LANE COUNTY, OREGON
REQUEST FOR PROPOSALS

SEX OFFENDER TREATMENT SERVICES

1. INVITATION AND OVERVIEW

1.1 Invitation. Lane County invites proposals from qualified vendors for Sex Offender Treatment Services. Proposals may be submitted to Janice Gotchall, Management Analyst, until 3:00 p.m., local time, Friday, January 17, 2014 at the Lane County Sheriff’s Office, 125 E. 8th Ave., Eugene, Oregon 97401. Proposals must be submitted electronically, in Microsoft Word or PDF format, to: janice.gotchall@co.lane.or.us

Clarity and brevity will be appreciated, and proposals should not exceed 15 pages in length. For further information or clarifications, contact Janice Gotchall at janice.gotchall@co.lane.or.us or at 541-682-3705.

1.2 Overview. Lane County is seeking proposals from qualified vendors to provide Sex Offender Treatment Services to adult individuals referred by the Lane County Department of Parole and Probation. The Department of Justice has awarded Lane County a Second Chance Act grant that includes funding for Sex Offender treatment for individuals returning to Lane County from periods of incarceration. The Sheriff’s Office administers these funds and seeks to establish a Personal Services contract with a local provider for Sex Offender Treatment services.

2. DESCRIPTION AND REQUIREMENTS

2.1 Description of Services Required and Service Conditions. Proposers must adhere to the Program Standards and Ethical Principles and Case Coordination Requirements (Exhibit A), and confirm they hold all applicable licenses and credentials necessary to provide these services.

The objective of these services is to provide sex offender treatment to offenders referred by Parole & Probation Officers to reduce offender recidivism and decrease sexually deviant behavior. Proposers will be expected to provide polygraph services for all Full Sexual History and Instant Offense polygraphs. It is anticipated that the cost to the provider of these services will be approximately $7500 - $10,000 per year. These costs should be factored into your proposal.
Lane County’s intent is to award a contract that will not exceed $75,000 for a maximum of 24 months. However, the final award may be for a shorter time period. Provider must be able to serve approximately 25 clients for a full year of treatment and to accept new clients for an initial period that will be determined once the provider has been selected.

2.2 Proposal Requirements. Please describe how you propose to provide Sex Offender Treatment services for Lane County Parole & Probation Services. In addition, include the following:

A. Using the requirements listed in Exhibit A-2, #5 provide a sample of a monthly report that you would send to P&P and to Sponsors using fictitious names and information.

B. Describe how you determine appropriate sex offender treatment for individuals.

C. Provide examples of evidence-based practices used in your approach to sex offender treatment.

D. Provide a sample invoice that would be submitted showing the level of service provided for the period covered by the invoice.

2.3 Insurance Requirements. Proposer must be able to provide insurance in the amounts and form described on the Insurance Requirements page (Exhibit B).

3. PREPARATION AND SUBMISSION OF PROPOSAL

3.1 Proposal Preparation. Proposers are responsible to read and understand all portion of the solicitation documents, including Exhibits and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must address the criteria contained in the RFP, in the required form, and contain all required documents and responses.

3.2 Submission, Withdrawal, and Mistakes. By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFP, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards. A proposal may be withdrawn at any time prior to the deadline for receipt of proposals, and a new sealed may be submitted. Proposals received after the deadline will not be considered. Mistakes discovered after opening where the intended correct statement or amount is clearly evident or properly substantiated may be corrected.

3.3 Clarifications. If a proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the proposer must immediately notify the public officer designated for receipt of proposals or other person identified for submission of questions. An addendum may be issued if a
clarification is necessary, and its clarifications must be included in the proposal.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

4. **EVALUATION AND AWARD**

4.1 **Compliance with Laws and Minimum Requirements.** Evaluation of proposals will be conducted by the public officer in cooperation with others in the department requesting the proposal based on the minimum requirements established by RFP, compliance with proposal procedures, public contracting laws, and the requirements of the Lane Manual. In evaluating the proposals and selecting a contractor, Lane County reserves the rights to:

(a) Reject any and all proposals,

(b) Issue subsequent Requests for Proposals for the same or similar goods or services,

(c) Not award a contract for the requested services,

(d) Waive any technical defects, irregularities, or informalities,

(e) Accept the proposal which the County deems to be the most beneficial to the public and Lane County,

(f) Negotiate with any proposer to further amend, modify, redefine or delineate its proposal,

(g) Negotiate and accept, without re-advertising, the proposal of the next-highest scored proposer, in the event that a contract cannot be successfully negotiated with the selected proposer, which may occur prior to the time a final recommendation for award is made for executive approval, and

(h) Further question any proposer to substantiate claims of experience, background knowledge, and ability.

