

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Veterans Treatment Court

16-067-KMB

952-06
952-23
952-67



MACON-BIBB COUNTY

ISSUE DATE: 7/14/2016

DUE DATE: 8/04/2016

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

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 copies**) in the Procurement Department, 700 Poplar Street, Room 308th Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, August 4, 2016, for State of Georgia Accountability Courts Grant for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, August 4, 2016, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd^h Floor of the Macon-Bibb County Government Center at 700 Poplar 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 and on the Georgia Procurement Registry website 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# 16-067-KMB – Veterans Treatment Court”

Macon-Bibb County Procurement Department

700 Poplar Street

Room 308

Macon, Georgia 31201

Telephone: (478) 803-0554

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
- 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 1, 2016 and end June 30, 2017.

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

The Veterans Treatment Court (CSI-SA) curriculum is designed for individuals that are moderate to high need in the area of substance abuse and well suited for criminal justice populations. The curriculum can be delivered as a stand-alone substance abuse intervention, or incorporated into a larger program, particularly those designed for clients in the corrections system. As the name of the curriculum suggest, this intervention relies on a cognitive behavioral approach to teach participants strategies for a voiding substance abuse. The program places heavy emphasis on skill building activities to assist with cognitive, social, emotional, and coping skill development. Such cognitive behavioral strategies have routinely demonstrated high treatment effects, including when used with a correctional population.

The curriculum is non-proprietary, but training is required. An adolescent version is also available.

SCOPE OF SERVICES

Prevent relapse when treating problem drinking, and learn to identify and correct problematic behaviors by applying a range of different skills that can be used to stop substance abuse and to address a range of other problems that often co-occur with it. Helping them develop effective coping strategies and exploring the positive and negative consequences of continued drug use, self-monitoring to recognize cravings early and identify situations that might put one at risk for use, and developing strategies for coping with cravings and avoiding those high-risk situations

Target Population

Veterans with possible mental health/substance abuse issues.

Goals, Objectives and Evaluation

OVERVIEW

Components of the 39-session curriculum include the following:

SESSIONS

Pre-treatment Module (optional)

- Exploring Reasons People Resist
- Rethinking Resistance
- Weighing the Pros and Cons

Module 1: Motivational Engagement

- Introducing Cognitive Behavioral Interventions for Substance Abuse
- Weighing the Costs and Benefits
- Clarifying Values
- Setting a Goal
- Creating an Emergency Plan

Module 2: Cognitive Restructuring

- Behavior is a Choice
- Recognizing Risky Situations
- Changing Risky Thinking
- Replacing Risky Thinking

Module 3: Emotion Regulation

- Controlling Your Emotions
- Recognizing Your Feelings
- Learning Self-Control
- Using Self-Control
- Dealing with Urges
- Managing Anger
- Managing Anger
- Managing Stress, Anxiety, and Sadness
- Dealing with Rejection and Failure

Module 4: Social Skills

- Introducing Social Skills
- Having a Conversation
- Understanding the Feelings of Others
- Deciding to Say “NO”
- Communication Your Needs
- Finding Support
- Asserting Yourself
- Responding to Criticism
- Dealing with Peer Pressure
- Getting Involved in a Positive Activity
- Celebrating a Positive Event

Module 5: Problem Solving

- Introduction to Problem-Solving
- Identifying Your Problem and Goal
- Brainstorming Options
- Planning and Trying Your Solution

Module 6: Success Planning

- Developing a Plan
- Getting to the Source
- Reinventing MY Life
- Staying on Track
- Responding to a Roadblock
- Rehearsing My Plan
- Presenting My Plan

END USER

The end user session is three days of training for a maximum of 18 trainees, and is outlined below:

Day 1: Module 1

Day 2: Module 2 and Module 3

Day 3: Module 4, Module 5, and Module 6

The training includes introduction of material, demonstration of sessions and practice with feedback.

III. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of fifty (50) 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 participants.

Required Submission Documents

- Attachment A – Does not count against 50 page limit.

IV. SCORING

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

V. AWARD BASIS

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

Total Bid Price	\$

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

Total Bid price based on Award of Grant Fund.

Respectfully Submitted,

Authorized Signature:

_____ Dated: _____

Typed Name:

_____ Title: _____