

Juvenile Shelter Services

Open	10/2/2026, 8:00 AM PDT	Type	Request for Proposal (RFP)
Close	11/4/2026, 4:00 PM PST	Number	RFP-26-2027
		Currency	US Dollar
Sealed Until	11/4/2026, 4:00 PM PST	Payment Terms	0% 0, Net 30

Contacts

Lynn Bybee

lynn.bybee@multco.us

Phone +1 503-988-7544 ext. 87544

Commodity Codes

Commodity Code	Description
99070225	Transitional Housing

Description

IMPORTANT: Suppliers who do not currently have access to the [Multco Marketplace Supplier Portal](#) will need to complete the "MMP Supplier Access Request Form". In order to allow the County sufficient time to review your request, the MMP Supplier Access Request form should be completed no fewer than 5 days prior to the Sourcing Event closing date.

OPTIONAL PRE-PROPOSAL CONFERENCE:

- RFP-26-2027 Juvenile Shelter Services
- Thursday, October 8 · 2:00pm
- Time zone: America/Los Angeles
- Google Meet joining info
- Video call link: <https://meet.google.com/hbw-ooxj-sgx>
- Or dial: (US) +1 224-252-1571 PIN: 812 974 552#

Attendance is not required, but is strongly encouraged.

PROPOSAL SUBMISSION INSTRUCTIONS

Please read all provided information. Any questions should be directed to the Q & A Board in the Tools section of the Sourcing Event prior to the last day for questions.

All questions are to be answered in the text boxes for each question. Please note there is a 2,500 character limit for text box answers. Proposal Questions and Evaluation Criteria are included as a Buyer Attachment.

Please do not submit/include any additional files, excess pages, weblinks or information not specifically requested in the text boxes. Any file not requested or any weblinks will be redacted and not evaluated.

Evaluators will assess proposals solely on the merits of the information provided, without regard to the identity of the proposer. Incumbents should not assume that evaluators have any knowledge of their past performance or experience.

Note: Sample Contract Attachments are sample documents and are for informational purposes only. You do not need to complete these as part of your proposal.

SERVICE DESCRIPTION, FUNDING AND CONTRACTING INFORMATION

PURPOSE AND OVERVIEW

The Multnomah County Department of Community Justice is seeking Proposers from whom it may purchase a continuum of out-of-home placement and program services for youth involved in the juvenile justice system. The purpose of this program is to provide an alternative to detention, when appropriate, and to support and facilitate the smooth transition of youth from detention to home or another community provider. Services are focused on providing

a safe, secure and supportive environment that assists with behavioral stabilization, strengthens individual and family relationships, uses evidence-based practices (EBP) and strength-based approaches in dealing with the criminogenic needs of the youth, to support youth's reintegration back to the family and/or community.

INTRODUCTION AND PROGRAM HISTORY

DCJ has been contracting for various types of youth services and community placements since the late 1990's. Over this time, many worthwhile lessons have been learned to improve services, better serve youth, maintain consistent levels of occupancy, augment funding resources, address service gaps and under-served populations and align services with evidence-based practices.

To ensure improved oversight and administration of the DCJ Youth Services and Resource Continuum, a centralized model of referral via an information system will be utilized. This model is designed to offer consistent access to a variety of service types, which include, but are not limited to: foster families, therapeutic foster families, congregate care, and residential care. The centralized model is also effective in monitoring length of stays, coordinating payment methods and rates, and strengthening service delivery.

The service care continuum we seek:

1. Short Term Beds – Up to 30 days in length, geared toward post-preliminary hearing and pre/post adjudicated youth who need out-of-home placement in the community and need more comprehensive services and programming.

GOALS, VALUES AND OTHER IMPORTANT CONSIDERATIONS

The reason and decision to place a youth in an out-of-home placement is based on varying factors and conditions presented at the time of referral. Each referral should be accompanied by an assessment of the youth's needs and risk to re-offend or safety risk to the community, imminent risk of being removed from home, and/or needs for services. Family preservation and reunification and successful transition is the overarching goal of each placement decision. The following are some of the reasons for the various types of placements:

- a) Out-of-home placement alternative to detention for youth who do not rise to the level of risk needing detention;
- b) Out-of-home placement alternative to commitment or more restrictive custody that allows formally supervised youth to be maintained in the community;
- c) Out-of-home placement alternative to de-escalate and stabilize behavior and strengthen youth and family relationships for youth who are experiencing escalation of criminal behavior and actions; and
- d) Transitioning youth between providers to ensure continuity of care and services.

Essential to all types of community-based programs will be the Proposer's ability to provide a safe, secure, structured and supervised environment, exercise a fair and consistent application of boundaries/limits to the youth's conduct and behavior coupled with predictable rewards for positive behaviors and consequences for rule violations, and provide

and support an environment that offers supportive and nurturing relationships as well as being culturally responsive to the youths' and families' specific cultural needs.