4.2. **Scoring and Selection.** Lane County will evaluate proposals according to the submissions received and criteria listed. Award will be made to the proposer whose proposal will best serve the interests of the County, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose, and proposer’s responsibility.

4.3 **Notice of Award and Protest.** The County will provide written notice of its intent to award to a given proposer or proposers at least 14 days before award, unless a shorter notice period is more practicable. Any proposer that has submitted a
propose for an RFP and is not recommended for award by the evaluation committee may protest the recommendation to the decision maker, either the Board or the County Administrator, depending upon which has authority to execute the contract. To be considered, a protest must be submitted in writing not less than seven (7) calendar days after notice of intent to award is given, and contain the grounds for the protest in accordance with Lane Manual Chapter 21.107(14).

5. **REQUIRED CONTRACT DOCUMENTS.** Contracts issued by the County in response to this RFP will be issued using standard County contract forms and containing contract terms required by the County. Proposers unfamiliar with the County's contract forms and conditions may obtain sample copies of these documents from the County staff person assigned to receive proposals named above.
Exhibit A
LANE COUNTY Parole and Probation
Sex Offender Treatment Provider Qualifications and Program Standards

Providers interested in being approved to evaluate and treat sex offender clients referred by Lane County Parole and Probation must first meet all the criteria listed below. These qualifications must be met by all clinicians providing treatment services to sex offenders in a private practice or treatment agency.

I. Agency Clinical Supervisor or Licensed Practitioner:

(A) Possess a Master’s or doctoral degree in social work, psychology, counseling, educational psychology, or related field.

(B) Be fully licensed in Oregon as a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Psychologist (LP), Licensed Medical Doctor (MD), or related licensure. (Currently practicing treatment providers in this category who otherwise meet all of the requirements except licensure will be given two years from the date they are approved as providers to obtain licensure.)

(C) Completed within the past five (5) years, a minimum of 2000 hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders. The 2000 hours must include at least 250 hours of evaluation experience and 250 hours of treatment experience.

(D) Completed within the last three (3) years, a minimum of 30 hours of continuing education in the field of sexual abuse and/or sex offender specific treatment. This could include education courses, seminars, conferences, workshops or other training experiences.

(E) Pass a criminal background check. (Criteria: an applicant with a history of sex offenses or offenses related to fraud will not be approved. Other person-to-person offenses, and alcohol & drug offenses will be considered on a case-by-case basis.)

(F) Provide documentation of your sex offender treatment program, which meets each of the program standards and ethical principles in Attachment A.

II. Sex Offender Specific Therapist (treatment agency employee/contractor):
(A) Possess a Master's or doctoral degree in social work, psychology, counseling, educational psychology, or a related field. (Sex offender treatment staff who have been in their positions for two or more years on March 31, 2005, must possess at least a Bachelor's degree in one of the specified fields.)

(B) Practice under the supervision of an approved clinical supervisor (The clinical supervisor must be on the approved sex offender treatment provider list.)

(C) Completed (or working towards completion of) within the past five (5) years, a minimum of 2000 hours of clinical experience in the areas of evaluation and treatment of sex offenders. The 2000 hours must include at least 250 hours of evaluation experience and 250 hours of treatment experience.

(D) Completed (or working towards completion of) a minimum of 30 hours of continuing education in the field of sexual abuse and/or sex offender specific treatment within the last three (3) years. This could include education courses, seminars, conferences, workshops or other training experiences.

(E) Pass a criminal background check. (Criteria: an applicant with a history of sex offenses or offenses related to fraud will not be approved. Other person-to-person offenses, and alcohol & drug offenses will be considered on a case-by-case basis.)

III. Continued placement on the Approved Provider List:

(A) The approved provider must apply for continued placement on the approved treatment provider list every three years.

(B) Demonstrate continued compliance with approval qualifications and standards.

(C) Supply notification of any changes or modifications to licensure status. (This is an on-going requirement, not just every three years.

(D) Complete a minimum of 15 hours of documented continuing education training in sex offender treatment and evaluation obtained within the last three years.

(E) Pass a criminal background check. (Criteria: an applicant with a history of sex offenses or offenses related to fraud will not be approved. Other person-to-person offenses, and alcohol & drug offenses will be considered on a case-by-case basis.)

