



King County

REQUEST FOR PROPOSAL

RFP # KC001622

Behavioral Health Response (BHR) Navigation Services

Contract Specialist: Stephanie Wong, swong@kingcounty.gov, 206-477-5914

Alternate Contract Specialist: Mohammed El-Maadawy, melmaadawy@kingcounty.gov, 206-477-8836

In order to participate in a solicitation, all interested firms must register in the
E-Procurement Supplier Portal:

<https://kingcounty.gov/depts/finance-business-operations/procurement/for-business/register.aspx>

A Guide to Respond to E-Procurement Solicitation can be found by following the link below:

<https://cdn.kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/eprocurement-supplier-guide-solicitation.pdf?rev=6ff5a0daf74442ad8c4031b60d34174d&hash=71C23A14E35C1562055049B59667F85B>

SECTION 1 INSTRUCTION TO PROPOSERS, PROPOSAL EVALUATION AND CONTRACT AWARD

1.1 Introduction

King County is soliciting proposals from interested and qualified suppliers to reduce barriers that may prevent young people with justice involvement and/or young people at-risk of involvement in the justice system from reaching their full potential per Section 2 Scope of Work/Technical Requirements. The purpose of this Request for Proposals (RFP) is to establish a contract to provide goods and/or services.

The initial term of the Contract will be two (2) years with the option of three (3) one-year extensions for a total possible Contract term of five (5) years, subject to the termination clauses contained herein. King County reserves the right to extend the Contract term if determined to be in the best interest of the County.

1.2 Communications

Upon release of this RFP, no oral interpretations of the RFP will be made to any Suppliers. Oral explanations or instructions will be considered unofficial and are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum. Communications concerning this solicitation, with other than the listed Contract Specialist or Alternate Contract Specialist may cause the Proposer to be disqualified.

1.3 Deadline for Questions

All questions and any explanations about this RFP must be requested in writing and sent via email to the Contract Specialist and Alternate Contract Specialist no later than seven (7) Days prior to the close date specified in the solicitation.

Proposer shall log in to the E-Supplier Portal at <https://kingcounty.gov/procurement/supplierportal>. King County will respond via an addendum and/or clarification via email or bell notification which will be available for viewing in the E-Procurement Supplier Portal.

1.4 Addenda and Clarifications

If at any time, the County changes, revises, deletes, increases, and/or otherwise modifies the RFP, the County will issue a written Addendum to the RFP. Proposer must acknowledge all Addenda to the solicitation before submitting a proposal in the E-Procurement Supplier portal. Clarifications are for informational purposes only.

If an addendum is issued after you have submitted a response to a solicitation, Proposer must acknowledge each addendum and resubmit your response. To ensure the County receives the most recent response submitted, Proposer shall ensure the submittal remains on Active status. Addendum Notification, Response, Revise and Resubmit instructions may be found in Sections 4 & 5 of the E-Procurement Supplier Guide found at <https://cdn.kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/eprocurement-supplier-guide-solicitation.pdf?rev=6ff5a0daf74442ad8c4031b60d34174d&hash=71C23A14E35C1562055049B59667F85B>

Proposers that indicate they will participate will receive an automatic notification of any Addenda/Clarification via email from the E-Procurement Supplier Portal.

1.5 Late Proposals

The County's E-Procurement Portal will not allow late Proposals or modifications of submission after the close date and time specified for receipt. Proposers shall assume full responsibility for ensuring electronic delivery of Proposals on or before the close date and time as specified.

1.6 Document Holders

A list of suppliers that have expressed interest in this solicitation can be viewed at the following website: <https://kingcounty.gov/depts/finance-business-operations/procurement/for-business/solicitation-resources.aspx>.

1.7 Proposal Submittal Procedure

King County registered Suppliers interested in proposing on current solicitations must log in to their E-Procurement Supplier Portal to successfully submit a proposal through the E-Procurement system. King County will only accept electronic submittals in response to this RFP within the E-Procurement system prior to the published Close Date and Time. Proposals that do not conform to the requirements specified herein shall be rejected.

Proposers shall use the "Create a Response" button to submit proposals in the E-Procurement system. File size is limited to 25 megabytes. Proposers may zip the files to reduce file size or split files to meet the size limitations. Proposals shall be limited to the documents specified in Section 1.15 Proposal Content; any documents other than those requested (e.g., marketing materials) will be removed and not evaluated.

