



Cherokee County Board of Commissioners  
Purchasing Department  
1130 Bluffs Parkway, Canton, GA 30114  
Phone: (678) 493-6000  
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## REQUEST FOR PROPOSALS

### RFP# 2023-032 Juvenile Drug Court Treatment Provider

**THE PROJECT:** The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** in support of a Treatment Provider for the Juvenile Drug Court with the primary goals of eliminating the individual dependency of drugs, treating the cravings through stabilization, and focusing on helping obtain/maintain education or job training and remaining drug free, meeting the specifications, and as described herein.

There **will not** be a mandatory meeting to review the requirements.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

#### SCHEDULE:

|                        |                                   |
|------------------------|-----------------------------------|
| Issued                 | June 15, 2023                     |
| Questions Due          | <b>June 29, 2023, by 4:00 PM</b>  |
| Answers Due            | July 6, 2023                      |
| Bids/Proposals Due     | <b>July 13, 2023, at 10:00 AM</b> |
| Anticipated Award Date | August 1, 2023                    |

**THE EXPECTED PERIOD OF PERFORMANCE:**

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☒ NO PHYSICAL ITEMS/GOODS      ☐ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: \_\_\_\_\_

2. ☐ NO SERVICES REQUIRED      ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☒ One Year  
☐ Two Years  
☐ Three Years  
☒ Other: With the option to automatically renew for an additional two, one-year terms

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

**SUBMITTAL INSTRUCTIONS:**

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References\* (Appendix D)
- ☒ Acceptance of County' Standard Agreement\*\*, as below: (Appendix E)
  - ☒ Professional Services Agreement (Sample provided)
  - ☐ Construction Services Agreement (Sample Provided)
  - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☒ SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
  - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
  - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,\*\*\*
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☐ Pricing on Proposer's Company Letterhead
- ☒ Pricing on included pricing form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9
- ☒ Federal Requirements
- ☒ Any other requirements as requested under the scope of work.

**Notes:**

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

**EVALUATION CRITERIA:**

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

|             |   |
|-------------|---|
| 30%         | Price   |
| 20%         | Current Certifications in EB Programs and Fidelity to the Model   |
| 10%         | Accountability Court experience   |
| 40%         | Technical - to include at a minimum, experience with court involved youth, treatment philosophy, staff qualifications, & licensing. |
| <b>100%</b> | <b>TOTAL</b>  |

In addition to providing documentation necessary to evaluate proposal based on scope of work and above and below evaluation criteria, proposals shall include the following information, presented in a clear, comprehensive, and concise manner:

1. Letter of transmittal.
2. Proposed scope of work and methodology.
3. Proposed project team organization, qualifications, and availability.
4. Cost proposal.

Provider shall address the below technical questions:

1. What is the Provider's treatment philosophy?
2. Describe the Provider's approach to working with drug-dependent youth?
3. Is the Provider (and team) licensed and credentialed as per state requirements? Please list licenses and credentials.
4. Does the Provider have experience working with court involved youth?
5. Does the Provider have experience working with Accountability Court?
6. Does the Provider communicate treatment progress with probation and parole officers?
7. How does the Provider provide modifications to its treatment interventions and modalities?
8. List the evidence-based programs in which the Provider is trained/certified.
9. Are evidence-based programs implemented with strict fidelity to the model?
10. Does the Provider have a system for determining whether an individual has insurance or is eligible for Medicaid?
11. Is the treatment Provider eligible to receive payment from Medicaid?
12. Does the Provider accept the major Medicaid plans?
13. Is the Provider willing to bill Medicaid directly?

14. Does the Provider use an electronic management information system? If so, who has access to the database and what confidentiality safeguards are in place?
15. Are both qualitative and quantitative evaluation data collected? Please describe.
16. Typically, are services time driven or based on clinical and medical needs?
17. How does the Provider address client motivation? Does the Provider utilize motivational enhancement theories?
18. List the staff that will be assigned to Cherokee County. Provide their title and job function, years with company, licenses, education, unique character traits, years supporting youth, involvement in the community and other relevant information.