TARGET POPULATION SERVED

The target population served shall be medium to high-risk youth, ranging in age from 12 to 19 years of age, who are involved in the Department of Community Justice (DCJ) system of supervision. Youth may also be involved with Department of Human Services (DHS). Youth will exhibit one or more of the following characteristics:

1. Pre-adjudicated youth awaiting disposition;
2. Post-adjudicated youth awaiting community-based placement or involved in an outpatient mental health and/or alcohol and drug treatment program whereby community-based placement is used as a support and reinforcement to treatment services;
3. Post-adjudicated youth completing a community-based treatment program whereby services are needed as a transitional alternative before returning home;
4. Probationary youth whose criminal behavior and actions are escalating whereby community-based services are needed to de-escalate and stabilize behavior and strengthen individual and family relationships;
5. Probationary youth who are gang involved/impacted who may be at risk of being placed in a community placement whereby needing stabilization and safety by providing positive peer/adult interaction; and/or
6. Probationary youth with significant behavioral, emotional and mental health problems whereby a community-based intensive treatment model would help support and maintain the work and services provided by Juvenile Services Division (JSD) treatment services.

FUNDING

Funding of the work described in this Sourcing Event is not guaranteed. Fluctuations in funding year to year should be expected. The County cannot assure that any particular level of work will be assigned and the contract will permit the County to add or remove work as necessary depending on availability of funding.

Currently we are looking to fund a total of 1-2 beds to be paid on a per bed per day basis with rate negotiated at time of contracting.

SCOPE OF SERVICES

TARGET POPULATION SERVED:

Youth referred for placement may have some or all of the following behaviors and needs:

1. History of running away from home, foster care, or residential placements;
2. History of association with antisocial companions;
3. Antisocial attitudes (i.e. favorable attitudes toward violence, dishonesty, and rule breaking with hostility toward authority);
4. Antisocial personality;
5. Criminal history and propensity to commit crimes;
6. Low educational achievement;
7. History of low family affection/poor supervision;

8. History of substance abuse;
9. History of self-destructive behavior;
10. History of mental health diagnosis, such as: Post Traumatic Stress Disorder, Depression, Oppositional/Defiant Disorder, and Attention Deficit Hyperactivity Disorder;
11. Low or limited cognitive functioning youth (possibly misdiagnosed as conduct disorder);
12. History of poor school performance;
13. Limited English language proficiency; and/or reading comprehension;
14. The need for opportunities for life skill building with identified aftercare resources.

CAPACITY AND AVERAGE LENGTH OF STAY

Short Term Shelter Care The average daily population served shall be two youth per day, with an average length of stay ranging from 14 days up to 30 days. Any extensions beyond 30 days will need supervisory approval.

REFERRAL PROCESS

1. Referrals shall generally be made between the hours of 9:00 AM to 5:00 PM, Monday through Friday; however, referrals and access to services shall be available 24 hours per day, seven days per week.
2. Referrals to shelter care shall be made directly by designated DCJ staff. This includes, but is not limited to, the DCJ Court Liaison, Community Justice Manager (CJM), Custody Services Intake, and Juvenile Court Counselors (JCC). Referrals may include a case plan. A Community Justice Manager will need to approve all referrals.
3. Generally, youth shall be screened for placement into shelter services by DCJ staff to determine placement suitability based on eligibility criteria that is agreed upon by DCJ and CONTRACTOR in addition to DCJ developed screening instruments. CONTRACTOR agrees to a no decline and/or refusal policy and will provide services to all referred youth.
4. If shelter is at capacity when youth is referred, CONTRACTOR will follow their waitlist process. Waitlist processes will be shared with DCJ prior to contracting.
5. DCJ shall complete a referral form for each youth referral and submit, via secure transmission, the form along with a signed Release of Information (ROI), and other pertinent information directly to CONTRACTOR. If the referral occurs after business hours, the form shall be sent to CONTRACTOR within one business day following the referral.
6. Upon notification of the referral, CONTRACTOR shall travel to the designated DCJ facility or field office to meet with the youth and provide them with a brief overview of the residential care services offered along with a rundown of the program rules and expectations. CONTRACTOR shall be responsible for transporting the youth to the shelter facility.
7. The referral process is subject to change or modification as electronic data programs are developed and implemented, the referral process shall, by necessity, adjust to the new technology.

INTAKE PROCESS

At the time the youth is placed into CONTRACTOR's program, CONTRACTOR shall carry out the following intake tasks:

1. Orientation within the first 24 hours CONTRACTOR shall provide the youth with a written and oral orientation that provides an overview of the services to be delivered and a thorough explanation of all program rules, policies and expectations. It should cover expectations of active participation in services and include a schedule of activities and services provided throughout the week. Whenever possible the parent/guardian and the JCC shall participate in the orientation.