Provider Approval Process

To apply for approval, providers will submit the following documents:
(A) A current resume outlining experience and training with sex offenders;
(B) A copy of most advanced degree obtained;
(C) The names, addresses and phone numbers of 3 professional references;
(D) A written description of the provider’s treatment program (see Attachment A, section II);
(E) A copy of the provider’s client treatment agreement (see Attachment A, Section I);
(F) A sample of a sex offender assessment for treatment intake purposes (with name deleted);
(G) A signed Application For Approved Sex Offender Treatment Provider form;
(H) If the applicant has a criminal history involving person-to-person or drug related crimes, provide documentation, such as a police report.

**Exceptions to Standards**

If a provider believes that a provider qualification requirement or a treatment program standard may not apply to him/her because of extenuating circumstances, please contact the Supervision and Treatment Services program manager to explain the circumstances. This can be done before application is made to become an approved provider, or the request can be made with the written application.
Exhibit A-1
PROGRAM STANDARDS AND ETHICAL PRINCIPLES

I. Program Standards

The sex offender treatment program must include, at a minimum, all of the following:

A) Clinical services are provided by an approved sex offender therapist. Interns who work in the treatment agency must be under the direct supervision of an approved sex offender therapist.

B) Completion of a written sex offender assessment prior to beginning treatment. The assessment must include the following areas: mental status exam, psychosocial history, criminal history (including instant offense), sexual history, treatment history, diagnostic impressions, multiaxial diagnosis, and treatment recommendations.

C) Groups are the primary mode of treatment for most clients. Individual, couple, and family services are offered, as applicable.

D) Use of polygraph and, when clinically indicated, sexual arousal assessment. Polygraphs must be provided by a licensed polygraph examiner with specialized training in sex offender polygraph examination. Polygraphs must include, at a minimum, clinical maintenance and full sexual history. Clinical maintenance polygraphs must be done every 6-9 months. Providers are encouraged to coordinate with the client's PO on polygraph schedules. Only a licensed polygraph examiner, or licensed physician, can determine if an offender is incapable of being polygraphed. If that determination is made, it should be reported to the P. O.

E) An initial written individual treatment plan for each client, based on the results of a sex offender assessment or evaluation completed within the most recent 12 months. The treatment plan should be updated at least once a year.

F) Written treatment agreements with clients, specifying treatment program rules or policies, consequences of noncompliance with rules or policies, and the expected frequency of treatment involvement.

G) Written criteria for successful completion of treatment, which must include the completion of a full sexual history polygraph, satisfactory progress in the management of sexual deviancy, the development of a relapse prevention plan, and some form of victim clarification or restitution. Clients not meeting these criteria should be staffed with the PO for a joint decision before being discharged from treatment.
II. Program Description

The sex offender treatment program must have a written program description and/or curriculum which includes a description of the following elements and how they are utilized in the treatment program:

A) Cognitive-behavioral interventions

B) Relapse prevention knowledge and skills

C) Pro-social interpersonal skills and positive social support networks

D) Deviant sexual arousal control

E) Victim awareness and empathy, including a clarification process

F) Methods for family (unification) reunification, including a safety plan for children in the offender’s home or in the extended family network. Decisions about family unification/reunification must be made in conjunction with the supervising officer, and should consider the offender’s progress in treatment, the availability of a responsible and informed non-offending adult in the home, and the child’s readiness for contact with the offender. Safety plans must include the role of the approved supervisor, be specific about the protection of the child’s safety, and meet ATSA standards.

G) The development of community safety plans for offenders, addressing how approved activities are conducted. Include the role of an approved supervisor, and specifics about the location of the activity, the beginning and end time, and specific activities the offender will be engaged in.

H) Criteria for successful completion of treatment

I) Transition and/or aftercare services

II. Ethical Principles

Providers are expected to follow the ATSA ethical principles. Approved providers are responsible for the ethical conduct of interns working under their supervision. Violations of an ethical principle may result in a review by Lane County Supervision and Treatment Services (STS) staff, and a corrective action plan for the violation may be issued. A violation may result in a report being made to ATSA by STS staff, if the provider is an ATSA member. A provider may be removed from the approved provider list as a result of an ethical violation.
Exhibit A-2

Case Coordination Requirements

1. Treatment providers will provide a brief progress report to the offender’s PO once a month, via e-mail, phone, written report, or an in-person staffing. The monthly update must pertain to the most recently completed month, and must briefly summarize any concerns with the offender’s treatment progress (e.g., resistance, lack of accountability) or significant events in treatment (e.g., new disclosures, stressors, etc).

