

**CLARK COUNTY COMMON PLEAS COURT  
DOMESTIC RELATIONS DIVISION  
JUVENILE SECTION**

101 E. Columbia Street  
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*Judge*  
Katrine M. Lancaster  
*Magistrate*  
Brandin D. Marlow  
Nichol R. Smith  
*Administrator*  
Nichol R. Smith

**REQUEST FOR PROPOSALS FOR INTENSIVE OUTPATIENT SERVICES (IOP)**

**PROGRAM DATES: October 1, 2024 – September 30, 2026**

**RFP RELEASE DATE: September 4, 2024**

**RFP RESPONSES DUE: September 20, 2024**

**Introduction**

The Clark County Court of Common Pleas, Domestic Relations Division-Juvenile Section (CCJC), is seeking a provider for Intensive Outpatient Services for participants of the Youth Treatment Court (YTC). The goal of Youth Treatment Court is to help participants and their families improve their quality of life by living a clean and sober lifestyle, to improve relationships with family members, to create stability within the family unit, to develop healthy, age-appropriate social relationships, and to maintain or to improve academic and/or vocational progress.

**Mission Statement**

The mission of YTC is to assist participants in taking responsibility for their drug and alcohol use with effective programs, evidence based interventions, treatments, and counseling in an integrated, accountability based and community supported programming. This treatment court has been developed in part to address the concern that youth who regularly use drugs and alcohol are doing so at a time in their maturity that their brain functions are still developing. With a comprehensive evidence based team approach to addressing this concern with the drug and alcohol addicted youth, the program will be able to prevent any significant impact to their developing brains and as a result, their future success and healthy lifestyle.

**Contract Award**

The contract will be awarded to the vendor whose proposal is most advantageous to CCJC. A potential vendor's failure to address all of the items as specified in this request may result in a lower score or rejection. CCJC reserves the right to cancel this RFP at any time prior to a contract being awarded. Potential vendors will be notified at the earliest possible opportunity if cancellation occurs. No costs may be recovered for the preparation of the proposal or other costs prior to the award of a contract.

## **Evaluation**

Proposals will be evaluated and a contract awarded to the vendor based on the following, in order of importance

- Responsiveness of the proposal submitted, including ability to provide in person services in our community;
- Appropriate licensure;
- Demonstration of Experience & References;
- Ability to meet county contracting requirements, including insurance requirements.

Vendor must be able to provide all services listed in the Scope of Work. Vendors may be disqualified for failure to meet any of the requirements. CCJC reserves the right to request clarification from proposers regarding any information contained in the submitted proposal.

CCJC reserves the right to waive errors and omissions that do not materially affect the proposal. Errors and omissions may result in a lower evaluation score.

## **Inquiry Period**

Vendors may contact CCJC at [smithn@clarkohiojuvcourt.us](mailto:smithn@clarkohiojuvcourt.us) with any questions regarding this RFP. The subject line of the email must read IOP RFQ Inquiry. This period opens upon release of the RFP and closes Thursday, September 12, 2024 at 2:00 p.m. CCJC reserves the right to disregard any questions that are not properly and timely submitted. Answers to questions will be posted on the CCJC website.

## **Award Information**

CCJC intends to award up to \$500,000.00 to fund the contract awarded following the award of this RFP contingent upon funding availability and final funding approval. CCJC reserves the right to make no award, make an award for a lesser amount, make an alternative award for this project or make an award for a different duration.

## **Contract term**

This agreement will be a contract between the Board of Clark County Commissioners, CCJC and the vendor and must comply with all terms and conditions established by the funding authority, the Board of County Commissioners and CCJC.

## **Contracting Requirements**

Interested Vendors must meet all the Board of Clark County Commissioner's contracting requirements to be considered an eligible vendor. The cost of insurance may be an allowable expense in the proposal.

## Business References

Interested vendors shall include a list of at least one (1) organization with which it has had contracts to provide similar services within the past three (3) years, including the name of the organization; name, title and email address of a contact person in the organization who is familiar with the vendor's performance. CCJC may contact the reference provided and may use any other information

## Scope of Work

CCJC is looking for a vendor to support the Youth Treatment Court (YTC) Participants who are recommended for IOP. The capacity of YTC is 10 participants, the selected vendor must be able to provide services for all participants and their families.

The selected vendor must be available to attend weekly treatment teams on Thursday at 1:00 and when appropriate court review hearings.

The selected vendor must participate in quarterly meetings with CCJC to review the impact of IOP and provide progress reports for each participant and family on a weekly basis.

The selected vendor must participate in all audit/review processes and collect data as required by CCJC and other funding sources.

## Pricing

The selected vendor must submit invoices monthly and include all supporting documentation requested by the court.

Item	Service	Cost	Projected Medicaid/private pay/insurance reimbursement
1.	Intensive Outpatient Services (IOP) for youth with substance use disorder.		
2.	Intensive Outpatient Services (IOP) for youth with substance use disorder and co-occurring diagnosis		
3.	Step-down treatment for youth following IOP		
4.	Family Counseling		

## How to Submit a Proposal

Vendor shall submit a proposal and required forms as listed below either by email to [smithn@clarkohiojuvcourt.us](mailto:smithn@clarkohiojuvcourt.us) or by mail/hand delivery to Clark County Juvenile Court, ATTN:

Nichol Smith, 101 East Columbia Street, Springfield, Ohio 45502. All proposals must be received by Friday, September 20, 2024 at 4:30 PM. Late quotes will not be accepted. The proposal shall include the following:

- The proposal must be signed by an individual with authority to enter agreements for the organization and include the individual's, name, title, phone number and email address;
- A detailed description of how all parts of the Scope of Work section will be provided;
- Copy of the pricing
- Signed copies of the five documents available at the following link
  - [RFP Information - Clark County Domestic Relations - Juvenile Court \(clarkohiojuvcourt.us\)](https://clarkohiojuvcourt.us)
- Current Table of Organization;
- List of current licensures both for the organization and all individuals who may provide services if the proposal submitted is selected. Please provide copies if available;
- Resumes for all individuals currently employed who may provide services under this agreement;
- If the vendor intends to hire individuals to provide services under this agreement, please include
  - Job title, description and qualifications including starting salary
  - Recruitment strategy to fill positions and anticipated start date of the selected candidate;
- Examples of referral forms, status reports, program reports and other documents intended to be used in the delivery of services.