



# MACON-BIBB COUNTY, GEORGIA

Request for Qualifications Professional Services (RFQ)

FOR

## **Clinical Treatment Assessor**

**Macon-Bibb County State Court Probation Office**

23-034-LH

94876

## MACON-BIBB COUNTY

ISSUE DATE: 3/6/2023

DUE DATE: Thursday, 4/6/2023

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, 4/6/2023**, for **Clinical Treatment Assessor** for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED. DEADLINE FOR QUESTIONS IS FRIDAY, MARCH 17, 2023, BY 3:00 PM STANDARD EASTERN TIME.**

The names of responding firms will be publicly read on **Thursday, 4/6/2023**, 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

**“23-034-LH, Clinical Treatment Assessor”**  
Macon-Bibb County Procurement Department  
Attention: Laura Hardwick  
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 State Court Probation 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 State Court Probation Office’s 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.

#### I **Qualifications and Experience:**

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

## II. SCOPE OF SERVICES

The State Court of Bibb County Probation Office is tasked with supervising individuals who are sentenced with a misdemeanor. Probation services are provided to the Municipal, State, and Superior Courts in Macon-Bibb County.

The State Court of Bibb County Probation Office is seeking proposals from a qualified person to independently contract to provide Behavioral health assessments for offenders sentenced to probation: conduct referrals for Family Violence Intervention Programs, substance abuse treatment and/or mental health treatment, anger management, and any other recommended course of treatment for co-occurring disorders. The provider will identify referrals matching client resources to community resources where applicable.

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 providing services within two (2) weeks of signing contract

B. Fees. The State Court Probation Office shall require the assessor to work approximately 15 hours per week.

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.

### III. 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:

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 providing services within two (2) weeks of signing a contract.
- Service Provider must be able to provide service in Macon due to some participants limited means of transportation.
- Service Provider must provide weekly and end-of-month reports for each case or project assigned.
- 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 10<sup>th</sup> of the following month of services rendered.

**B. Fees.** The State Court Probation Office shall require the assessor to work approximately 15 hours per week.

**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:

Program anticipated implementation shall begin and end as follows:

- a) Year1 begin April 2023, and end March 31, 2024
- b) Year 2: begin April 2024, and end March 31, 2025

\*\* will begin implementation immediately upon award.

### IV. 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 assessment services. 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.

**V. AWARD BASIS**

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