Instructions on how to submit a proposal electronically are provided at:

<https://cdn.kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/eprocurement-supplier-guide-solicitation.pdf?rev=6ff5a0daf74442ad8c4031b60d34174d&hash=71C23A14E35C1562055049B59667F85B>

1.8 No Pre-proposal Conference

1.9 Cancellation of RFP or Postponement of RFP Closing

The County reserves the right to cancel the RFP at any time. The County may change the date and time for submitting Proposals prior to the date and time established for submittal via an Addenda.

1.10 Examination of RFP Documents

The submission of a proposal shall constitute an acknowledgement upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFP, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

1.11 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Close Date

Modifications or withdrawal of Proposals already received will be considered only if the requested modification or withdrawal is made prior to the scheduled closing time for the receipt of the Proposals.

1.12 Proposal Withdrawal After Proposal Close Date

Except for claims of error granted by the County, no Proposer may withdraw a proposal after the close date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFP, unless the award has been delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing by email along with supporting evidence for such claim for review by the County. Evidence must be sent via email to the Contract Specialist(s) listed in the solicitation within two (2) business Days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a proposal and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

1.13 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications and/or Best and Final Offers by the County.

The County reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.14 Proposal Response Instructions

- A. Proposals shall address the questions pertaining to the Scope of Work as described throughout the RFP and in the order presented identifying the proposal questions by number. Proposals need to be specific, detailed and straight forward using clear, concise, easily understood language and speaks to the proposer's approach, commitment and ability to perform the services described in the RFP.
- B. Proposers answering the proposal questions shall examine the entire Request for Proposal document including the instructions, terms and conditions, specifications applicable standards and regulations. Responses should stay within the page limit and focus on similar experience your company has previously provided. Proposer may include active, informative and up-to-date web links in their proposal, but web content should not substitute full and complete responses to the questionnaire. Failure to do so shall be at the proposer's risk.

1.15 Proposal Content

Submit an electronic proposal and attachments via the E-Procurement Portal in the Requirement sections of the RFP.

The proposal shall contain the following items and follow the sequence outlined below:

- A. Equal Benefit Compliance Worksheet, if requesting alternative or non-compliance, <https://cdn.kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/forms/equal-benefits-forms/equal-benefits-worksheet-declaration.pdf?rev=6e2a08c94b674638a07f0808e64c6337&hash=7FE7CA73DE9D2AA06256D5060F248C7B>.
- B. Submitter Certification (Attachment A)
- C. Proposal Response (Attachment B)
- D. Price Proposal (Attachment C): Submit in Excel format.
- E. Contract (Exhibit 1): If applicable, identify any exceptions to the Contract terms and conditions, including but not limited to Section 3.4 Insurance Requirements, using the tracking changes feature in Microsoft Word, and submit in native Word format.

1.16 Evaluation Criteria and Proposal Scoring

- A. Each proposal has a total possible score of 125 points with the points assigned as follows:

No.	Evaluation Criteria	Max. Points
1	Qualifications	20
2	Project Description	70
3	Price: Proposals will be evaluated based on fair and reasonable costs, completeness and alignment with the proposed activities.	10
	Total possible Written	100
4	Interviews and Demonstrations	25
	Total Evaluation	125

- B. Each criteria listed above will be given a weighted score from 0 to 5 based on the points listed above to determine their overall value. The 0 to 5 scores represent the following:
 - 0 = 0% Did not provide a response to the requirement.
 - 1 = 20% Far below expectations, a poor response that minimally meets the requirements.
 - 2 = 40% Below expectations, a fair response that meets the requirements in an adequate manner. Demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the proposer.
 - 3 = 60% Meets expectations, a good response that meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. An average or slightly above average performance with no apparent deficiencies noted.
 - 4 = 80% Exceeds expectations, a very good response that provides useful information, while showing experience and knowledge within the category. Proposal is well thought out and addresses all requirements set forth. The proposer provides insight into their expertise, knowledge, and understanding of the subject matter.

5 = 100% Far exceeds expectations, a superior response that is highly comprehensive, excellent reply that meets all requirements of the areas within that category. Considered to be an excellent standard, demonstrating the proposer's authoritative knowledge and understanding of the project.

- C. If an award is not made based on the written evaluation alone, King County may elect, at its own option, to conduct interviews. If interviews are conducted, they will be worth a total of twenty-five (25) points. Firms selected to be interviewed will be notified in writing. Instructions for the interview process will be included in the written notification. Final award would be based on the sum total of the written and oral evaluations.

