



# MACON-BIBB COUNTY, GEORGIA

Request for Qualifications Professional Services (RFQ)

FOR

## **Individual Counseling Program**

23-015-LH

95221

## MACON-BIBB COUNTY

ISSUE DATE: 10/31/2022

DUE DATE: 12/01/2022

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 Cherise Stephens of Small Business Affairs at (478)300-2297 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## I. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Qualifications Professional Services (original **plus 3 copies and 1 flash drive**) in the Procurement Department, 700 Poplar Street, Suite 308 Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, 12/01/2022, for **Individual Counseling Program** for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED. DEADLINE FOR QUESTIONS IS FRIDAY, NOVEMBER 18, 2022, BY 3:00 PM STANDARD EASTERN TIME.**

The names of responding firms will be publicly read on **Thursday, 12/01/2022**, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street Suite 308, Macon Georgia 31201. **All questions concerning the solicitation must be submitted via email to [Lhardwick@maconbibb.us](mailto:Lhardwick@maconbibb.us)**

### 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

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

### E. Submittals

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

**“23-15-2022- Individual Counseling Program”**

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

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 RFQ 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 RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County District Attorney’s Office makes no guarantee that an award will be made as a result of this RFQ 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 RFQ or contract when deemed to be in the Bibb County District Attorney’s Office best interest.

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

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

**II. BACKGROUND**

Bibb County District Attorney’s Office RISE Initiative / Project Safety Net School Justice partnership Grant program’s mission is to work via community partnerships to further goals of Crime & Violence prevention through the mitigation of untreated Trauma in youth in the community of our Judicial Circuit. This office initiative is developed through grant funds from the Bureau of Justice Assistance (BJS) and is an effort between the Bibb County District Attorney’s Office, Bibb County Sheriff’s Office, Bibb County Board of Education and treatment professionals, along with other community partners.

### III. SCOPE OF SERVICES

The Bibb County District Attorney's Office RISE Initiative / Project Safety Net School Justice partnership Grant program is seeking proposals from a qualified person or entity to independently contract for provision of mental health counseling and/or mentorship for youth that have been exposed either directly or indirectly to violent crimes that have occurred in this Judicial Circuit.

These services seek to assist these youth in navigating issues that have developed from trauma in conjunction with the violence and other adversities they have experienced. This will be done through mental health counseling

Confrontation of beliefs, attitudes, and behaviors

- Assessment of current relationships
- Reinforcement of positive behavior and habits
- Positive identity formation
- Enhancement of self-concept
- Decrease in hedonism and development of frustration tolerance
- Development of higher stages of moral reasoning

### IV. SUBMITTAL FORMAT AND REQUIREMENTS

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

Qualifications and Experience:

Contractor must have three years of experience providing this program, and/or any combination of education and experience that provides the required knowledge and skills. Experience with a problem-solving court is preferred. Must display proficient computer skills and data system knowledge.

Contractor must be knowledgeable about all relevant laws, regulations and policies regarding social service provisions, reporting requirements, data practices and client rights.

A Contractor awarded a contract as a result of this request for proposal must:

- Have a means to contact and consult with program participants (i.e. cellphone).
- Contractor must submit to a background check, if requested.
- Contractor must maintain worker's compensation insurance, if required by law.
- Contractor must maintain any and all insurances as required by law.
- Contractor must be licensed to do business in the State of Georgia.
- Provide resume of key personnel providing such services
- Provide information on experience of implementation of this program (i.e. months/dates of program, location, successes etc.)
- Provider must be prepared to start class session within two (2) weeks of signing contract
- Service Provider must be able to provide service in Macon due to some participants limited means of transportation.
- Service provider will provide minimum of 6 sessions, nor more than 12 sessions before returning before the Fast Track Panel for review.
- Service Provider may be required to attend the multi-disciplinary team meetings as coordinated by the Project Specialist. Collaborating with other service providers in the creation of the treatment plan, provide progress reports on program participants } and update treatment plans according to progress/setbacks of program participants.

- Service Provider must provide weekly and end-of-month reports for each case or project assigned.
- Work closely with Project Specialist for close monitoring of youth participant and communication with the Court.
- Invoice billing must be reflective of sessions per month for each individual case, this will change from month to month and must be submitted by the 5<sup>th</sup> of the following month of services rendered.

**B. Fees.** The Bibb County District Attorney’s Office RISE Initiative / Project Safety Net School Justice partnership Grant program shall pay in the amount not to exceed \$4,000.00 per individual.

**C. Independence.** The Contractor must provide an affirmative statement that he/she is independent of Macon-Bibb County and there is no direct or indirect conflict of interest present as required by federal and state law.

**ANTICIPATED IMPLEMENTATION:**

The acquisition of such services by the Bibb County District Attorney’s Office is contingent upon, and is ONLY possible with, the continuation of BJA grant funding for such program services for the life of the grant.

The Bibb County District Attorney’s Office reserves the right to terminate the contract upon any finding of the contractor being unable to fulfill the mandated requirements.

Program anticipated implementation shall begin and end as follows:

- a) Year 3: begin October 1, 2022, and end September 30, 2023
- b) \*\*Year 4: begin October 1, 2023, and end September 30, 2024

\*\* Year 1 of the grant was awarded October 1, 2020, but due to the BJA’s Implementation Guide requirement process and lengthy BJA budget approval process, along with the COVID pandemic, the program was just approved, with funds released in October 2022, and will begin implementation immediately. We will request an additional year upon the expiration of Year 3 in 2023.

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

Experience – Maximum 40 points

Project Understanding of Scope of Work – Maximum 30 Points

Organization and Resources – Maximum 30 Points

**Experience** –Provide company resume and other relevant certificates that demonstrates qualifications and experience in providing trauma base mentorship. Summarize respondents company background and qualifications.

**Project Understanding of Scope of Work** – Describe familiarity with this specific scope of work or similar projects in size and complexity to Macon-Bibb County and demonstrate understanding of project objectives moving forward as a grant funded project.

**Organization and Resources** - provide organizational chart showing the level of organizational responsibility of all major key personnel of Respondent’s team that will provide services. Demonstrate range of capabilities, resources, education, and professional certifications for those individuals who will be directly involved with this project.

**VI. AWARD BASIS**

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