

RFP HSS-13-003

CRISIS INTERVENTION TEAM COORDINATOR

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH**

The Division of Substance Abuse and Mental Health (DSAMH) is seeking to contract with one or more individuals to serve as the Crisis Intervention Team Coordinator. The main focus of this position is to oversee the development, implementation, and continuing operation of a Crisis Intervention Team (CIT) comprehensive program modeled on the Memphis CIT model. The position is one that requires the incumbent be able to function independently and collaboratively when necessary to accomplish complex tasks, planning, training development, program development, and policy development. Independent judgment, discretion, and interpretation of law and policy are required. The successful contractor will:

- Provide guidance to agency members, supervisors, and leaders on matters related to CIT, mental health, and criminal justice issues;
- Provide recommendations on development of CIT training programs to meet individual agency needs;
- Develop and recommend policy considerations for law enforcement and detention settings;
- Provide guidance in the implementation of CIT training and objectives;
- Consult with multiple agencies as the CIT subject matter expert;
- Collaborate with multiple components of the criminal justice system including law enforcement, corrections, prosecutors, probation/parole, and the court system;
- Collaborate with mental health organizations, government and non-government agencies, hospitals, advocates, and other stakeholders.

Minimum Requirements:

- Master's degree in a criminal justice, mental health, or a closely related field. A doctorate in a relevant field is preferred.
- 10 years of relevant experience as a law enforcement officer; of which includes 5 years of patrol experience
- 3 or more years of relevant experience in mental health; Clinical experience is preferred.
- 5 years leadership experience;
- Experience with CIT philosophy or demonstration of comprehensive knowledge of CIT.

Additional Preferred Requirements:

- Experience in DOC settings is preferred.

- Experience in program development, policy development, CIT instruction, and CIT training development preferred.

Determination of qualified applicants will be based on a review of credentials (50%), and experience (50%). An example of credentials may include but is not limited to Level of Education (Undergraduate, Graduate and Post Graduate degree), Field(s) of Study, additional certifications/training, and letters of recommendation. An example of experience may include but is not limited to the number of years working in the related field(s) and the highest level of responsibility held in the related field(s). Selection of applicant(s) will be made by the Director of Community Mental Health and Addiction Services and the Division Director for Substance Abuse and Mental Health following the interview of one or more qualified applicants.

Any evidence of agreement or collusion among Vendor(s) and prospective Vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such Vendor(s) void.

By responding, the Vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing Vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the Vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware participated directly or indirectly in the Vendor's proposal preparation.

Advance knowledge of information which gives any particular Vendor advantages over any other interested Vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

Resumes must be sent under cover of a brief letter of interest specifying availability and proposed annual salary. **Both the Letter of Interest and the outer mailing envelope must reference RFP HSS-13-003.** Any submission without the required information will not be reviewed. Applications will be accepted only from individual applicants. Actual service location, hours and rate of compensation is subject to negotiation. Two (2) copies of resumes and letters of interest are to be submitted to:

Mr. Kieran Mohammed
Department of Health and Social Services
Division of Management Services, Procurement Branch
Herman M. Holloway Sr. Health and Social Services Campus
1901 N. DuPont Highway

Administration Building, 2nd Floor, Rm 257
New Castle, DE 19720

Deadline for submission is **11:00AM on Monday, February 4, 2013**. Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer. Tentative vendor selection date is **February 28, 2013**. All questions regarding this request should be directed to Mr. Ceasar McClain via email at dsamhbussinesoperations@state.de.us or Mr. Kieran Mohammed at Kieran.mohammed@state.de.us

If a bidder wishes to request a debriefing, he must submit a formal letter to the Procurement Administrator, Herman M. Holloway Campus, Delaware Health and Social Services Main Building, 2nd Floor, Room 257, 1901 N. DuPont Highway, New Castle, Delaware 19720 within 10 days after receipt of Notice of Award. The letter must specify reasons for the request. The debriefing will not be conducted until the Request for Proposal process is completed. Freedom of Information requests should be directed to Mr. Jay Lynch, jay.lynch@state.de.us.

The Division of Substance Abuse & Mental Health adheres to Department of Health & Social Services Policy Memorandum #13 Non-Discrimination.