2. Client Information Sheet CONTRACTOR shall complete a client information sheet on each referral, which contains personal, emergency and general contact information.
3. Release of Information (ROI) CONTRACTOR shall obtain appropriate ROI consent forms from the client and/or parent/guardian that will allow for communication to flow back and forth between the parties to assist in successful service delivery.

RESIDENTIAL CARE REQUIREMENTS

1. Residential care must be safe (i.e. contains functioning smoke detectors and fire extinguishers, have fully stocked and available first aid kits, spill containers, and written emergency evacuation procedures posted in the residential care facility), sanitary and meet all applicable residential care codes/regulations.
2. Residential care space should be welcoming and comfortable.
3. CONTRACTOR shall have clear, written policies and procedures concerning security and responses to violations that are in effect 24 hours, seven days per week. Youth shall be briefed on these policies and procedures at the time of orientation.
4. CONTRACTOR shall be expected to provide youth with room, board and personal incidentals. This shall include the provision of meals (breakfast, lunch, dinner) and snacks that are nourishing, well-balanced and meet the youth's dietary needs.
5. The minimum furnishings and equipment to be provided must include: a bed; a clean comfortable mattress and pillow; a storage compartment or area for storing personal belongings; clean linens (i.e. sheets, pillowcase, blankets, towels, washcloths); and culturally and gender specific personal hygiene products (i.e. comb, toothbrush, soap, toothpaste, toilet paper and feminine sanitary supplies), when applicable.
6. CONTRACTOR'S youth care facility and/or foster homes are subject to the provisions of ORS Chapter 418.205-325 and will be certified through the Department of Human Services (Child Adult and Families) per OAR 419-400-0005 to 0300 and OAR 419-440-0010 to 0210.

SUPERVISION REQUIREMENTS

1. CONTRACTOR shall take into account when determining the supervision needs of youth placed in care, the composition of the youth currently in the agency's program and the safety of the community, the program staff and the youth
2. CONTRACTOR shall develop and maintain a system for daily communication between its staff regarding the whereabouts, status, and condition of the youth supervised in the program. All internal activities will be supervised by program staff.
3. CONTRACTOR shall provide 24-hour supervision of youth while in their care to maintain safety of youth and others, as well as ensure youth's engagement and success. The only exception will be when youth is participating in an authorized off-site activity where adult supervision is included (e.g. school)..
4. CONTRACTOR shall have written plans and procedures to ensure back-up coverage is in place due to an emergency or to provide respite for the treatment foster parent to ensure that, at a minimum, one staff/treatment foster parent will be on the premises at all times the youth are present in the facility/home. Back-up coverage and procedures should be available 24 hours per day, seven days per week in the form of on-call services and in-home crisis management and will be in written form that is provided to staff/treatment foster parents. The written plans and procedures shall be made available to DCJ upon request.
5. CONTRACTOR shall coordinate with DCJ and with other contract agencies in DCJ's service continuum to establish protocols/procedures for transferring or transitioning youth between programs to ensure the youth's needs are met accordingly for comprehensive service delivery and supervision.

BEHAVIORAL MANAGEMENT AND REPORTING

1. **Internal Management of Behavioral Issues** CONTRACTOR shall handle disciplinary problems such as lack of respect, youth conflicts, and/or refusal to engage in activities within the program's internal behavior management system using strength based problem solving techniques, conflict resolution, mediation or other strategies.

CONTRACTOR shall have a written policy for responding to behavioral problems that is consistent with those practices employed by DCJ. CONTRACTOR shall notify the Service Coordinator or designee of any problems that could, if continued, lead to termination from the program. DCJ Custody Services shall not serve as a backup for offenses committed by a youth that are not detainable by state statute.

2. External Management of Behavioral Issues If a youth's behavior escalates to a level that would jeopardize the safety of the youth and/or others involved in the program, CONTRACTOR shall contact the on-call CJM or designee to discuss the course of action to be taken. This could include making an alternative placement or allowing for additional services to be administered by JSD staff, CONTRACTOR or other resources. Any decision to remove a youth from service or placement shall be jointly made between CONTRACTOR and the Service Coordinator or designee.

3. Reporting Law/Statutory Violations If observed, CONTRACTOR shall immediately report (by way of telephone) to the police, Service Coordinator or designee, and relevant DCJ staff of the following violations: • Law violation • Possession of a weapon (gun/knife) • Runaway/absent without leave (AWOL) from placement. If the youth has unauthorized leave from the program, CONTRACTOR will notify the parent immediately.

