**PURCHASING DIVISION**
Joni Laming, Manager
(616) 632-7720
purchasing@kentcountymi.gov

SOLICITATION

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| Solicitation Type | Request for Proposal (RFP) |
| Solicitation Number | 6773 |
| Description | Treatment and Support Court Clinical Liaison – 17th Circuit Court |
| Date of Issuance | 10/29/2026 |
| Inquiries Deadline Date & Time (local) | 11/16/2026, 2 PM |
| Due Date & Time (local) | 11/18/2026, 2 PM |
| Pre-Submission Conference | No |
| Buyer Name | LaBudde |

## INTRODUCTION

The Kent County Purchasing Division is soliciting proposals for an Independent Contractor (IC) to work with the 17th Circuit Court Treatment and Support Court (TASC) team as a Treatment and Support Court Clinical Liaison.

Clinical Liaison will be an independent contractor and not a County employee. Clinical Liaison (a) has the right and fully intends to perform Services for third parties; (b) has the sole right to control and direct the means, manner, and method by which the Services will be performed; (c) has the right to perform the Services at any place or location and at such times as PRCC may determine; (d) shall not receive any training from County in the professional skills necessary to perform the Services; (e) shall not devote full time to the performance of the Services; (f) will not receive the majority of its annual compensation from County; (g) will be responsible for its own transportation, mileage, supplies, insurance (vehicle and liability, and is required to provide proof of same), and any other cost.

The term of the contract will be one year unless terminated earlier by Kent County or the awarded candidate. Total compensation shall not exceed $66,240.

## COUNTY SUPPORT AND RESOURCES

Notwithstanding the independent contractor relationship established herein, Kent County may provide PRCC with reasonable administrative, logistical, and operational support necessary to facilitate the effective performance of the contracted Services. Such support may include, but is not limited to:

- Access to County facilities, meeting spaces, and work areas, as appropriate;
- Access to relevant County information, records, technology systems, and equipment, subject to applicable security and confidentiality requirements;

- Orientation regarding County policies, procedures, systems, and operational practices relevant to the contracted Services;
- Coordination and communication with County employees, departments, and other stakeholders;
- Administrative assistance, scheduling coordination, and other reasonable support related to the contracted Services.

The provision of such support shall not alter PRCC's status as an independent contractor or constitute County direction or control over the professional means, methods, or manner by which PRCC performs the Services. PRCC shall retain responsibility for independently performing the contracted Services in accordance with the terms of this Agreement.

SCOPE OF WORK

- Refer participants for various assessments which include, but are not limited to, diagnostic interviewing, assignment of DSM diagnosis, substance abuse assessments.
- Obtain personal, family, social, emotional, and medical information related to the presenting problem.
- With participant, develop individualized phase plans to support the attainment of phase competencies and successful completion of TASC.
- Coordinate participant services and supports. Consults, cooperates, advocates and collaborates with participants, family members, and community agencies.
- Partner with participant serviced providers to integrate their treatment plans and the court phase plan objectives.
- Assist participants in obtaining resources necessary for community living but not limited to housing, financial entitlements, and medical care.
- Maintains clinical documentation related to participant treatment and intervention in accordance with TASC requirements.
- Maintain DCCMIS database as determined by SCAO and TASC.
- Participate in clinical case review meetings obtaining feedback on diagnostic and treatment processes. May participate in interdisciplinary diagnostic/staffing and case review sessions to exchange information and identify appropriate level of care (intensity of services) and interventions.
- As the clinician on the team, communicate clinical updates on the participant's mental status, make clinical recommendations based on program and service eligibility, and work intimately with treatment providers to support participant progress on their identified treatment goal and objectives.
- Provides outreach case management.
- Provide information and referrals for a wide variety of community services.
- Provide testimony when subpoenaed.
- Compliance with organizational policies and procedures resulting from the HIPAA privacy rules regarding individually identifiable health information concerning individuals served by the 17th Circuit Court.

MINIMUM QUALIFICATIONS

- Master's degree in social work or psychology, counseling or counseling psychology
- Certification or Licensure in the State of Michigan as a fully licensed mater social worker, professional counselor, marriage and family therapist, or psychologist.

- Fully Licensed in the field of work preferred.
- Two-year minimum experience in mental health and substance use treatment required.
- Experience working within the criminal justice system preferred.
- Thorough working knowledge of the practices and principles of psychological, emotional, and sociological assessment and diagnosis.
- Thorough working knowledge of professional ethics and standards of practice.
- Lived experiences with mental illness or substance use disorders valued.
- Ability to handle stressful situations calmly and rationally.
- Computer skills include word processing, spreadsheets, email, database management, and data entry skills.
- Ability to work in a fast-paced environment.
- Ability to communicate clearly and concisely in stressful situations
- Excellent communication skills, both verbal and written.
- Ability to work effectively in a multicultural environment and skills and capabilities of bridging language/cultural barriers within diverse communities.

Kent County will award and contract for the goods and services in this Solicitation in an efficient and timely manner. In no event will notification of award be more than 45 days from the date of submission.

The Kent County Standard Submission Terms posted on the Bid Opportunities page of the Kent County Purchasing Division website are incorporated by reference and shall be deemed to have the same force and effect as if fully set forth herein.

INQUIRIES

Any and all communication regarding this Solicitation shall be on the Kent County Purchasing Division Inquiry Blog via the Bid Opportunities page or during pre-proposal meetings. Kent County reserves the right to determine the response format or not respond, at its sole discretion.

REFERENCES

Provide 3 references of current/past customers who can verify the quality of products and/or services of similar size and scope your company provides. References may not include any current/past Kent County employees.

REQUEST FOR PROPOSAL SUBMISSION

Complete submissions must be received in the Kent County Purchasing Division on or before the due date/time specified by the designated clock (local time). Late, faxed, or emailed submissions will NOT be considered.

Submissions may be submitted electronically on the Bid Opportunities page of the Kent County Purchasing Division's website. Respondent must include a complete proposal as 1 non-password protected PDF document.

**Submit a resume and three (3) references**

The time required to upload a submission may vary. Respondent assumes all risks associated with electronic submission, including technological difficulties, and deems the County and its service provider harmless and without fault. Successful electronic submissions are confirmed via Respondent's email. Respondent shall view the link in the confirmation email to determine accuracy prior to due date/time.

Submissions may only be withdrawn by written request if the request is received before the due date/time. Withdrawals after opening shall be subject to Kent County Fiscal Policy - Centralized Purchasing 5(i)(2).

NO BID

Please provide feedback if you are electing not to participate in this Solicitation.