



Urban League
of Portland

Request for Proposals

For

Clinical Supervision – Community Health Workers

The Urban League of Portland invites proposers to provide Clinical Supervision to our Community Health Workers. It is the intent of the Urban League of Portland to award one contract for these services for two years with subsequent one year extends for a total of five years. The Urban League will accept proposals via email, hand delivered, or mailed **until 2 p.m., February 4, 2022.**

Questions: All communications regarding this RFP must be submitted in writing and directed to:

Urban League of Portland
Charles Fitz
Operations Supervisor
10 N. Russell Street
Portland OR 97227
Email: cfitz@ulpdx.org

RFP Schedule

The Urban League of Portland reserves the right to deviate and/or modify this schedule:

- RFP Issue Date: January 10, 2022
- Deadline to submit questions: January 24, 2022
- Proposals due: 2 p.m., February 4, 2022
- Evaluation of Proposals: February 7 – February 11, 2022
- Interview with Executive Team: February 16, 2022
- Notice of Intent to Award Contract: March 1, 2022
- Contract Execution: March 1, 2022
- Contract Start Date: March 3, 2022

Background

Established in 1945, the Urban League of Portland is one of the oldest African American service, civil rights and advocacy organizations in the region. We are part of a network of over 90 National Urban League Affiliates across the country and are recognized as one of the leading voices for African Americans and others in Oregon and Southwest Washington. The Urban League of Portland's mission is to empower African Americans and others to achieve equality in education, employment, health, economic security and quality of life. Our programs include a distinctive blend of direct services, organizing, outreach, and advocacy. We offer workforce services, community health services,

summer youth programming, senior services, meaningful civic engagement opportunities, and powerful advocacy.

Scope of Services Requested

The project scope includes clinical supervision to our non-licensed direct service staff of Community Health Workers and Social Workers (CHW and B/MSW) in the administration of culturally specific services in low to moderate acuity program participants of our community health worker initiatives. The successful proposer will oversee the wraparound service coordination to mostly African American participants with common and non-urgent mental and behavioral health concerns, to coordinate care and planning for the effective service and support of those with a variety of complex health concerns. The Clinical Supervisor should provide guidance to the direct service staff employed on Project Haven and outreach supportive staff in the proper use of culturally appropriate behavioral health tools to ensure participant receives adequate and appropriate services to meet medical, physical, mental health, social, emotional, developmental, or educational needs.

Proposed duties include (but are not limited to):

- Development of culturally relevant behavioral/mental health protocols sufficient to provide guidance to direct service CHWs for provision of services to participants of Project Haven, the events or conditions that require short term intervention, or that require referral.
- Train program personnel as necessary in treatment protocols, diagnostic and biopsychosocial assessment, interpretation, and formulation. Train staff on clinical intervention strategies, treatment planning and screenings as necessary for excellent service delivery standards.
- Assess the culturally relevant behavioral health service capabilities of direct service staff and provide guidance for skill improvement
- Conduct case consultations and file reviews weekly with up to 8 Community Health Workers, Peers and Social Workers
- Maintain records sufficient to meet County, State, and Federal clinical documentation requirements using attached template
- Coordinate behavioral/mental health service referrals to other providers, with an emphasis on developing and fostering the relationship with community and mental health service providers and Urban League staff
- Maintain confidentiality regarding privileged administrative and client information in a professional manner

The Community Health Worker team consists of 40 full- and part-time staff. It is expected the successful proposer will conduct regular supervision meetings with team members and create and submit a supervision plan.

Minimum Requirements

Proposer must be CERTIFIED LCSW AND CARRY LIABILITY INSURANCE.

Submission Requirements

Proposals shall be received at the Urban League of Portland at 10 N. Russell Street, Portland OR 97227 until 2 p.m., February 4, 2022. To ensure proposer handling, clearly mark the proposal with the proposal title “Clinical Supervision – Community Health Workers” and address it to Charles Fitz. **Faxed submissions will not be accepted.**

Proposals must consist of the following:

1. Cover Letter
Limited to a maximum of two (2) pages. Must include introduction, highlight relevant work experience/culturally specific clinical supervision, and outline applicable education and licensure.
2. Cost/Hourly Rate
The proposal must include an hourly rate submitted on the Cost Proposal Form.
3. Proof of Licensure and Resume for all proposed individuals
Include a current copy of applicable required licensure and a resume for everyone proposed to work on this project.

Evaluation Criteria

| Criteria | Possible Points |
|---|------------------------|
| Qualifications of Proposer | 35 |
| Experience of Proposer | 35 |
| Cost (Hourly rate – Cost Proposal Form) | 30 |
| Total Possible Points | 100 |

Concluding Statement

Proposals not meeting the minimum requirements will be rejected and not considered further.

Request for Proposals
Clinical Supervision – Community Health Workers
Cost Proposal Form

Proposer: _____

Address: _____

Taxpayer ID# _____

Authorized Agent: _____

Title: _____

Phone: _____

Email: _____

Cost Proposal:

\$ _____/HR

Signature of Authorized Agent: _____