



# Request for Proposals

## San Juan County Behavioral Health Co-Responder Program

**January 12, 2026**

**NORTH SOUND BEHAVIORAL HEALTH  
ADMINISTRATIVE SERVICES ORGANIZATION**

2021 East College Way, Suite 101 Mount Vernon, WA 98273  
360.416.7013 | 800.864.3555 | F: 360.899.4754  
[www.nsbhaso.org](http://www.nsbhaso.org)

*In Partnership with*

**SAN JUAN COUNTY  
DEPARTMENT OF HEALTH AND COMMUNITY SERVICES**

145 Rhone Street, Friday Harbor, WA 98250  
360.378.4474  
[Health & Community Services | San Juan County, WA](http://Health & Community Services | San Juan County, WA)

**SAN JUAN COUNTY SHERIFF'S OFFICE**

96 2<sup>nd</sup> Street N., Friday Harbor, WA 98250  
360.378.4151  
[Sheriff | San Juan County, WA](http://Sheriff | San Juan County, WA)

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## I. Instructions

Please read the entire Request for Proposals (RFP) packet.

Responses must be clearly written. If you choose to not use the provided version of the RFP Attachments to complete your Application, your responses must restate each question/section and use the same numbering and lettering sequence as in the RFP. In either case, responses and supporting documentation must be in the same sequence as the RFP.

Please make all written responses clear, specific, and brief. Please try to keep your electronic file under 20MB, if the file exceeds 20MB, please send in separate emails. Quality not quantity counts.

**Applicant organizations must complete:**

- Attachment 1\_Letter of Intent (click [here](#))
- Attachment 2\_Applicant Qualifications Response Form (click [here](#))
- Attachment 3\_Project Proposal Response Form (click [here](#))
- Attachment 4\_Provider Budget (click [here](#))

### **Other Important Information:**

- The successful bidder will contract directly with North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) for the provision of the San Juan County Behavioral Health Co-Responder Program.
- All **hiring** decisions will be a joint decision between the successful bidder, San Juan County Health & Community Services, and the San Juan County Sheriff's Office.

**Proposals must be submitted to: [deliverables@nsbhaso.org](mailto:deliverables@nsbhaso.org).**

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## II. Intent

North Sound BH-ASO, in partnership with San Juan County Health & Community Services and the San Juan County Sheriff's Office, is seeking proposals for the provision of a Behavioral Health Co-Responder Program in San Juan County Washington. This program aims to provide behavioral health crisis intervention services by embedding a licensed behavioral health professional within law enforcement teams to respond to incidents involving individuals with mental health issues or behavioral crises.

The program is designed to strengthen public safety, improve outcomes for individuals in crisis, and ensure law enforcement has immediate access to behavioral health expertise. By integrating behavioral health professionals directly into crisis response, San Juan County seeks to address a critical service gap and enhance coordination between health and public safety systems.

The total funding available for this program is \$150,000 annually, with the intent to move funding sources to include Medicaid. The selected Behavioral Health Agency (BHA) will be responsible for the hiring, management, and oversight of the behavioral health co-responder services within the allocated budget. Hiring decisions will be made collaboratively between the BHA, San Juan County Health & Community Services, and the San Juan County Sheriff's Office to ensure alignment with community needs and program goals.

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## III. Overview and Timeline

All organizations must submit a *Letter of Intent, Request for Proposal (RFP) Application Materials, and a budget with narrative* to be considered. See *below timeline*.

Questions regarding this process or the RFP must be received electronically by North Sound BH-ASO; send questions to North Sound BH-ASO at [deliverables@nsbhaso.org](mailto:deliverables@nsbhaso.org). Answers to all questions will be posted on the North Sound BH-ASO website ([www.nsbhaso.org](http://www.nsbhaso.org)). See *below timeline*.

Completed proposals must be submitted to [deliverables@nsbhaso.org](mailto:deliverables@nsbhaso.org). Mailed applications will be accepted at 2021 College Way, Suite 101, Mt. Vernon, WA, 98273. Applications received after the deadline will not be considered. See *below timeline*.

Applications will be scored by an Evaluation Committee. See *Scoring and Selection* for more information.

The Evaluation Committee reserves the right to: reject any and all Applications; extend the Application submission date; amend the RFP; and waive any irregularities or informalities in any applications. Evaluation Committee shall be the sole judge of the merits of each application. Additionally, the Evaluation Committee may, at its discretion, request that applicants submit additional information in order to permit a more informed evaluation.

All applications submitted must include a statement disclosing or denying any interest, financial or otherwise, of any employee or official of North Sound BH-ASO or San Juan County Health & Community Services, and/or the San Juan County Sheriff's Office.

Neither applicant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.

