

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No.

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Requisition/Project No: 845682

TERM OF CONTRACT: 6 months with one-year options-to-renew

Requisition/Project Title: Substance Abuse/ Dependence Services

Description: Miami-Dade County, hereinafter referred to as the County, on behalf of the Community Action and Human Services Department, hereinafter referred to as the "CAHSD" is contracting for a Contractor for the purpose of providing Substance Abuse / Dependence Programs for eligible candidates as outlined below:

- Referred by the Eleventh Judicial Circuit Court of Miami, Miami-Dade County Adult Drug Court (ADC) clients (preferred), as well as self-referred clients and walk-ins who meet low-income eligibility requirements as established by the State-dictated Sliding Fee Scale.
- Low-income clients (below 125% of the Federal Poverty Guidelines) and working poor population as defined in the Income Federal Guidelines.
- Age 18 or older or adjudicated minor

User Department(s): CAHSD

Issuing Department: ISD/PM Contact Person: Melissa Camillo-Castillo Phone: 305-375-4725
 Estimated Cost: \$215,000.00 Funding Source: General Funds REVENUE GENERATING:

ANALYSIS

Commodity/Service No:	95223	SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> If this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: _____

Date to SBD: _____

Date Returned to DPM: _____

SECTION 2.0 – SCOPE OF SERVICES

2.1 Introduction and Background

Miami-Dade County, hereinafter referred to as the County, on behalf of the Community Action and Human Services Department, hereinafter referred to as the "CAHSD" is contracting for Services for the purpose of providing Substance Abuse / Dependence Services for eligible candidates as outlined below:

- Referred by the Eleventh Judicial Circuit Court of Miami, Miami-Dade County Adult Drug Court (ADC) clients (preferred), as well as self-referred clients and walk-ins who meet low-income eligibility requirements as established by the State-dictated Sliding Fee Scale.
- Low-income clients (below 125% of the Federal Poverty Guidelines) and working poor population as defined in the Income Federal Guidelines.
- Age 18 or older or adjudicated minor

2.2 Requirements

It is County's intent and the purpose of this solicitation to secure a qualified Provider to partner with CAHSD to meet the needs of the Community in providing Substance Abuse/Dependence Services. In order to accomplish this, the following requirements are needed:

A. Staffing

THE PROGRAM MUST HAVE THE FOLLOWING STAFF WITH THE REQUIRED CREDENTIALS AND MUST MAINTAIN LICENSURE THROUGH CONTINUING EDUCATION UNITS (CEU):

Licensed Unit Supervisor must be one of the following:

- Clinical Psychologist/Psychiatrist with a background in Mental Health (PhD)
- State Licensed Clinical Social Worker *
- State Licensed Mental Health Professional *
- State Licensed Marriage and Family Professional *

Therapist(s) must have at least a Master's Degree or a Bachelor Degree with a Certified Addiction Professional (CAP) certificate from an accredited institution of higher learning in one of the following disciplines:

- Social Work
- Mental Health
- Psychology
- Marriage and Family Therapy
- Counseling and Education

* Must be licensed in the State of Florida

** Staff must be reflective of the population served and some must be bi-lingual.

** Staff must be certified in trauma-informed care, with experience in implementing trauma-informed care programs examples include: "Seeking Safety" / "Helping Men Recover ". **Note: The Helping Men Recover Program is a MUST as this program has been mandated by the Court and participants will be referred to this program by the Court who has a grant for this particular program."**

- ❖ **Seeking Safety groups** consist of clients identified by the Courts to receive Trauma-informed therapy.
- ❖ **Helping Men Recover sessions** consist of clients identified by Research Psychologists contracted with the Courts and referred to DATP for 18 treatment sessions. (Groups of 8-12 participants)

B. LOCATION/HOURS

- Services must be provided in Miami-Dade County
- Services must be accessible to clients served. *Preference will be given to providers with the ability to serve clients throughout the entire County. (North, Central and South Dade)*
- As an incentive, the selected provider may be allowed to use the existing CAHSD sites to deliver the services delineated in this proposal.
- Location of services must be accessible by Public Transportation
- Program must operate Monday through Friday, from 8 am through evening hours to accommodate working clients. Flexibility for weekend hours is encouraged.

