

# MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

## **Functional Family Therapy Provider**

for

Juvenile Court of Macon-Bibb County

15-070-DB

952-62  
952-17  
948-74  
948-86



## MACON-BIBB COUNTY

ISSUE DATE: 5/15/2015

DUE DATE: 6/4/2015

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us)

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies**) in the Procurement Department, 682 Cherry Street, 8<sup>th</sup> Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, June 4, 2015, for **Functional Family Therapy Services** for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, June 4, 2015, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 8<sup>th</sup> Floor of the Government Center Annex Building at 682 Cherry Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Commercial General Liability:

Each Occurrence Limit: \$1,000,000

Personal & Advertising Injury Limit: \$1,000,000

General Aggregate Limit: \$2,000,000

Products/Completed Ops. Aggregate Limit: \$2,000,000

Automobile Liability (Combined Single Limit): \$1,000,000

Professional Liability (malpractice): \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**"RPS# 15-070-DB - Functional Family Therapy Services"**

Macon-Bibb County Procurement Department

682 Cherry Street

8<sup>th</sup> Floor

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

#### F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest. The implementation of this program will ONLY be possible if Macon-Bibb County is awarded said grant funds.

The Program anticipated implementation shall begin no later than July 15, 2015 and end June 30, 2016.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

## II. BACKGROUND

**Functional Family Therapy (FFT)** is a culturally sensitive clinical prevention and intervention program that encompasses the family unit in addressing multi-layered issues of the high-risk youth. FFT is flexible in

structure and concentrates on increasing protective factors in order to decrease risk factors of the adolescent. Therapeutic work concentrates on intrafamily and extrafamily capabilities (i.e., values, resources, communication, sources of resistance) in order to reduce problem behaviors found among family relational patterns. FFT focuses on a change of behavior within the individual through skill training among family members, parenting, problem-solving and conflict management. FFT has proven to be effective in reducing antisocial behavior among diverse populations of serious and chronic juvenile offenders. The usual duration of FFT treatment is up to 30 sessions (for high-needs family units) over the course of three months.

Located approximately 80 miles south of Atlanta in the center of the state, Bibb County, Georgia is a Tier II urban community with a county-wide population of 156,433. Data for 2013 shows a youth population in Bibb County of 34,669, with 23,580 coded as African-American and 11,089 as Caucasian. Of those numbers within the African-American subset, 22 were felony commitments and 161 were Short Term Program (STP) admissions, as compared to the Caucasian subset of 1 felony commitment and 16 STP admissions.

### III. SCOPE OF SERVICES

While the immediate goal is to keep the youth from re-offending; the overall purpose is to assist the youth in becoming a productive citizen. Functional Family Therapy is a model program that may take place in the home of the youth participant, according to the schedule of the youth/family.

#### **Goals, Objectives and Evaluation**

##### a. Program Goals and Objectives:

**Goal 1.** Reduce the number of Felony Commitments and Short Term Placements by 20% in Bibb County by year-end.

**Objective 1:** Reduce the number of annual felony commitments by a total of 17 youth by year-end

**Objective 2:** Reduce the number of STP admissions by a total of 58 youth by year-end

**Goal 2.** Increase the use of evidence-based practices in Georgia's juvenile justice system by initiating community-based juvenile justice programs.

**Objective 1:** 100% of youth referred to JJIP will be offered evidence based programs through JIP

**Goal 3.** Reduce the recidivism rate of youth involved with Georgia's juvenile justice system by initiating community based juvenile justice programs.

**Objective 1:** Reduce the recidivism rate to 54% by 2014; to 51% by 2015; to 48% by 2016.

**Objective 2:** Employ evidence based programs that focus on addressing issues to include: anger, family support, self-esteem, positive choices, and job skills.

**Objective 3:** Recruit service providers to provide evidence based programs specific to the African American male population.

**Goal 4.** Reduce annual secure detention rate of Bibb County.

**Objective 1:** Reduce the number of secure detention in Bibb County by 20% by year-end.

**Objective 2:** At least 75% of youth participants will complete JIP.

**IV. SUBMITTAL FORMAT AND REQUIREMENTS**

Submissions must be limited to a total of thirty (30) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Service Provider Background

- Letter of Interest
- History of the Provider (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Level of experience of facilitators (include resumes', certifications, etc.)
- Reference list of customers to whom similar services have been supplied
- History/experience of implementation of program; (i.e., months/dates of program implementation; location of implementation; successes)

Service Provision Approach

- Proposed program to be implemented.
- Address how expected program implementation will directly affect the goals/objectives of the proposed pilot program. (Refer to Scope of Services for the Goals and Objectives.)

Project Timeline

- Proposed schedule of service delivery
- Provide a project schedule outlining each identified deliverable

Budget

- Budget Please present budget for direct services per juvenile. This grant will not allow for indirect services, such as rent, food, transportation, staff training and/or administrative costs.

Required Submission Documents

- Attachment A – Does not count against 30 page limit.

**V. SCORING**

<b>Category</b>	<b>Possible Points</b>
Qualifications of the Organization	15
Qualifications of the Lead Professional	10
Experience of the Organization	15
Experience of the Lead Professional	10
Description of How the Organization will address, incorporate and coordinate all components of the Scope of Work	20
Budget	25
Local Preference	5
<b>Total Possible Number of Points Available</b>	<b>100</b>

**VI. AWARD BASIS**

Award will be recommended to the respondent with the highest number of points.