An oral presentation may be required of those prospective contractors whose applications are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

### Proposed Timeline – Subject to Change

01/12/2026	Release of RFP
01/20/2026	Deadline for Question Submittal (submit to <a href="mailto:deliverables@nsbhaso.org">deliverables@nsbhaso.org</a> )
01/26/2026	Question Response Released (posted on the <a href="http://North Sound BH-ASO website">North Sound BH-ASO website</a> )
01/30/2026	Deadline for Letter of Intent Submission (submit to <a href="mailto:deliverables@nsbhaso.org">deliverables@nsbhaso.org</a> )
02/17/2026	Deadline for RFP Application Materials Submission ( <i>Applicant Qualifications, Project Proposal, Budget &amp; Narrative</i> )
02/23/2026	Evaluation of Proposals (tentative)
02/25/2026	Interviews, if conducted (tentative)
02/27/2026	Successful bidder notified (tentative)
TBD	Contract(s) Finalized

## IV. Scope of Work

The selected agency will provide a Behavioral Health Co-Responder who will work directly with the San Juan County Sheriff's Office deputies to respond to behavioral health emergencies. The core responsibilities of the program include, but are not limited to:

### 1. Collaborative Crisis Response

- Work in the field with sheriff's deputies during emergency calls related to behavioral health crises (e.g., mental health emergencies, substance use disorders, or other behavioral health-related issues). Calls may be for situations where no crime is committed.
- Conduct assessments and provide on-site mental health stabilization when appropriate. If the role is filled by a Certified Peer Counselor a referral to MCOT for assessment and stabilization would suffice.
- Be reachable by cell phone for response.
- Position will be based on San Juan Island. Access to a workspace or desk may be coordinated with San Juan County, as needed; this would not include a private office.
- Dispatch to other islands may occur on a case-by-case basis and transportation would be coordinated with the sheriff's office.
- Ideal work hours would be 11:00am – 8:00pm with an hour for a meal break assumed, including weekend coverage.

### 2. Case Management and Referral Services

- Facilitate referrals to appropriate treatment facilities, healthcare providers, and community-based organizations.
- Provide ongoing support to individuals as they navigate the behavioral health care system.

### 3. Training and Support for Law Enforcement

- Provide training and education for sheriff's deputies on behavioral health issues, de-escalation techniques, and recognizing signs of mental health crises.
- Act as a consultant to deputies and staff regarding behavioral health interventions.

### 4. Documentation and Reporting

- Maintain accurate records of interactions with individuals and report all required data for program evaluation.
- Prepare regular reports for the Sheriff's Office and relevant oversight agencies, detailing service provision, outcomes, and challenges.
- The proposer must have the ability to submit all required service data and transactions in compliance with North Sound BH-ASO Data Guide, SERI reporting requirements and/or North Sound BH-ASO Supplemental Provider Guide. North Sound BH-ASO may request additional program reporting, including submission of regular deliverables/reports.

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## 5. Collaboration and Coordination

- Work in partnership with community organizations, mental health service providers, and emergency medical personnel to ensure coordinated care.
- Attend coordination meetings with the Sheriff's Office and other stakeholders to discuss case management, service delivery, and improvements.
- Attend monthly *Crisis Services Collaborative Meetings* when held.

## 6. Provide Vehicle/Transportation for Co-responder

- Must be insured and maintained by vendor.

## 7. Equipment and Technology

- The selected agency shall provide all necessary technology and equipment required for the Behavioral Health Co-Responder to perform assigned duties, including, at minimum, a laptop computer, a cell phone, and any other required hardware, software, or connectivity.

## Qualifications and Experience

To be considered, proposers must meet the following minimum qualifications:

### 1. Licensing and Certifications

- The responding organization must be licensed as a Behavioral Health Agency (BHA) in the State of Washington. BHA licensure/"certification" for "Behavioral health outpatient crisis, observation, and intervention" (WAC 246-341-0901) which covers the H2011/H0038.
- The behavioral health professional(s) assigned to this program must be a licensed mental health provider (e.g., Licensed Clinical Social Worker, Licensed Professional Counselor, Licensed Marriage and Family Therapist, or Psychiatrist), or Certified Peer Counselor with at least one year in the field.
- Documentation of all relevant licenses, certifications, and training must be included in the proposal.

### 2. Experience

- Proven experience in providing mental health services, particularly in crisis situations or in collaboration with law enforcement.
- Experience providing case management, referrals, and working within a community-oriented, multidisciplinary team.

### 3. Staffing Plan

- Provide details on the qualifications of the staff who will be assigned to this program, including their roles, experience, and relevant expertise.

### 4. Cultural Competency

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- The proposer must demonstrate a strong commitment to serving diverse populations and ensuring culturally competent care in behavioral health interventions.