C. DRUG TESTING

- Provider must have the capacity to test for the following: Alcohol, amphetamines, barbiturates, benzodiazepines, cocaine (benzoylecgonine), opiates, THC (marijuana), Ethyl Glucuronide (ETG), Synthetic (cannabinoids)
- Provider must conduct random drug testing, using a certified laboratory.

D. TREATMENT

- Provider must use evidence-based substance abuse models known as best-practices *in the Mental Health profession and supported by research, field recognition, or published practice guidelines*
 - See <http://www.samhsa.gov/ebp-web-guide/substance-abuse-treatment> for guidance and/or examples of Evidence-Based Practices.
- Individual, Family and Group therapy must be provided and must be based on cognitive behavior therapy and/or motivation interviewing therapy, consistent with best practices. **The qualified proposer will be required to implement the “Helping Men Recover” trauma curriculum, serving up to 236 court participants to include 41 HMR participants from April 1, 2015 through September 30, 2015 and must enter into a Memorandum of Understanding (MOU) with the Eleventh Judicial Circuit Court of Miami to partner for said services.**
- Provider must be willing to participate in research studies.
- Provider must demonstrate the capacity to treat dual diagnosis [trauma and substance abuse] clients. (Certified Addiction Professional (CAP) certificate)
- Provider must have Continuous Quality Improvement, *a management technique to assess and improve internal operations and network services, and must maintain the ability to be flexible in response to any changing conditions. (Case Manager)*
- Provider must operate a phased approach to substance abuse treatment that will encompass both traditional and pioneering methods as enumerated below:
 - Phase 1 – Introduction and Stabilization
 - Phase 2 – Acceptance
 - Phase 3 – Change Period
 - Phase 4 – Relapse Triggers and Relapse Prevention*[Information was extracted from the American University BJA Drug Court Technical Assistance Project]*
- Provider must demonstrate the capacity to provide top-notch case management and must utilize a multi-disciplinary approach to substance abuse treatment, encompassing both traditional and innovative interventions, such as:
 - Diagnostic and assessment services
 - Orientation groups
 - Education groups
 - Group & individual therapy

- Fellowship meetings
- Treatment interventions
- Drug and Alcohol screening
- Educational/vocational referrals
- Relapse Prevention
- Case management
- Psychiatric evaluation
- Family Orientation
- Housing Assistance
- Mental Health Counseling

E. REPORTING

Required Documentation and Client Records

- Provider must maintain and retain a file for every client for a period of five years which must include daily progress notes, bio-psychosocial assessment, and treatment plan as evidenced by the American Society of Addiction Medicine (ASAM), consent forms, signed Client Bill of Rights, and confidentiality statement.
- Provider must demonstrate the ability to develop individual client-specific treatment plans, as well as group plans. (a Certified Addiction Professional (CAP) certificate)
- Discharge summary which must include an aftercare plan.

Database

- Provider must have a Management Information System (MIS) compatible to the court MIS system and must provide reports of post-treatment outcomes at 6-12 months intervals for each client under this program.

F. FEES

- Miami-Dade County Community Action and Human Services Department will subsidize up to **\$35.00** in program costs for Drug Court clients in this program.
- Based on the Federal Poverty Income Guidelines, the provider must have demonstrated priority of inclusion of indigent clients under this program.



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Justification/Input Document for Non-Competitive Acquisition

It is the policy of Miami-Dade County to use an open competitive process when purchasing goods and services. The citizens of Miami-Dade County are best served when sound business decisions are made based on competitive bids or proposals. Early acquisition planning that includes consultation with Internal Services Department's procurement staff can help avoid delays and facilitate effective market research. However, there may be some instances as to where open competition for securing goods or services may be not be followed and justified. When a user department(s) determines that open competition is not viable and it is in the best interest of the County, appropriate justification for that course of action must be submitted to ISD for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Community Action And Human Services		
Contact Person:	Marie Woodson	Phone Number:	786-469-2198
Requisition No.:	845682	Estimated Value:	\$215,000.00
Proposed Vendor:	Better Way of Miami, Inc.		
Previous Contract Number:	NA	Previous Contract Value:	NA

Purpose of the Purchase

Please describe your minimum requirements and the benefits of making the acquisition.