1.17 Compliance with RFP, Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. The County reserves the right to reject any proposal for any reason including, but not limited to, the following:
 - 1. Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
 - 2. Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
 - 3. Any proposal from Proposers who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;
 - 4. Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - 5. Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 - 6. Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- C. In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.
- D. Proposals shall address all requirements identified in this RFP. In addition, the County may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.18 Acceptance of Exhibit(s)

Proposer shall review the Contract (Exhibit 1) and all its attachments, and submit the Submitter Certification as required by Section 1.15. Unconditional acceptance of the Contract terms and conditions, including but not limited to Section 3.4 Insurance Requirements, will prevent the Proposer from taking exceptions during the Contract negotiations phase.

1.19 Forms Required before Contract Signing

The top ranked Proposer shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award.

- Certificate of Insurance and Endorsement – Have Insurance Agent e-mail to Contract Specialist evidence of insurance from insurer(s) satisfactory to the County certifying to the coverage of insurance set forth in the Contract (Exhibit 1), Section 3.4 Insurance Requirements. Failure to provide documents meeting the Contract requirements within the specified timeframe may result in the termination of Contract negotiations.
- Responsibility Detail Form – If determined to be the highest ranked, proposer will complete the form and return it to the County, <https://cm10-prod.kingcounty.gov/-/media/king-county/depts/executive-services/finance-business-operations/procurement-payables/documents/forms/responsibility-detail-form.pdf> (if applicable)

1.20 Cost of Proposals and Samples

The County is not liable for any costs incurred by Proposer in the preparation and evaluation of Proposals submitted. If applicable, samples of items required must be submitted to the location and by the date and time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the Proposer's request and expense unless otherwise specified.

1.21 Collusion

By submitting this proposal electronically, the Proposer certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Proposers, none of the Proposals from the participants of such collusion will be considered. The County's determination will be final.

1.22 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price.
- B. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.
- C. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.

- D. The proposal shall remain in effect for One Hundred and Twenty (120) Days after the proposal due date, unless extended by agreement.

1.23 Proposal Evaluation and Contract Award

- A. The County will evaluate proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the County determines that the proposal is not within the Competitive Range the County shall eliminate the proposal from further consideration.
- C. The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.
- D. Upon completion of discussions, the County may issue to all remaining potentially acceptable Proposers within the competitive range a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- E. The County may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the County may reject proposals.
- F. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a Contract to the Proposer offering the lowest price. The County shall have no obligations until a Contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

1.24 Responsive and Responsible

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

In determining the responsibility of the Proposer, the County may consider:

- A. the ability, capacity and skill to perform the Contract and provide the service required;
- B. the character, integrity, reputation, judgment and efficiency;
- C. financial resources to perform the Contract properly and within the times proposed;
- D. the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- E. compliance with federal, state and local laws and ordinances relating to public contracts;
- F. other information having a bearing on the decision to award the Contract.

For all contracts with a value of \$100,000 or more, the selected Proposer must meet the requirements set forth in King County Code 2.93.120 regarding historic compliance with environmental, worker safety, and labor and human trafficking laws. Historic compliance is defined as a minimum of three (3) years preceding the submittal date for the solicitation.

As a condition of award for contracts valued at \$100,000 or more, the Proposer agrees that it shall comply with the applicable criteria in King County Ordinance 19925, to which the Proposer attested on the Responsibility Detail Form. Failure to comply with the criteria specified in the ordinance and to which the Proposer attested on the Responsibility Detail Form will constitute a material breach and the County may terminate the contract, in whole or in part, for default.

<https://kingcounty.legistar.com/View.ashx?M=F&ID=14218499&GUID=C6C95015-3659-4197-90CE-D845BB2F4F21>

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

1.25 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the Proposer shall submit proof of adequate financial resources available to carry out the execution and completion of Work required by the contract.

King County reserves the right to audit the Contractor throughout the term of the contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within the contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of the contract.

1.26 Sustainable Purchasing Policy

Proposers able to supply sustainable goods and services that meet design and performance requirements are encouraged to offer them in Proposals when not otherwise prohibited.

Sustainable goods and services provide environmental, social, and economic benefits while

protecting human health and the environment over the entire life cycle of the good or service, from the extraction of raw materials through final disposal.

To ensure that products and services meet sustainability criteria, the Sustainable Purchasing Policy authorizes King County purchasers to prioritize the use of ecolabels, and environmental standards and certifications recommended by the U.S. Environmental Protection Agency (EPA) and those accredited by third-party organizations. (Reference: KCC 18.20).