## 5. Community Partnership

- Experience working with law enforcement agencies, public safety organizations, and other community stakeholders.

## 6. Data & Reporting

- The proposer must have the ability to submit all required service data and transactions in compliance with North Sound BH-ASO Data Guide, SERI reporting requirements and/or North Sound BH-ASO Supplemental Provider Guide. North Sound BH-ASO may request additional program reporting, including submission of regular deliverables/reports.

## V. Proposed Budget and Narrative

Applicants are required to submit a **Proposed Budget** along with a **narrative** using the provided template that clearly explains how the requested funds will be allocated to support the operational and service delivery requirements of the **San Juan Behavioral Health Co-Responder Program**. The budget and narrative should demonstrate financial responsibility, efficiency, and alignment with the project goals outlined in this RFP.

The **annual budget for this program is a combination of Federal Block Grant and crisis encounters (H2011, H0038) in the amount of \$150,000**, with the intent to move funding sources to include Medicaid. This amount should cover all costs associated with the implementation of the Behavioral Health Co-Responder Program.

### 1. Proposed Budget

The proposed budget should cover all costs associated with the implementation of the Behavioral Health Co-Responder Program, including but not limited to:

- Salaries and benefits for the behavioral health professional(s) directly involved in the program.
- Administrative and operational costs associated with program management and reporting.
- Training and education costs for law enforcement personnel.
- Any materials, travel, and supplies necessary for the co-responder's field work.
- Cost of vehicle lease or purchase for co-responder.

The budget should be detailed by line item, with sufficient documentation or justification for each expense.

### 2. Budget Narrative

The budget narrative should provide a clear and comprehensive explanation of the proposed budget. The budget and narrative will be evaluated for **cost-effectiveness, clarity, and alignment** with the program's objectives.

## VI. Scoring and Selection Process

Applications will be evaluated and scored by an Evaluation Committee that may be comprised of North Sound BH-ASO staff, San Juan County Health & Community Services staff, and San Juan County Sheriff's Office staff.

Each Minimum Qualification and each item in the Project Requirements must be addressed. A proposed budget and narrative must also be provided. Organize responses in the same order with the correct heading/question as shown in the RFP if not using the provided form(s).

Each item has either a Scoring Weight or a N/S that means Not Scored. Each evaluator shall independently assign a score to areas based on the written proposals. Scores will then be summed for all members of the Evaluation Team for each section of the Application.

The evaluators will use the following scoring method:

- 0=no experience/capacity
- 1=limited experience/capacity
- 2=partial experience/capacity
- 3=strong experience/capacity
- 4=extensive experience/capacity

### Optional Interview

If a selection cannot be made based on the written proposal evaluation and the organization performance rating alone, the Evaluation Committee shall elect to interview the top two or more Applicants. If interviews are conducted, the final recommendation would be based upon the total points awarded for the written evaluation, agency performance and the oral interview.

## VII. Appeal Process

Applicants may appeal only deviations from laws, rules, regulations, or procedures. Disagreement with the scoring by evaluators may not be appealed.

The following procedure applies to Applicants who wish to appeal a disqualification of Application or award of contract:

1. All appeals must be in writing and physically received by the North Sound BH-ASO Executive Director no later than 4:00 p.m. on the fifth (5th) working day after the postmarked date of the notice of disqualification or intent to award.

Address appeals to:

JanRose Ottaway Martin, Executive Director  
North Sound BH-ASO  
2021 E College Way, Ste. 101  
Mt Vernon, WA 98273

2. Appeals must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.
3. Appeals not filed within the time specified in paragraph 1, above, or which fail to cite the specific law, rule, regulation, or procedure upon which the appeal is based shall be dismissed.

## VIII. General Procurement Information

### RFP Amendments:

A. The Evaluation Committee may, at any time before execution of a contract, amend all or any portion of this RFP. The Evaluation Committee will e-mail any RFP amendments to you. If there is any conflict between amendments or between an amendment and the RFP, whichever document was issued last in time shall be controlling.

B. Retraction of this RFP

The Evaluation Committee is not obligated to contract for the services specified in this RFP. North Sound BH-ASO and San Juan County Health & Community Services reserve the right to retract this RFP in whole, or in part, and at any time without penalty.

C. Rejection of All Proposals

This RFP does not obligate The Evaluation Committee to contract for services specified herein.

D. Most Favorable Terms

The Evaluation Committee reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms the applicant can put forward. There will be no best and final offer procedure. The Evaluation Committee reserves the right to contact a bidder for clarification of its proposal.

The applicant should be prepared to accept this RFP for incorporation into a contract resulting from the RFP. Contract negotiations may incorporate some or the entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to The Evaluation Committee.