PURCHASING DIVISION
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SOLICITATION

Solicitation Type	Request for Proposal (RFP)
Solicitation Number	6774
Description	Treatment and Support Court Eligibility Screener – 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 an Eligibility Screener. The Eligibility Screener is a contracted behavioral health professional responsible for conducting timely and comprehensive eligibility screenings for individuals referred to the Treatment and Support Court (TASC). This position ensures that screening, assessment, and admissions decisions occur efficiently and in alignment with program requirements, thereby reducing delays in treatment engagement and supporting the court's goal of serving high-risk, high-need individuals with substance use disorders (SUD) and co-occurring mental health conditions. The Eligibility Screener is the first point of clinical contact for referred defendants and plays a critical role in ensuring accurate, timely, and complete assessment information is available for TASC's multidisciplinary CORE Team.

The Eligibility Screener is essential to reducing the time needed to determine program eligibility. This position ensures that referrals receive timely screening, supports accurate decision-making, minimizes program waitlists, and facilitates rapid access to treatment and recovery supports that reduce recidivism.

The Eligibility Screener will be an independent contractor and not a County employee. The Eligibility Screener (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 $210 per screening (annual amount not to exceed $29,829).

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Screening and Assessment Activities

- Once a referral has been legally cleared promptly initiate the clinical and risk eligibility process.
- Contact individuals referred within required timeframes to schedule eligibility screening appointment.
- Ensure Releases of Information (ROIs) are complete to allow communication with treatment providers, jails, probation, hospitals, mental health agencies, or other relevant entities.
- Requests records from providers that have signed the ROI.
- Administer validated screening tools aligned with TASC and State of MI standards (e.g., SUD screens, mental health screens, risk/needs indicators).
- Complete Section III of the TASC Referral Form, including collection of:
- Substance use history
- Mental health history
- Criminogenic risk indicators
- Current medications
- Treatment history
- Social determinants of health impacting eligibility
- Identify any barriers to be addressed that may impact the individual’s ability to participate.

Case Presentation and Decision-Making Support

- Prepare and present screening results to the TASC CORE Team for admission decisions.
- Provide clear, objective, and clinically informed recommendations based on screening results.
- Collaborate with the CORE Team to identify participants appropriate for program acceptance, referral to alternative services, or additional assessment as needed.

Documentation and Reporting

- Maintain accurate, complete, and timely electronic records in the State of MI DCCMIS system.
- Provide all paper documents to Project Director/Coordinator.

Collaboration and Communication

- Communicate effectively with the Clinical Liaison, therapists, probation officers, attorneys, jail staff, and community partners to obtain relevant information.
- Participate in multidisciplinary team meetings and staffing as needed.
- Coordinate with treatment providers or evaluators for additional assessments when required.

QUALIFICATIONS

Required

- Master's degree in social work, Counseling, Psychology, or related behavioral health field.
- Licensure or licensure-eligible (LMSW, LLMSW, LPC, LLPC, LLP, etc.).
- Experience conducting SUD and mental health screenings or assessments.
- Demonstrated ability to work with justice-involved individuals, including those with co-occurring disorders.
- Strong interviewing, documentation, and clinical evaluation skills.
- Knowledge of local behavioral health systems and community resources.
- Ability to maintain confidentiality and adhere to ethical and legal standards.

Preferred

- Experience working in a treatment court or criminal justice setting.
- Familiarity with validated screening tools and ASAM criteria.
- Knowledge of Michigan Court Rules, jail procedures, and community mental health systems.

Skills and Competencies

- Strong clinical judgment and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently under strict timelines.
- Trauma-informed, culturally responsive, and participant-centered approach.
- Proficiency in electronic documentation systems and secure communication practices.

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.