1.27 Equal Benefits

In accordance with the County Ordinance 14823, as a condition of award of a contract valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee benefits between employees with spouses and employees with domestic partners during the performance of this Contract. Absent authorization for delayed or alternative compliance as referenced below, failure to comply with this provision shall be considered a material breach of this Contract and may subject the Contractor to administrative sanctions and remedies for breach.

1.28 Single Proposal Receipt

If the County receives a single responsive, responsible proposal, the County may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.29 News Releases

News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by and then only in coordination with King County.

1.30 Public Disclosure of Proposals

Any and all submittals required by this solicitation shall be considered public documents and will be available for inspection and copying by the public in accordance the Public Records Act, Chapter 42.56 RCW. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws.

If the Proposer considers any portion of their submittal to the County, whether in electronic or hard copy form, to be protected under the law, the Proposer shall clearly identify each portion with words such mark each section as "CONFIDENTIAL," or "PROPRIETARY," or "TRADE SECRET" (collectively, "DESIGNATED MATERIAL"). If a request is made for disclosure of DESIGNATED MATERIAL, the County will determine whether the DESIGNATED MATERIAL is subject to disclosure under the Act. If the County, in its judgment, determines the DESIGNATED MATERIAL is arguably exempt, the County will notify the Proposer if the request and allow the Proposer ten (10) business days to obtain a court order enjoining release in accordance with RCW 42.56.540.

If the Proposer fails or neglects to take such action within said period, the County will release the portions of the DESIGNATED MATERIAL deemed by the County to be subject to disclosure. The County shall not be liable to the Proposer for releasing records, including DESIGNATED MATERIAL, in response to a public records request. The Proposer is advised

that pricing extended to the County and overly broad designations of confidentiality, for example, covering information publicly available on the Proposer's website, are not considered to be a DESIGNATED MATERIAL.

1.31 Protest Procedures

King County has a process in place for receiving protests based upon Request for Proposals or contract awards. The protest procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>.

1.34 Organizational Conflict of Interest

An organizational conflict of interest is a real or perceived situation where because of activities, relationships, financial interests, or contracts, a proposer may possess impaired objectivity or an unfair competitive advantage.

- A. Prior to submitting Proposals to the County, each proposer shall conduct a review of its past and current contracts and/or affiliations to identify any potential, real, or perceived organizational conflict of interest related to this procurement. If following that review, a proposer has identified a potential organizational conflict of interest related to this procurement, the proposer must seek a written determination from King County regarding the proposer eligibility to propose. King County's written response will be binding. Proposer shall submit written requests to the Contract Specialist identified in Section 1 (Instruction to Proposer, proposer Evaluation and Contract Award) of the RFP. Subconsultants of proposer may seek similar determinations, but the required information must be submitted to King County through the proposer.
- B. Written requests must include the following information:
 - 1. A detailed description of the specific scope of the previous or concurrent work and how it relates to the scope of work to be performed by the proposer for upcoming work;
 - 2. The identification of any personnel that will be used for the upcoming work that also were involved in the previous or concurrent work and their respective roles on each;
 - 3. A detailed explanation regarding why the proposer believes there is no conflict of interest that would preclude the proposer from performing the scope of work; and
 - 4. Any internal measures that the proposer proposes to implement to eliminate any potential or perceived conflict of interest.
- C. The County, in its sole discretion, may implement additional steps to avoid or mitigate an organizational conflict of interest.
- D. Discovery of additional information or a change in information over time may necessitate a re-evaluation of the original determination.
- E. Failure to seek a written determination if a potential conflict is discovered may result in the termination of any resulting contract.

SECTION 2 SCOPE OF WORK/TECHNICAL REQUIREMENTS

2.1 Background

A. King County Commitment to Equity

This RFP aligns with King County’s Equity and Social Justice Initiative, which aims to reduce systemic barriers that prevent young people—particularly those involved in or at risk of involvement in the justice system—from reaching their full potential. Services solicited through this RFP are expected to reflect this commitment by promoting equitable access, culturally responsive support, and community-centered solutions.

The King County Equity and Social Justice Initiative can be seen here:

<http://www.kingcounty.gov/elected/executive/equity-social-justice/vision.aspx>

B. King County Superior Court Vision

King County Superior Court’s vision is to “Be Open to All, Trusted by All, and Provide Justice for All.”