4. Incident Reporting Incidents and crisis interventions shall be recorded by CONTRACTOR and kept in a youth's file. Incident reports shall describe the incident and the action taken by program staff, including any follow-up, and must document CONTRACTOR'S review of the incident. Some examples of incidents that will be recorded and kept in a youth's file include: disabling illness; assault of staff or youth (including fights between youth); runaways, attempted runaways or AWOL (youth who are away from the program without permission); suicide, attempted suicide, suicidal gestures or self-harm; property damage; fire or theft; contraband such as weapons, drugs or alcohol; and any of the violation listed above.

5. Room Inspections CONTRACTOR shall conduct regular and random room inspections for contraband at least once per week. Records must be maintained in the youth's client file that record and log all room inspections and any follow-up actions taken.

6. Placement Inspections CONTRACTOR needs to conduct regular documented inspections of placement living conditions every 3 to 6 months, ensuring that housing is safe (e.g. appropriate number and functional smoke detectors), clean and meets all applicable federal, state and local housing codes and regulations including minimum required furnishings and equipment (see above). Written reports of these documented inspections should be submitted to DCJ.

7. Mandatory Reporting: As required by Oregon Law (ORS 419B.005 through ORS 419B.050), all contractors must immediately inform either the local office of the Department of Human Services (DHS) or a law enforcement agency when they have reasonable cause to believe that any child with whom the contractor comes in contact has suffered abuse, or that any person with whom the Contractor comes in contact has abused a child. Oregon Law recognizes child abuse to include but not be limited to: physical injury; neglect or maltreatment; sexual abuse and sexual exploitation; threat of harm; mental injury; child selling. Reports must be made immediately upon awareness of the incident. Contractors are encouraged to contact the local DHS office if any questions arise as to whether an incident meets the definition of child abuse.

8. Before any person provides services under this contract, Contractor will ensure the person has passed a criminal history check based on criminal history records check standards as set forth in OAR 416-800-0000 to 416-800-0095. Any person that has not yet passed a criminal history check must be supervised by a person who has passed such a test and does meet such standards, when providing services under this contract. Any person that has failed a criminal

history check as set forth in OAR 416-800-0000 to 416-800-0095 is prohibited from providing services under this contract.

CORE SERVICES/ACTIVITIES

CONTRACTOR shall provide the following core service activities for youth referred to short term shelter care. Ultimately, the youth's case plan developed by DCJ shall identify service needs.

1. Alcohol and Drug (A & D) Treatment Coordination If a youth is involved in outpatient/aftercare A & D treatment services, CONTRACTOR shall provide service coordination with the community treatment provider and with the youth's assigned worker.

2. Educational Support CONTRACTOR shall support the educational plan for the youth. This would include the provision of academic assistance, which involves focused assistance with academic subjects, as needed, and school liaison and advocacy activities. At a minimum, this would consist of one-hour daily, during the school year, and one-hour per week, during summer recess, and comprise activities such as tutoring and assistance with completion of homework or school assignments, as appropriate. CONTRACTOR shall organize and offer youth regular exposure to educationally enriched milieus such as visits to the library, local museums, cultural/historical exhibits/events or viewing educational programs. CONTRACTOR shall also investigate if the youth's Individualized Education Program (IEP) is current and provide services accordingly year round.

3. Individual and Group Skill Building Skill building services are defined as curriculum-based, individual and/or group sessions designed to improve specific areas of functioning. Skill building may occur as a scheduled event or part of milieu interventions. In each instance, they shall be goal oriented and directly related to DCJ's case plan or court order. CONTRACTOR shall provide youth with a minimum of five hours of skill building activities per week. This may include a range of activities such as:

- Develop employment-related skills and offer assistance, when appropriate, with career exploration and job search;
- Provide instruction and discussion on building healthy, productive, and independent living skills;
- Provide instruction and direction on understanding, developing and applying the principle of teamwork;
- Provide instruction, direction and practical application of effective time management and communication techniques; and
- Provide instruction and discussion on examples of healthy peer and family relationships, selfcare, conflict resolution techniques, aggression reduction, anger management and reduced impact from behavioral and emotional disorders.

4. Mental Health Coordination CONTRACTOR shall coordinate all counseling appointments and services for youth receiving mental health treatment with their community mental health treatment provider and the youth's assigned worker. This could involve facilitating family therapy sessions when requested by DCJ and/or the mental health provider and dispensing and monitoring prescribed medications.

5. Recreation CONTRACTOR shall provide all youth cultural and gender specific recreational activities. CONTRACTOR shall provide youth with a minimum of two to three opportunities per week of recreational activity, such as visits to community centers, participation in scheduled community events and involvement in pro-social activities (e.g. football, basketball, baseball, soccer, hiking, dancing, golfing, sewing, hobby crafts, swimming, etc.). Indoor and outdoor recreational activities are encouraged on an individual or small group basis where the intention is to create an enjoyable, fun opportunity rather than focusing on skill development.

