

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Clinical Treatment Provider

19-24-KMB



MACON-BIBB COUNTY

ISSUE DATE: 02/12/2019

DUE DATE: 02/28/2019

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 Sam Henderson, Director of Small Business Affairs at (478) 751-7170 or shenderson@maconbibb.us

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, 700 Poplar Street, Room 308, 3rd Floor, Macon, Georgia 31201, until 12:00 pm in Macon, Georgia on February 28, 2019, for **Clinical Treatment Provider** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding applicants will be publicly read on Thursday, February 28, 2019, at 200 pm. In the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Macon Bibb County Government 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 Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Submittals

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

“Clinical Treatment Provider”
Macon-Bibb County Procurement Department
700 Poplar Street
3rd Floor
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Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing.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 RFP shall become the property of Macon-Bibb County.

E. Responsiveness

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

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

F. 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

G. 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 RFP. 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 RFP 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 RFP or contract when deemed to be in the Owner’s best interest.

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

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. CREDENTIALS

“Licensed Marriage and Family Therapist by State of Georgia.

III. SCOPE OF SERVICES

To provide Behavioral health assessments for offenders sentenced to probation; conduct referrals for Family Violence Intervention Programs, substance abuse treatment, and mental health treatment, provide treatment for co-occurring mental health: participate in team meetings and development of a coordinated response for probationers; utilization of faith based initiatives; provide training on the use of assessments for the program; and provide program expert opinion regarding services being provided to offenders .

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm’s History / Background

- Letter of Interest
- History of the Firm (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

- Clinical: Assessments for domestic violence, substance abuse, and mental health disorders
- Therapist: Group and Individual sessions for a facility and private practice
- Facilitator: Family Violence Intervention Program

- Supervisor: Treatment Staff
- Evaluation: Monitoring professionals mandated treatment
- Facilitator: Training Programs
- Experience: In the faith bases arena
- Evaluation: Ethics regarding Therapists

Project Approach

- Summary of a plan for accomplishing the Swift, Fair and Consistent Grant
- Demonstrate an understanding of this type of grant initiative

Project Timeline

- Demonstrate the ability to work within the timeline as presented by the grant and grant administrators

(Enter any additional factors to be considered in the RPS; or delete)

V. SCORING (total possible number of points = 100)

Experience – Maximum 45 points

Project Approach – Maximum 30 Points

Project Timeline – Maximum 25 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines included as Attachment “B”.

VI. AWARD BASIS

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