To achieve this vision, the Court will:

1. Provide the highest quality of justice – fair, timely, accessible, understandable, user-friendly, and bias free – to court users
2. Increase public understanding and be recognized as a “center of excellence” for its services and innovative practices
3. Be proactive and nimble
4. Create an ideal – satisfying and engaging – place to work
5. Expand services in response to the changing needs of court users and the community
6. Optimize the use of existing and emerging technologies to enhance access and efficiency
7. Collaborate and form new partnerships with justice system and community partners and stakeholders
8. Govern and lead effectively

C. Juvenile Court Services Transformation

King County Juvenile Court Services (JCS) has reimaged its approach to youth justice through the development of the **Juvenile Therapeutic Response and Accountability Court (JTRAC)**. This model expands therapeutic responses and seeks partnerships with community providers to support high-quality **Behavioral Health Response (BHR)** navigation.

The JTRAC approach is rooted in:

1. **Trauma-informed care** and healing-centered engagement
2. **Early screening and support** to identify needs before legal processes escalate
3. **Community-centered collaboration**

4. **Positive youth justice** principles and incentive-based programming

This partnership will help youth build the tools and skills needed to thrive beyond their justice system involvement.

2.2 Program Component Details

A. Behavioral Health Response (BHR) Overview

The BHR initiative is designed to serve youth with behavioral health needs, including trauma histories and dual diagnoses, who are charged with serious violent offenses or face standard range dispositions at Juvenile Rehabilitation (JR).

Key features of the BHR pathway include:

1. **Collaborative Support:** Youth are supported by a Juvenile Probation Counselor (JPC) and a contracted BHR Navigator.
2. **Charge Reduction Incentive:** Eligible youth may have their charges reduced to misdemeanors, with options for Deferred Disposition or full dismissal upon successful completion.
3. **Prosecutorial Approval:** Youth participation is contingent on approval by the Prosecuting Attorney's Office (PAO).

B. Intervention Planning & Case Resolution

1. Once approved for the program:
 - a. A staffing model is initiated involving the prosecutor, defense attorney, and JPC to develop a community-based intervention plan.
 - b. BHR Navigators are encouraged to participate in planning when appropriate.
 - c. Upon plan agreement, the PAO offers an accelerated plea to a reduced charge.
 - d. Youth are incentivized to earn additional "case benefits" post-adjudication through active engagement with the intervention plan.
 - e. Sentencing hearings are delayed (typically 9–12 months) to allow time for service engagement.
2. If the youth successfully meets the agreed conditions:
 - a. The case may be resolved with a reduced misdemeanor charge and Deferred Disposition (if eligible), or full dismissal.
3. If the youth does not meet conditions:
 - a. The court proceeds with disposition on the adjudicated reduced charge.

C. Role of BHR Navigators

1. BHR Navigators, in partnership with JPCs, serve as bridges to community-based services. Their role includes:
 - a. Addressing barriers and problem-solving challenges that arise during the intervention period
 - b. Minimizing harm and promoting healing

- c. Supporting youth in accessing behavioral health services and developing prosocial behaviors
- 2. The overarching goal is to reduce recidivism and improve behavioral health outcomes through a model grounded in:
 - a. Harm reduction
 - b. Restorative practices
 - c. Collaborative engagement with youth and families

2.3 Intent

A. BHR Approach

“The Answer is Partnering with Community.”

The County is committed to supporting justice-involved youth by deepening community engagement and investing in local organizations that reflect the lived experiences of the young people they serve. Through this RFP, the County seeks to contract with an organization that will provide BHR navigation services anchored in equity, healing, and transformation.

While JCS offers high-quality support during a youth’s involvement with the justice system, the County recognizes that this period represents only a brief chapter in their lives. Families, peers, neighborhoods, and community institutions are enduring sources of support that predate and outlast system involvement. This initiative aims to strengthen those connections and ensure youth are surrounded by a sustainable web of care.

The County seeks a community partner who:

- 1. Understand transformational processes
- 2. View youth as assets and contributors to their communities
- 3. Believe that with the right opportunities, supports, and services, youth can overcome barriers and realize their full potential

Through the BHR program, young people will be empowered to pursue personal goals, build resilience, and access meaningful pathways forward.