6. Transportation CONTRACTOR shall transport youth to/from DCJ's facility or designated location at the time of the referral to placement, court hearings, counseling sessions, outpatient treatment, etc. CONTRACTOR or parent/guardian will provide transportation for any scheduled field trips, appointments, school attendance, and pro-

social or religious activity. Based on the youth's progress, CONTRACTOR may allow the youth to access other transportation alternatives, such as public transportation or ride with an approved individual.

7. Transitional/Transfer Plan This plan is part of the original replacement plan and will be completed by the designated DCJ worker. It will be a part of the original referral process and may be updated and/or changed as needed. CONTRACTOR shall provide services, activities and/or basic skills designed to prepare, equip and support the youth's transition/transfer from placement.

8. Safety Plan The safety plan is a custom-tailored set of conditions developed and designed by the DCJ worker to match the youth's supervision needs and the community safety risk level. The plan is reviewed in court as part of the placement order and then furnished to CONTRACTOR as part of the youth's case plan. Examples of when a safety plan would be developed are: early release from detention, gun cases, domestic violence, and gang activity. CONTRACTOR'S services and activities shall conform to the conditions of the safety plan to ensure compliance.

9. Oregon Health Insurance If the youth does not have health insurance, it is the responsibility of CONTRACTOR to assist the youth in applying for the Oregon Health Plan or the prevailing health insurance coverage that is offered by the State of Oregon for low-income, uninsured individuals.

10. Culturally Responsive Services Services provided shall be culturally competent and responsive to the youth's cultural heritage and/or identity. Cultural competence is defined as the development of behaviors, attitudes and policies that enable the CONTRACTOR to deliver service in ways that meet the needs of diverse cultures. In order for the youth to understand and appreciate the desired culture/heritage, CONTRACTOR shall schedule cultural activities on an individual or small group basis for the purpose of:

- Teaching youth constructive ways to express and appreciate their own culture/heritage;
- Allowing youth to identify and participate in activities that extend beyond their own immediate personal experiences;
- Helping youth to utilize community resources to advance their cultural awareness and improve their social network;
- Helping youth to recognize the relationships between various value systems;
- Increasing awareness and acceptance for the ethnic or cultural differences of others; and
- Having staff/foster parent available and able to communicate with the youth and family in their preferred language.

11. Interpreter Services It is preferred that staff communicate with the youth and family in their preferred language. If that is not possible CONTRACTOR shall develop internal or external resources to ensure that bilingual services are available to non-English speaking youth, particularly Spanish-speaking youth. Examples of developing resources would include training staff or foster/shelter parents on how to access services through the means of an electronic language interpreter system or having staff or foster/shelter parent homes available that are Spanish-speaking. Interpreter service would also include accessing internally or externally American Sign Language for youth who are deaf or hearing impaired.

FILE DOCUMENTATION/PROGRESS NOTIFICATION

CONTRACTOR shall create and maintain a case file for each youth served. At a minimum, the file must contain the following documents:

1. DCJ-Developed Documents The following documents, which are subject to change over the course of the contract period, must be furnished to CONTRACTOR at the time of referral. All of these documents need to be kept in a locked cabinet and retained as stipulated by law.

- DCJ Referral Form (transmitted to CONTRACTOR)
- Preliminary Hearing Court Order
- Delinquency Shelter Order or Voluntary Service and Placement Agreement
- Any relevant Court Orders
- Current Court Summons
- DCJ Case Plan, when applicable
- Client Face Sheet

2. Contract Agency Developed Documents CONTRACTOR shall complete and include in each youth's file copies of the following documents:

- Release of Information Forms (for all applicable agencies)
- Initial service plan
- Client Property List
- Client Progress Notes/Reports
- Discharge Summary/Aftercare Plan (when applicable)
- Incident/Violation Reports
- Any reports and/or information that is relevant to the youth while placed in program services

3. Contract Agency Progress Status Notification CONTRACTOR shall submit a summarized progress status report to the DCJ Service Coordinator, which provides up-to-date information on the clients receiving services, such as entry date, exit date and progress status. This report shall be submitted to DCJ on a weekly basis.