2. Treatment providers will inform an offender’s PO within 2 working days when they become aware of one of the following:

   * Offender misses a treatment session, polygraph, or other appointment (no call, no show, or invalid excuse)
   * Offender is determined to be non-compliant or is terminated from treatment. (Send an e-mail to the PO with a copy to the supervisor of the sex offender unit.)
   * Abrupt change in community stability (e.g., loss of job or housing)
   * Offender discloses unauthorized A&D use
   * Any known or reported violation of the offender’s supervision order
     - Other client developments affecting community safety

3. All polygraph results (including any written information prepared by the offender for a sexual history polygraph) will be faxed to Lane County Parole and Probation within 1 working day after receiving the polygraph report.

4. Treatment providers will require offenders to sign a two-way release of information to Lane County Parole and Probation as an agency and to Sponsors Inc.

5. Sex offender treatment providers will provide information as requested by P&P staff. The information needed may change from time to time.

   * The following information will be provided on a monthly basis to P&P and Sponsors Inc:
   * Number of treatment slots available
   * Names of P& P clients who started in treatment that month, including the date enrolled in treatment
* Any change in program structure or staff including any new phone numbers and e-mail addresses.

6. Sex offender treatment providers will only allow or approve client behavior or plans which are consistent with conditions of supervision. This includes behavior related to contact with minors, consumption of alcohol, travel, or any other behavior related to supervision conditions. (This does not preclude treatment program restrictions which are more restrictive than supervision conditions.)

7. Offender safety plans (for community or family activities) must be approved by both treatment provider and PO before the planned activity occurs. If the family has an open Child Welfare case, activity plans related to children should also be approved by DHS/CW.

8. Treatment providers will participate in joint case staffings with P&P. Case staffings (in person, by phone, or by e-mail) will be scheduled with reasonable attention to treatment provider and PO schedules.

9. Treatment providers will not knowingly provide treatment services to a client who is in sex offender treatment with another provider without prior consultation with that provider, and approval from the client’s PO. At the time of initial contact by an offender, the provider will ask about involvement in other sex offender treatment, and a release of information will be obtained in order to consult with the other provider.

10. If treatment providers have a concern or a disagreement with a PO about a case, the concern should be discussed with the PO. If it is not resolved through discussion, the treatment provider should contact the supervisor of the P&P Sex Offender Supervision Unit, to request a staffing. If necessary, the STS Manager would be involved in the discussion.
Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specified below. Such insurance must have the approval of Lane County as to limits, form and amount. The types of insurance Contractor is required to obtain or maintain for the full period of the contract will be:

**COMMERCIAL GENERAL LIABILITY** The insurance shall include:

*Policy must include:*

- Commercial General Liability
- Damage to Rented Property ($50,000)
- Medical Expenses ($5,000)
- Personal and Advertising (Same as per occurrence)
- Products/Completed Operations (Same as per occurrence)

*Policy Limits:*

- $2 million per occurrence/$3 million aggregate
- $2 million per occurrence/$4 million aggregate
- $ Amount approved by risk and required by contract

Aggregate limits:

- Per Policy (most contracts)
- Per Project (construction contracts)

All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this must be reviewed by the Risk Manager. All claims-made forms must be approved by Risk Management in advance and provide tail/continuous coverage for 24 months from the end of the project.

**AUTOMOBILE LIABILITY** insurance with limits as specified below. The coverage shall include owned, hired and non-owned automobiles and include Lane County and its divisions, its commissioners, officers, agent, and employees as additional designated insureds (CA 20 48 02 99 or equivalent).

*Limits:*

- $2 million combined single limit per accident for bodily injury and property damage
- $ Amount approved by risk and required by contract

**PROFESSIONAL LIABILITY** insurance – with limits not less than $2,000,000 ($1,000,000 per occurrence minimum when required). Policy must provide tail/continuous coverage for 24 months from the end of the project.

**POLLUTION LIABILITY INSURANCE** – with limits not less than $1 million per occurrence. Coverage must be continuous for 24 months from the end of the project.

**ADDITIONAL INSURED CLAUSE** The general and auto liability insurance coverage’s required for performance of this contract shall be endorsed to name Lane County and its divisions, its commissioners, officers, agents and employees as additional insureds on any insurance policies required herein with respect to Provider's activities being performed under the Contract. The additional insureds must be named as an additional insured by endorsement, and the policy must be endorsed to show cancellation notices to the Lane County department who originated the contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** as statutorily required for persons performing work under this contract. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employers' Liability coverage.

*Employer's Liability:*

- Limits of $500,000
- Limits of $1 million

**FIDELITY BOND** covering the activities of any person, named or unnamed, responsible for collection and expenditures of funds. Limit per employee. ($10,000 minimum when required)

Any questions concerning insurance and indemnity should be directed to Lane County Risk Management at 541-682-3971.