



**COCHISE COUNTY
PROCUREMENT DEPARTMENT**

1415 Melody Lane, Building C, Bisbee, AZ 85603

Phone: (520) 432-8390 | Fax: (520) 432-8397

21-14-HEA-01

Attachment 2 – Scope of Work

Project Purpose: To fulfill the Cochise Health and Social Services (CHSS) Opioid Prevention Grant requirement to partner with community-based organizations to provide peer support/navigation and transportation. The grant goal is to improve linkages to opioid misuse treatment and overdose prevention services and other community-based support for eligible individuals discharged from the Cochise County Jail and satellite locations.

In accordance with 21-14-HEA-01 the Contractor shall provide all labor, materials, personnel, transportation and expertise in order to accomplish **Reentry Services - Peer Navigation and Transportation Services** - to the satisfaction of the County. The Contractor shall complete the following tasks:

Task 1 – Contractor will offer/provide Peer Navigation services for eligible individuals discharged from Cochise County Jail and satellite locations, who are referred by CHSS’s designated representative(s) during the discharge planning process:

- Contractor will be responsible for recruiting, screening and hiring of Peer Navigators, in close coordination with CHSS’s designated representative(s);
- Contractor will be responsible for orienting and providing ongoing supervision for Peer Navigator(s);
- Contractor will communicate and respond to each referral in a timely fashion: respond to the referral within one (1) business day and meet with the referred individual within five (5) business days, to ensure that reentry services are provided without barriers.
- Contractor will ensure that the Peer Navigator assigned to each referral will participate in discharge planning meetings with the individual and CHSS’s representative(s), including the development of the Reentry Plan, prior to the discharge date.
- Contractor will provide peer navigation services according to each referred individual’s Reentry Plan as developed by CHSS’s designated representative(s);
- Contractor will ensure that Peer Navigators review opioid overdose recognition and overdose reversal protocols with all individuals participating in Peer Navigation services, including those for whom they are providing transportation.

Task 2 – Contractor will provide transportation for individuals enrolled in Peer Navigation services who were referred by CHSS to assist with reentry from Cochise County Jail:

- Transportation is not provided as a stand-alone service; transportation can only be provided as a part of the individual’s Reentry Plan and with the individual’s participation in Peer Navigation services provided by Contractor.
- All post-discharge transportation locations will be determined as a part of the discharge/reentry planning process and will be delineated in detail in the individual’s Reentry Plan;
- Once discharged, the Peer Navigator will update the Reentry Plan and continue to identify, determine and schedule ongoing transportation needs and locations;
- Contractor will provide a flexible schedule of coverage for transportation that varies to meet the scheduling needs of each individual enrolled in Peer Navigation services.

Qualifying transportation locations include (but are not limited to):

- Jail to home location: residence, shelter or treatment program;
- Community-based health care, behavioral health and social services providers;
- Required justice-involved appointments: Probation meetings, Court appearances, any court-ordered programs or treatment not specified elsewhere in this list;
- Local recovery groups, i.e. 12-Step meetings (AA/NA), NAMI, and other informal and natural supports promoting sobriety and recovery;
- MVD to secure ID;
- Local DES and AHCCCS offices, to apply for Medicaid, SNAP, job search assistance and other benefits;
- Locations to supply basic needs: thrift stores, food banks/pantry, grocery, etc...
- Other locations as approved by CHSS’s designated representative(s) and subsequently by Contractor’s Peer Navigator, and according to the individual’s Reentry Plan.

Task 3 – Contractor will participate in collaborative meetings as scheduled and coordinated by CHSS’s designated representative(s) to maintain, review and update contract provisions.

Task 4 – Contractor will transfer enrolled participants to other service funding sources as soon as possible, and remove that participant from enrollment in this funding during the same month.

Task 5 – Contractor will provide a monthly report of deliverables to CHSS’s designated representative(s) including, but not limited to:

- number of individuals to whom peer navigation services were offered;
- number of individuals who accepted/enrolled in Peer Navigation services;
- number of participants who received transportation services;
- number of enrolled participants who received housing support/allowance;
- number of participants to whom overdose education was provided;
- number of participants who successfully completed their reentry plan;
- specific enrolled individuals who were transferred to other funding in the service month;
- monthly report of deliverables is due by the 15th of the following month.

Task 6- Contractor will invoice CHSS monthly for services rendered:

- Invoice to be received by CHSS at least five business days before the selected Board of Supervisors meeting date. A calendar of Board Meetings will be provided to the selected vendor.

Task 7 – Any other duties as assigned by the CHSS Health Director or their designee.