B. Mentorship and Parent Supports

1. Mentorship

Establishing mentorship opportunities is a critical component of this investment. Youth referred through BHR benefit from relationships with positive adult role models who offer:

- a. Experiential learning
- b. Leadership development
- c. Career exploration
- d. Civic engagement
- e. Educational support

2. Parent and Guardian Supports

Parents and guardians are often overlooked in service planning. This initiative intentionally creates space for parent and guardian engagement and support, recognizing that strengthening the family unit is essential to long-term success.

C. Intended Population

BHR navigation will serve youth with high-risk behavioral health needs, including:

1. Histories of trauma
2. Dual diagnoses (mental health and substance use challenges)

Youth referred will be participants in the BHR program and will require intensive, culturally responsive, and trauma-informed support.

D. Service Locations

Navigation services must be delivered within King County. Preference will be given to organizations with demonstrated community trust and presence in areas with high concentrations of justice-involved youth.

2.4 Scope of Work

The Contractor will deliver BHR navigation services to approximately **60 actively engaged youth per year**, referred by JPCs through King County Juvenile Court's BHR program. All referred youth will reside in King County at the time of referral.

A. The Contractor will:

1. Collaborate closely with JPCs to support youth across various areas of need
2. Document all engagement attempts and manage referrals
3. Connect youth to **community-based mentorship** (individual or group) and link parents to **support groups** as appropriate
4. Participate in program evaluation and submit data reports in formats and frequencies specified by JCS staff

B. Monthly Performance Reporting

The Contractor will submit monthly reports that include:

1. BHR Navigation Reporting
 - a. Navigator training activities and program enhancements
 - b. Frequency of navigator-client meetings
 - c. Incentives administered to individual clients
 - d. Case Plan status updates: achievements, barriers, changes, and contact notes
2. Client-Level Reporting

Each youth must be documented individually with specific outcomes. Metrics will be developed in collaboration with JPCs and include:

 - a. Number of youth referred, with referral dates
 - b. Demographic data: age, ethnicity, gender

- c. Number of youth actively engaged in BHR navigation (distinct from total referrals)
 - d. Referrals to parent supports and engagement contacts
 - e. Referrals to mentoring activities
 - f. Progress toward individual goals
 - g. Exit documentation for youth no longer engaged:
 - (1) Attempts to engage
 - (2) Length of service (referral, enrollment, exit dates)
 - (3) Reason for exit
- C. Indicators
- The referring JPC will identify service indicators, which the Contractor will use to co-create individualized outcomes between the BHR Navigator and youth. Navigators will:
- 1. Collaborate with JPCs prior to Case Plan development
 - 2. Provide regular updates to JPCs and the Juvenile Court Behavioral Health Response Team
- D. Outcomes
- Navigators will work with JPCs to:
- 1. **Initiate contact** with youth/family
 - 2. **Develop a Case Plan** tailored to each youth's behavioral health needs
 - 3. **Collaborate** with youth and JPCs to identify strategies for goal achievement
 - 4. **Report milestones** and progress as they occur
- E. Program Requirements
- The Contractor must:
- 1. Assign qualified staff and provide supervision for BHR Navigators
 - 2. Deliver services at least once per week to enrolled youth, including those in detention or on Electronic Home Monitoring (EHM)
 - 3. Recruit, screen, and orient parents to the BHR program; facilitate family engagement and cultural discovery for inclusion in care plans
 - 4. Ensure youth referred for mental health or substance use treatment are connected to appropriate services
 - 5. Assist families in identifying resources and coordinate transportation as needed
 - 6. Participate in wraparound meetings and team staffings for consistent communication
 - 7. Provide access to mentoring programs and parent support groups
 - 8. Maintain complete and timely documentation in accordance with agency policies
 - 9. Meet productivity and performance standards and adhere to all deadlines

10. Implement closure procedures for navigator relationships that ensure satisfaction for all parties

F. Timely Service

1. Initiate contact with youth/family within **48 hours** of referral
2. Document all engagement attempts and manage referrals within **15 calendar days** of referral
3. Frequency of Navigator-client meetings:
 - a. Minimum **once per week**
 - b. If youth attend mentorship/support groups: minimum **twice per month**

G. Documentation

1. The Contractor must maintain a secure database or equivalent information system capable of:
 - a. Tracking participant demographics, service activities, and outcomes
 - b. Generating electronic reports for submission to King County
2. All services must be documented in a manner that accurately reflects the type, frequency, and nature of support provided.

2.5 Funding

Annual Funding Available: approximately \$165,000

King County reserves the right to award all, part, or none of the available funds. Continued funding is contingent upon performance.