As minimum requirements, the Proposer for this Solicitation must be a Non-profit or For-profit organization serving Miami-Dade County with at least five (5) continuous years of experience in providing substance abuse treatment services. **Preference will be given to providers experienced in serving Drug Court clients and certified in implementing the Helping Men Recover (HMR) Trauma curriculum for at least six (6 months)**. As well, the proposer must demonstrate some knowledge of the Criminal Justice and Courts processes in Miami- Dade County.

Program staff must be licensed in the State of Florida*; demonstrate cultural sensitivity and competence; possess certification in trauma-informed care; and some staff must be bi-lingual to meet the needs of the service population in Miami-Dade County. In particular, staff should be well-versed in implementing trauma-informed care programs such as ***Seeking Safety***, an evidence based present-focused counseling model to help people attain safety from trauma and substance abuse. Additionally, staff should be familiar and trained in the use of the gender-responsive trauma informed treatment for men, ***Helping Men Recover***, an 18 treatment sessions program serving identified clients referred by the Judicial system to the Drug Abuse Treatment Program (DATP).

- Provider must use evidence-based substance abuse models known as best-practices in the Mental Health profession and supported by research, field recognition, or published practice guidelines
 - See <http://www.samhsa.gov/ebp-web-guide/substance-abuse-treatment> for guidance and/or examples of Evidence-Based Practices.

- Individual, Family and Group therapy must be provided and include evidence based practices that have been found to be effective in treating substance abuse/dependence. Such interventions include but are not limited to cognitive behavioral therapy and motivational interviewing techniques. The qualified proposer will be required to implement the ***Helping Men Recover*** trauma curriculum, serving

up to 236 drug court participants (to include 41 HMR participants) from April 1, 2015 through September 30, 2015 and must enter into an agreement with Miami-Dade County to partner for said services.

- Provider must be willing to participate in research studies.
- Provider must have demonstrated the capacity to treat dual diagnosis [trauma and substance abuse] clients.
- Provider must have internal components addressing Continuous Quality Improvement/Performance Quality Improvement. Such elements are designed to assess and improve internal operations and network services, and must be flexible in response to any changing conditions. Elements include but are not limited to: client file reviews; staff training; consumer satisfaction surveys; etc.
- Provider must operate a phased approach to substance abuse treatment that will encompass both traditional and pioneering methods as enumerated below:
 - Phase 1 – Introduction and Stabilization
 - Phase 2 – Acceptance
 - Phase 3 – Change Period
 - Phase 4 – Relapse Triggers and Relapse Prevention[Information was extracted from the American University BJA Drug Court Technical Assistance Project]
- Provider must have demonstrated the capacity to provide comprehensive case management and must utilize a multi-disciplinary approach to substance abuse treatment, encompassing both traditional and innovative interventions, such as:
 - Diagnostic and assessment services
 - Orientation groups
 - Education groups
 - Group & individual therapy
 - Fellowship meetings
 - Treatment interventions
 - Drug and Alcohol screening
 - Educational/vocational referrals
 - Relapse Prevention
 - Case management
 - Psychiatric evaluation
 - Family Orientation
 - Housing Assistance
 - Mental Health Counseling

Miami-Dade County, through its Community Action and Human Services Department (CAHSD), will subsidize up to \$35.00 in program costs for Drug Court clients in this program.

Based on the Federal Poverty Income Guidelines, the provider must have demonstrated priority of inclusion of indigent clients under this program.

THE PROGRAM MUST HAVE THE FOLLOWING STAFF WITH THE REQUIRED CREDENTIALS AND MUST MAINTAIN LICENSURE THROUGH CONTINUING EDUCATION UNITS (CEU's)

Licensed Unit Supervisor with one of the following:

- ❖ Clinical Psychologist/Psychiatrist with a background in Mental Health*
- ❖ State Licensed Clinical Social Worker *
- ❖ State Licensed Mental Health Professional *
- ❖ State Licensed Marriage and Family Professional *

Therapist(s) must have at least a Master's Degree from an accredited institution of higher learning in one of the following disciplines:

- ❖ Social Work
- ❖ Mental Health
- ❖ Psychology
- ❖ Marriage and Family Therapy
- ❖ Counseling and Education

Program services must be provided in Miami-Dade County, accessible to program participants, and accessible by public transportation. *Preference will be given to providers with the ability to serve clients throughout the entire County, (North, Central and South Dade). Existing CAHSD sites where the DATP program is administered may be negotiated with awarding provider for program delivery purposes.* Program must operate Monday through Friday, from 8 am through evening hours to accommodate working clients. Flexibility for weekend hours is encouraged.