4. Data Collection and Submission CONTRACTOR shall provide electronic communication with DCJ for service coordination by DCJ workers and program evaluation/contract compliance monitoring by the DCJ Research and Planning (RAP) unit. This includes client intake, exit, and progress report data for each client receiving services. The data must be entered online via a secure internet connection into the JSD Shelter Care database. The data will be used to inform DCJ workers of program entry, exit and progress, and to monitor performance measures (identified herein) and utilization levels. The following timelines must be met for completing and submitting data forms:

- At the time the youth enters the program, CONTRACTOR shall electronically complete and submit to DCJ intake information within 72 hours.
- When a youth is in the program for more than 30 days, CONTRACTOR shall electronically complete and submit to DCJ progress reports 7 days after the youth's entry into the program and weekly thereafter.
- At the time the youth is discharged/terminated from the program, CONTRACTOR shall complete and electronically submit to DCJ R & E exit information within 72 hours.
- Upon notice that correction is needed to any data submitted, CONTRACTOR shall submit corrected data within 48 hours.

GENERAL ADMINISTRATIVE REQUIREMENTS, EXPECTATIONS AND COMPLIANCE

1. Release of Medical Information DCJ shall provide CONTRACTOR with "need to know" medical information that can be disclosed under state and federal law to ensure continuity of care and follow-through. A parent or guardian must sign a release of information form if the youth is under 15 years of age. If the youth is 15 or older, he/she may sign the release of medical information. For information relating specifically to treatment for mental or emotional disorders, a youth 14 years of age or older may sign a release of information; however, it is DCJ's preference to receive a signed release of medical information by the parent/guardian.

2. Emergency Medical Care CONTRACTOR shall be responsible for the provision of emergency medical service in so far as it involves taking the appropriate action to secure such services in the event a youth is in need of emergency medical treatment. This would include, at a minimum, providing transportation to/from a medical facility as needed and

required. Any medical expenses incurred by providing emergency medical, dental or psychological services, including ambulance transport, shall be the responsibility of the youth's insurance carrier. All medical appointments shall be documented in the client file and reported to DCJ. CONTRACTOR shall contact the DCJ Service Coordinator or designee to report medical emergencies. For emergencies that occur outside regular business hours, CONTRACTOR shall contact and notify DCJ's on-call manager.

3. System Collaboration/Coordination CONTRACTOR shall meet with designated DCJ, Department of Human Services (DHS), Oregon Youth Authority (OYA) staff and/or relevant others, when necessary, to conduct program development, address general service delivery issues and resolve any interagency and/or operation problems.

4. Client Damage to Property COUNTY shall not be liable for any damage to CONTRACTOR's or foster parents' property caused by a client. In such instances, CONTRACTOR agrees to accept responsibility for any legal proceedings necessary for recovery or restitution of damages.

PERFORMANCE MEASURES/PERFORMANCE CONTRACTING

CONTRACTOR shall be expected to meet established performance objectives agreed upon at time of contracting.

During the course of contract services, performance measures may be modified or changed to more accurately reflect successful outcomes.

CONTRACT NEGOTIATION

The County will initiate contract negotiations with the responsive and responsible Proposer(s) with the highest scoring proposals. Multnomah County may, at its option, elect to negotiate general contract terms and conditions, services, pricing, implementation schedules, and such other terms as the County determines are in the County's best interest. If negotiations fail to result in a contract, the County reserves the right to terminate the negotiations and initiate contract negotiations with the next highest scoring responsive and responsible Proposer. This process may continue until a contract agreement is reached.

CONTRACT AWARD

Through this Sourcing Event process, the County is seeking to award one or more contracts.

Award, as determined by the County, will be made to the responsible Proposer(s) whose Proposal the County determines is most advantageous to the County based on the evaluation process and evaluation factors described in this Sourcing Event.

Multnomah County strongly encourages the participation of Minority-Owned, Women-Owned, and Emerging Small Businesses and Organizations in providing these services.

CONTRACT TERM

The contracts awarded from this solicitation will be “fixed term” or “fixed term with options”, which means the contract term will generally be five years in length. There may be a case in which the contract award will be less than five years; however, there will be an option to renew up to the full five years, depending upon continued need for services, funding availability and service performance.

COMPENSATION AND METHOD OF PAYMENT

Contract will be paid on a per bed per day basis. We are planning on paying for 1-2 beds per day with the potential of 1 additional bed as needed. If more than one supplier is chosen for a contract, this capacity will be spread between all awarded contractors with the exact amount determined during contract negotiation.

INSURANCE REQUIREMENTS

Exhibit 2 in the Buyer Attachments reflects the minimum insurance required of a Contractor to provide this service. Additional insurance coverage may be required depending on the key features of service delivery chosen by the Contractor. Final insurance requirements will be subject to negotiation between, and mutual agreement of, the parties prior to contract execution.

