mental health and/or substance use services. This type of public service approach towards improving mental and physical health in West Warwick utilizes tactics in proper clinical referral in mental health calls, and prevention, rescue and recovery in substance use calls for service. The ultimate goals of this collaboration are to foster a system of effective response by first responders by keeping police officers better informed and equipped and building a mutual sense of increased trust in law enforcement by our community.

Background

The West Warwick Police Department entered into a collaborative effort in 2016 with The Providence Center and Thundermist Health Center to develop a drug overdose prevention pilot program. The program was funded through a grant from the Center for Disease Control and the RI Department of Health. A Behavioral Health Navigator was imbedded with the Police Department and was tasked with numerous valuable functions. These functions included: on scene response with police officers to calls with mental health or substance use ties; develop training curriculums on related topics for police officers and dispatchers; perform follow up visits with subjects and supporters of calls for service to facilitate recovery efforts; and participate in community workgroups on related topics as needed. The funding for this effort expired in the summer of 2019 and coincided with the Navigator’s acceptance of another position. The position has remained vacant while seeking appropriate funding sources. The West Warwick Town Council has approved the use of up to sixty thousand dollars (\$60,000.00) from the FY2021 Police Department Budget to reinstate an enhanced program.

Scope of Services and Qualifications

The selected Agency will partner with the Department, the West Warwick Health Equity Zone (WW HEZ), and Thundermist Health Center to continue to develop, implement, and evaluate the Department’s Police Navigator program.

The Agency will hire a full-time (37.5 hours/week) Behavioral Health Navigator (Police Navigator). The Navigator will hold a master's degree and be licensed by the State of Rhode Island as a Qualified Mental Health Professional (QMHP). The Navigator will be housed at and be under the operational direction of the West Warwick Police Department.

The Agency will provide the Navigator with a laptop computer, cellular telephone, and any other device that it deems necessary to perform the tasks required of the position. The Navigator will document all clinical services and outreach to individuals in their Agency's electronic health records system. Clinical services provided by the Navigator will follow the protocols of their Agency and RI Department of Health standards.

The Navigator will assist in researching and developing training curriculums to increase law enforcement knowledge and awareness of substance use and mental health disorders and to increase police ability to respond effectively, efficiently and safely to those struggling or in crisis. Training opportunities will be held on an annual basis or more frequently as needed for all Department staff.

The Navigator will ride along with patrol officers to conduct on scene assessments, and help officers divert to treatment or hospitalization in lieu of criminal justice involvement when appropriate.

The Navigator will accompany officers on patrol around the community to conduct outreach to the homeless, those using substances or appear impaired in public, and other vulnerable populations to engage them in services, conduct emergency assessments, and link them to treatment and social service options.

The Navigator will be an active participant in the WWHEZ Overdose Prevention and Recovery Workgroup (ODPR) and may participate in the statewide First Responder Workgroup of the Governor's Task Force on Overdose Prevention and Intervention or other community partnerships as needed or directed.

The Navigator will provide follow up to individuals and families, case management, and consultation with other community agencies, such as RI Department of Corrections Probation and Parole Unit, as directed by representatives of the Department. These visits and meetings will include an accompanying Department officer. The Navigator may be subject to emergency call back for services when off duty as delineated in the Department's agreement with the Agency and the Agency's employee protocols.

The Navigator will facilitate the appropriate reporting of statistics and funding information to their Agency, the Department, RI Department of Health, and other agencies to include funding Grantors as necessary.

*The Department recognizes that the FY2021 taxpayer funded allocation of \$60,000.00 does not equal the full costs of the Agency to provide the Police Navigator and associated services as described in this RFP. The full costs of the services provided in the eventual Memorandum of Agreement to be borne by the Agency include but are not limited to the salary, fringe benefits, payroll taxes, local travel, and equipment of the Police Navigator, the costs of clinical supervision and program coordination, training and professional development, and other indirect costs that include Agency-wide functions such as payroll processing, legal, auditing, professional and general liability insurance, and administrative functions such as information technology, performance improvement, compliance, human resources, finance, billing, marketing, and health information services. The Agency will be expected to invoice the

Department on a quarterly basis in an amount not to exceed fifteen thousand dollars (\$15,000.00) for a maximum amount of \$60,000 in FY2021 ending June 30, 2021.

