

# MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

## Juvenile Justice Incentive Grant Program

### Functional Family Therapy Services

952-04  
948-86  
952-17  
948-76



## MACON-BIBB COUNTY

ISSUE DATE: April 21, 2017

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, May 18, 2017

Macon-Bibb County Procurement Department

(Attn: Kimberly Bradley)

700 Poplar Street

Suite 308

Macon, Georgia 31201

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 308<sup>th</sup> Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, May 18, 2017, for State of Georgia Accountability Courts Grant for Macon- Bibb County.

**NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.**

The names of responding firms will be publicly read on Thursday, May 18, 2017, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd<sup>h</sup> 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](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# 17-038-KMB – “Juvenile Justice Incentive Grant Program Functional Family Therapy Services”**

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:

- a) Bid Form
- b) Bidder Information Form
- c) Bidder’s Qualification Form
- d) List of Sub-Contractors
- e) Bidder Minority Participation Goal
- f) Financial & Legal Stability Statement
- g) Insurability Statement
- h) E-Verify Affidavit
- i) Title VI – Non-Discrimination Notice

G. Responsibility

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

- 3-5 years demonstrated experience overseeing/managing operations for a statewide implementation of evidence-based program FFT program.
- 3-5 years demonstrated experience monitoring and managing the fidelity of evidence-based FFT program in a statewide project.
- 3.5 years demonstrated experience coordinating training, coaching, certification and technical assistance for evidence-based FFT program in a statewide project.
- 3-5 years demonstrated capability in the development of data management and outcome of evidence-based FFT program being delivered
- 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 implementation of this program is subject to and will ONLY be possible if Macon-Bibb County is awarded a Juvenile Justice Incentive Grant or other Accountability Court grant funding for the continuation of its Juvenile Justice Program Each Year as follows:

- a) Year 1: July 1, 2017 and end June 30, 2018
- b) Year 2: July 1, 2018 and end June 30, 2019
- c) Year 3: July 1, 2019 and end June 30, 2020

The Program anticipated implementation shall begin and end as follows:

- a) Year 1: July 1, 2017 and end June 30, 2018
- b) Year 2: July 1, 2018 and end June 30, 2019
- c) Year 3: July 1, 2019 and end June 30, 2020

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 Court/Department seeks proposals from qualified non-profit, for profit, and governmental Management Entities to develop, manage and ensure fidelity of delivery of an evidence-based continuum of care within Macon-Bibb County specific to Functional Family Therapy (FFT). This continuum of care will reduce recidivism by addressing the criminogenic needs of youth under the custody and/or supervision of the Juvenile Court and by strengthening family supports. 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 patters. 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 thirty (30) sessions (for high-needs family units) over the course of three (3) months.

### III. SCOPE OF SERVICES

The purpose of the proposed project is to provide effective, evidence-based, community-based alternatives to incarceration for youth involved in the juvenile justice system. Youth who are referred to this project will be identified as being at moderate of high risk of recidivism: as being at high risk of violating their probation: or being at high risk of placement in a residential program and/or at risk for detention at RYDC/YDC or commitment to the Department of Juvenile Justice. Services shall address the youth's behavior or actions that have contributed to the violation of their probation of that have place the youth at high risk of out of home placement. Such services shall be delivered in the community where the youth resides, thus permitting the youth to continue living at home and fulfilling any court- ordered sanctions.

**Scope of Services includes:**

- Development and confirmation of a program budget in coordination with County and in compliance with County requirement.
- Preparation of requests for proposals for any proposed subcontracted direct therapeutic service providers to be incorporated into the program
- Presentation of received bids of proposals for approval of the County prior to selection
- Subcontracting with and management of any approved direct service provider in accordance with Federal, State and /or County procurement and fiscal management guidelines as appropriate or as may be particularly required under any grant terms and conditions.
- Responsibility or monitoring and ensuring compliance with fidelity of service delivered by to program participants (including any services delivered or implemented by any subcontracted direct service providers)
- Coordination with model dissemination organizations, including, arranging for licensure of selected providers, training for front-line staff and supervisors, and ongoing consultation with provider agencies to ensure fidelity to proven program models
- Responsibility for the oversight of all therapeutic program reporting requirements: ensuring the proper collection of data and responsibility for ensuring that reporting of program outcomes, including monthly reporting for grant requirements, are complete accurately and timely.
- Attending regular (i.e., monthly, quarterly and annual) reporting on key performance indicators.
- Collaboration with referral agencies and Juvenile court to ensure high utilization of program
- Engage in appropriate stakeholder communications and education to ensure sustainability of funding and effort
- Ensure (and/or provide that) all therapists, supervisors and facilitators receive initial and ongoing training in the program model from and appropriate national dissemination organization to ensure model adherence
- Breakage of all required training for all selected service providers
- Provide such additional provider readiness, technical assistance, and support activities to ensure provider effectiveness
- Provide a clinical team of up to 4 clinicians who shall work together by regularly staffing cases, attending follow-up training, and participating in ongoing telephone supervision.
- The FFT provider shall serve at least 73 youth during each grant cycle, subject to change based on grant amount awarded.

## **Target Population**

The Target population ranges from at-risk preadolescents to youth with very serious problems such as conduct disorder, violent acting-out, and substance abuse. FFT is conducted as a home-based intervention and is applied to a wide range of problem youth and their families in various multi-ethnic, multicultural contexts.

FFT targets DJJ/Court-referred youth aged 11-18; younger siblings of referred adolescents will become part of the intervention process.

Intervention ranges, on average, from 8 to 12 one-hour sessions for mild cases and up to 30 sessions of direct service for more difficult situations. Sessions are spread over a 3-month period.

All youth receiving services under this Program MUST score a medium to high on the Pre-Disposition Risk Assessment (PDRA) and is appropriate to the FFT program.

## **IV. 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**

- 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 50 page limit.

V. 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
Total Bid Price	15
<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.

<b>Total Bid Price</b>	\$

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: \_\_\_\_\_