Minimum insurance requirements:

Insurance Type	Annual Amount	Aggregate Amount
Workers Compensation	\$500,000	\$500,000
Commercial General Liability	\$1 Million	\$2 Million
Auto Liability	\$1 Million	\$1 Million
Professional Liability	\$1 Million	\$2 Million
Sex Abuse/Molestation Liability	\$1 Million	\$3 Million
Cyber Liability	\$1 Million	\$2 Million

MINIMUM REQUIREMENTS

At the time of proposal submission, Proposers must meet the following minimum requirements. Failure to provide any of the required documents or meet any of the below requirements shall result in rejection of the proposal.

1. The Proposal response must be received by Multnomah County Purchasing no later than 4:00 P.M. local Portland time on the proposal submission deadline.
2. The Proposer must certify that they agree to the Proposers Representation and Certification terms in the Prerequisite page of the Sourcing Event.

At the time of Contracting, Proposers must meet the following minimum requirements. Failure to provide any of the required documents or meet any of the below requirements shall result in a determination of non-responsiveness and may result in award to the next highest proposer.

1. Proposers must be legal entities, currently registered to do business in the State of Oregon (per ORS 60.701).
2. Proposers must submit verification that all insurance requirements are met and a current year W-9.

Prerequisites

- ★1. Proposer/Bidder agrees to receive all correspondence electronically and are responsible for keeping their supplier portal updated with current contact information.
- ★2. CONFIDENTIALITY - Please read the statutory requirements in the prerequisite link.
- ★3. Please review the statements in this certification regarding Assurances, Certification Regarding Debarment, Suspension and Other Responsibility Matters and Certification Regarding Conflict of Interest.

Buyer Attachments

1. [How to Complete and Submit a Response to a Sourcing Event - MMP Supplier Guide](#)
2. [Procedural Instructions Proposals 04 02 2024.pdf](#)
3. [Evaluation Criteria.pdf](#)
4. [SAMPLE General Services Agreement.pdf](#)
5. [Sample Exhibit 2 - Insurance Requirements.pdf](#)
6. [Sample Exhibit 3 - Certification Statement for Corporation or Independent Contractor.pdf](#)
7. [Sample Exhibit 4](#)
8. [DCJ Terms and Conditions.pdf](#)

Group 1.1: Company Certification Information - This section is not scored**Instructions:**

- 1.1.1 State of Incorporation
- 1.1.2 Date of Incorporation
- 1.1.3 ASSURANCES - Proposer attests that Proposer is either a non-resident proposer or a resident proposer (as described in Representation and Certification Prerequisite and ORS 279A.120) of the State of _____ and has not discriminated against any minority, women, or emerging small business enterprises certified under ORS 200.055 ★
or a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontracts, in accordance with ORS 279A.110. Enter state of residency here:
- 1.1.4 Where Proposer is unable to certify to any of the statements in Proposer Representations and Certifications of the Prerequisite, Proposer shall provide an explanation to their offer here.
The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents has or has had the following relationships with the specific firm(s)/individual(s), identified in this sourcing event, which may be determined to be an organizational conflict of interest. I understand that based on the information provided by Proposer, Multnomah County may exclude the Proposer from further consideration and may withdraw its selection if the real or apparent organizational conflict of interest cannot be avoided or mitigated. Proposer further certifies that the degree and extent of the relationship of the Proposer with these named firm(s)/individual(s) will be fully disclosed:
- 1.1.5
- 1.1.6 Upload additional explanation as needed
- 1.1.7 Name of person submitting the Proposal: ★
- 1.1.8 Title of person submitting the Proposal: ★
- 1.1.9 I represent that I am at least eighteen (18) years of age. ★
- 1.1.10 I represent that the printing of my name and the submittal of a Proposal is intended to authenticate this writing and to have the same force and effect as my manual signature. ★
- 1.1.11 I represent that I am either authorized to bind the Proposer, or that I am submitting the Proposal on behalf of and at the direction of the Proposer's representative authorized to contractually bind the Proposer. ★
- 1.1.12 I represent that the Proposer and/or its applicable representative(s) has reviewed the information contained in this Proposal and that the information submitted is accurate. ★

Group 2.1: Programmatic Questions (75%)**Instructions:**

- 2.1.1 - Describe how long your agency/organization has been delivering these services, particularly as it relates to various target populations described in this solicitation. Describe any contracts your agency has had with any organization(s) for these services within the last two years and your experience providing these services. Include in your description any challenges, successes, and any program development or service-delivery issues you have experience. Include any corrective action measures that had to be taken, if applicable, to comply with those contracts. What key strengths, resources and/or abilities does your agency/organization have that it can bring in providing these services. If your agency/organization is new to this service area, describe your capacity and capability to deliver the required services and your plan to be fully competent and functioning as a service provider by the time of contract execution. (10% of Programmatic Questions) ★
- 2.1.2 - Describe the duties and qualifications (e.g., education, training, experience (e.g., licensure/certification/accreditation) of key staff positions that will be directly involved with the delivery of these services. Describe the administrative management supervision structure of your agency/organization as it relates to the operation of these services and discuss any existing operational policies and procedures you have developed and would use to effectively deliver these services. Describe how staff are supervised to ensure competency and appropriate delivery of service is being performed. Include in your description how staff problems are resolved and corrective action taken. Describe any training provided to staff to strengthen skills and personal development. (10% of Programmatic Questions) ★
- 2.1.3 - Describe the licensing/certification you currently have for your program that permits you to provide residential care services to youth. Is your license/certification current? When is your next renewal period? (5% of Programmatic Questions) ★
- 2.1.4 - Describe your current capacity for the number of youth you are able to serve. Also describe your waitlist policy and your processes and timelines for moving youth from waitlist to shelter. (10% of Programmatic Questions) ★