**The Agency shall have the capacity to seek funding and grants from various sources and partner with the Department in seeking governmental grants to not only fund the amount needed in excess of the \$60,000.00 offered by the Town in FY2021, but to reduce or eliminate the need for Town taxpayer funding in FY2022 and beyond, in addition to acquiring funding for enhanced training and response options on related topics for Department staff and the Police Navigator.

***The Agency agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, handicap, age, sex, or national origin. The Agency will take affirmative action to ensure that applicants are employed, and employees treated during employment without regard to their race, color, religion, handicap, age, sex or national origin. The Agency agrees to comply with all provisions of Executive Order No. 112246, as amended, 1965; Titles VI and VII of the Civil Rights Act of 1964; and the rules, regulations, and relevant orders of the Secretary of Labor; and all other relevant federal, state and local laws.

Evaluation Procedure and Selection Criteria

The submissions (maximum of six (6) pages) will be reviewed by an Evaluation Committee consisting of representatives from the West Warwick Police Department, Thundermist Health Center, West Warwick Health Equity Zone, and the Department of Health. The Committee will utilize a scoring method and may arrange for an interview with an applicant's management representative if appropriate. A recommendation will be forwarded to the Chief of Police, who will make the final decision based upon the best interest of the Police Department and the Town of West Warwick.

The submissions will be examined and evaluated based upon the factors presented below. It is the responsibility of the Applicant's management representative to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily meet the project requirements and the factors listed below.

Agency Qualifications and Clinical Experience

Maximum 25 Points

Specialized experience is required for this work. Proposals must clearly demonstrate full, knowledge, understanding, and experience in methods, techniques, and guidelines required for the performance of the required work. Proposals should explain a clinician's required credentials and the agency's plan and ability to manage an imbedded Police Navigator.

Ties, Partnerships and Attachments to the local community

Maximum 25 Points

The Agency should have and describe its ties, partnerships, and attachments to the West Warwick community, such as number of West Warwick clients, accessible treatment facilities to West Warwick residents, and description of working partnerships with related agencies and organizations.

Project Understanding

Maximum 25 Points

The Agency should demonstrate a clear understanding of an imbedded Police Navigator/ Clinician program and describe its organizational strengths and how to overcome any

identifiable weaknesses in coordinating this type of program. The Agency should have knowledge of current issues and best practices in the field in order to assist police officers and those in crisis attain peaceful resolutions and appropriate treatment options. The Agency should also offer a plan for the timely training of sworn and civilian Police Department personnel on important topics in the field.

Experience and capacity in securing private and public grants Maximum 25 Points

The Agency should have the capacity to research, successfully apply for, and manage private and public grants in partnership with the West Warwick Police Department. The Agency should be willing and able to be the Financial Designee, unless the public/government grantor requires a government agency representative to fulfill this role. The Agency should show a commitment to seeking alternative funding sources to reduce or eliminate the reliance on the taxpayer funded Police Budget and its own expenditures.

Submission Addressee and Deadline

West Warwick Police Department
Police Navigator Proposal
Attn: Colonel Mark Knott
1162 Main Street
West Warwick, RI 02893

Deadline: Tuesday, October 20, 2020 at 10:00am

Submissions opened in Town Hall at 10:30am

****maximum of six (6) pages***

All questions regarding the program should be addressed to Colonel Mark Knott, Chief of Police at 1162 Main Street, West Warwick, RI 02893; mknott@westwarwickri.org ; or 401-822-9234.