Provider must have demonstrated capacity to test for the following: Alcohol, amphetamines, barbiturates, benzodiazepines, cocaine (benzoylmethylecgonine), opiates, THC (marijuana), Ethyl Glucuronide (EtG), Synthetic (cannabinoids).

Best Interest of the County / Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not an acceptable justification for a non-competitive acquisition.

It is the strong recommendation of the Community Action and Human Services Department that the Better Way of Miami, Inc. be selected as the qualified vendor to provide said substance abuse treatment. The agency embodies highly regarded standards of care in serving individuals and families affected by substance abuse/dependence.

Better Way of Miami, Inc., a 501(c)(3) non-profit health care facility, has provided one of the most effective long term treatment programs in the southeast for those seeking a real answer to their drug and alcohol addictions. Better Way Of Miami has been providing services for over twenty-five (25) years to individuals in Miami-Dade County experiencing substance abuse/mental health issues, and has earned the reputation of being one of South Florida's most respected recovery agencies. Better Way offers a full continuum of care affording an optimized opportunity for people challenged with substance abuse or mental health issues to get clean and sober and to enjoy long-term recovery.

Based on the principles of Alcoholics and Narcotics Anonymous, Better Way provides its clients with the experience, expertise and quality of care essential to success in recovery from addiction. Currently, Better Way is one of the leading programs that address substance abuse in conjunction with co-occurring illnesses. By offering a full array of medical services (including psychiatric care) and family group therapy, this agency encompasses many components that are essential to the treatment of addiction. In addition to substance abuse and mental health treatment, services include vocational, educational, medical, legal assistance, and recreation through a continuum of care. Better Way accommodates the needs and issues of persons in the criminal justice system as a consequence of their disease.

Furthermore, Better Way continually stays abreast of the latest issues and developments in substance abuse.



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and related mental health areas. Staff regularly attends seminars and training programs and they provide trainings to other professionals in the community. Staff has been trained and is currently facilitating *Helping Men Recover (HMR)* groups, which the county is contractually required to provide. With the exception of Miami-Dade County, Better Way is the sole provider in Miami- Dade County with experienced staff trained in HMR. Better Way is an approved Medicaid provider and is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Market Research

Please describe your market research and the results thereof. This should include a description of other, similar sources or products available in the market if any and why they are not acceptable.

The research consisted of three (3) CAHSD Managers and staff contacting various agencies and reviewing the public materials of the other agencies that provide outpatient drug treatment to the Drug Court clients, as well as others plagued with substance abuse problems in the community. The results were similar even though the research was conducted at different times and independently of each CAHSD staff. For the exception of Better Way, the findings revealed that the other agencies did not have the experience, qualified staff, accreditation, *Helping Men Recover* training (a **must**) and the mental health infrastructure to address the issues of Drug Court clients. Moreover, most other agencies are small (sometimes only one staff member) and provide services under the category of for profit organizations; which do not serve the needs of our targeted population. Better Way is a non-profit organization and the fees are more commensurate with the income of the population served by the County. The other agencies did not meet the minimum qualification required; therefore we are requesting a bid waiver.

Proposed Actions

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

The Department intends to contract with Better Way for a determined period of time not to exceed six (6) months to deliver the needed services. However, moving forward, the Department will continue to search for providers who have made the effort to acquire the required training skills, capacity, and adequate manpower to be able to deliver said services in a competent manner.

Additionally, the Department will continue to participate in community forums with the providers for engagement and awareness purposes. Information relating to the need for qualified providers will be shared and available resources will be provided.


Department Director's Approval

2/20/2015
Date Approved