	2.1.5 - Explain how your agency proposes to deliver services within the context of the continuum of services model, service component and sub-population of youth you are proposing to serve. Include in your description a schedule of events, the program structure that facilitates the delivery of services, and the types of activities and services a youth would typically expect to receive while placed in your program.	
2.1.5	For Treatment Foster Care, describe your experience in providing treatment foster care services. Include how you assess, support and supervise treatment foster home(s). Describe your recruitment process. Describe how you will certify treatment foster homes. Describe your home inspection process. Describe the training that is offered to foster parents to ensure competency and strengthen their skill level. Describe the criteria used for placing youth into a particular home. Explain how you would arrange for respite care with the foster parents. (10% of Programmatic Questions)	★
2.1.6	2.1.6 - Describe your experience working with and/or accessing community resources and agencies that may be assisting these youth. This would include resources such as: schools, community-based service/treatment providers, civic organizations, volunteer, faith-based, or County/State agencies. (10% of Programmatic Questions)	★
2.1.7	2.1.7 - Describe how your agency will form and sustain strong collaborative relationships with all primary stakeholders connected to the youth you're serving, such as Juvenile Justice staff, school personnel, parents/guardians, treatment providers (when applicable), community-based organizations, DHS, etc. (10% of Programmatic Questions)	★
2.1.8	2.1.8 - Explain how your program will meet the individual needs of the youth, including social, spiritual and cultural preferences. How will community resources be used to respond to a youth's self reporting of their cultural and spiritual/religious identity? Provide specific examples of how you have addressed and been responsive to youth and families who are culturally/ethnically diverse or gender specific or dealing with gender identity issues. (10% of Programmatic Questions)	★
2.1.9	2.1.9 - Based on the care model and service component you are applying for, describe the staffing levels and coverage you plan on putting into operation. Describe how you will ensure 24/7 coverage. What security provisions have you implemented to ensure the safety of youth and others? What is your agency's response plan for drug and/or alcohol use by program participants in and away from the care program? How will you deal with factors/issues such as: 1. Discovery of contraband; 2. Security coverage; 3. Suspicion of alcohol/drug use; 4. Disruptive, out-of-control behavior. What conditions or circumstances would constitute immediate termination from your program? Describe any circumstances or youth characteristics that would prevent a youth from being placed with your program. (10% of Programmatic Questions)	★
2.1.10	2.1.10 - Describe any goals or performance measures you would hope to achieve through your agency's program. (5% of Programmatic Questions)	★
2.1.11	2.1.11 - Describe how your proposed service delivery model incorporates evidence-based or proven community-based practices. (10% of Programmatic Questions)	★
Group 2.2: Responsible Business Practice Questions (25%)		
Instructions:		
2.2.1	2.2.1 - How does your agency incorporate equity values, manage diversity and systematically involve consumers, families, and communities in all aspects of policy and service delivery? (50% of Responsible Business Practices)	★
2.2.2	2.2.2 - It is the County's desire to create full and equal access to opportunities for all people that enable them to attain their full potential. We pay particular attention to the development of income and wealth for communities most affected by inequities. Describe your effort to create a safe and comfortable environment for your clients? Is your office located in an area where it's convenient to take public transportation? Do you encourage a healthy workplace with healthy eating, anti-tobacco policies and resources, exercise, flexible work schedules, and compensation that includes professional development opportunities? Do you provide health insurance and/or other benefits for employees (e.g. retirement, employee assistance program (EAP), disability insurance)? (25% of Responsible Business Practices)	★
2.2.3	2.2.3 - Please describe in detail your wellness initiatives? Wellness initiatives may include, but are not limited to the promotion of healthy eating, exercise, and rest. We are particularly interested in how you positively encourage better behaviors and offer ways for all employees to participate. (25% of Responsible Business Practices)	★

There are no Items added to this event.

Service Line Items

★ Service Line Items

1

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Service Delivery
S1	Shelter Services 99070225 - Transitional Housing		1		