References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

## **HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:**

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

### **A. Electronic Submissions Only:**

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]\_[Vendor Name]\_[Document Type]  
Example: "2017-111\_ABC Company\_Proposal"

**QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

**STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE**

## **STATEMENT OF WORK AND / OR SPECIFICATION:**

The Juvenile Drug Treatment (JDTC) Program is an intervention program for juveniles who are under supervision through probation or CHINS and who are screened at an elevated risk of substance abuse or substance abuse related activities. It is a collaborative effort between the Juvenile Court staff, District Attorney's office, Defense Counsel, Department of Juvenile Justice, Treatment Providers, Law enforcement, Department of Family and Children's services, and Cherokee County Board of Education school personnel. The JDTC Program is a court specifically designed and staffed to supervise non-violent drug dependent youth.

JDTC is seeking a qualified, dedicated treatment provider to assist in eliminating the juveniles' individual dependency of drugs, treat cravings through stabilization, and focus on helping obtain education or job training and remaining drug free. They will provide outpatient services to participants based on their current needs, implement treatment curriculum, and maintain records on each session and administer individual counseling, family counseling, and provide life skills training. The treatment provider shall also assist in the initial intake process by determining clinical eligibility of the individual. They shall also develop a treatment plan for each individual based on their needs. The Accountability Court treatment providers will report treatment reviews with the team at staffing focusing on the participant progress and breakthroughs. Staffing and hearings will take place bi-weekly. There are two levels in the JDTC Program. Level One serves low to moderate risk/need participants over a three (3) month period. Level Two serves moderate to high risk/need participants over a six (6) month period.

Outpatient services to include at a minimum:

- For the children who are assessed to be appropriate for the JDTC program: Individual Counseling, Family Education/Counseling, and Evidence Based Curriculum groups.

The treatment plan needs to include at a minimum:

- Substance abuse assessments, groups, individual and family counseling sessions, life skills training, relapse prevention plan, supporting participants in maintaining clean screens.
- The JDTC service provider shall perform in-person services.

Shall provide at least one representative, who is prepared to address questions the JDTC team may have about participant's engagement in treatment and to serve as a resource to the team on matters of substance use and mental health disorders, to attend all JDTC staffing and hearings in person.

- Providers will complete annual training and continuing education as required by the Council of Accountability Court Judges of Georgia.
- The treatment provider must attend ALL bi-weekly staffing's to be held at the courthouse prior to the hearing.

Treatment curriculum to include at a minimum:

- This will be based on the assessment and level of need, recommendations for participants success, and evidence-based curriculum per guidelines of accountability courts.
- Level One: One (1) one-hour group per week
- Level Two: two (2) one-hour groups in Phase 1 and Phase 2, one (1) one-hour group in Phase 3, as recommended by treatment provider in final Phase.

Records to be maintained include at a minimum:

- Updates entered into Data Management System within 24 hours.
- Participant's name, attendance, progress, and recommendations.
- Provide updates during JDTC staffing's bi-weekly.

Counseling to include at a minimum:

- Level One: One (1) one-hour session of individual counseling every other week
- Level One: One (1) hour session of family education/counseling
- Level Two: 1 hour per week during Phase 1 and Phase 2, 1 hour every other week for 1 hour during Phase 3, and 1 session per month for the final Phase.
- Level Two: One (1) hour session of family education/counseling per month

Life skills training to include at a minimum:

- Training to be available once a week for the participant.

**END OF STATEMENT OF WORK/SPECIFICATION**



**RFP# 2023-032 JUVENILE DRUG COURT TREATMENT PROVIDER***PRICING FORM*

PROVIDER NAME: \_\_\_\_\_

| Service                       | Rate - please insert rate per hour (\$ / hr.) |                         |          |                    |
|-------------------------------|---|-------------------------|----------|--------------------|
|                               | Licensed<br>Therapist                         | Supervised<br>Therapist | Doctor   | Nurse Practitioner |
| Behavioral Health Assessment* | \$ / hr.                                      | \$ / hr.                | \$ / hr. | \$ / hr.           |
| Diagnostic Evaluation         | \$ / hr.                                      | \$ / hr.                | \$ / hr. | \$ / hr.           |
| Psychiatric Follow-Up         | \$ / hr.                                      | \$ / hr.                | \$ / hr. | \$ / hr.           |
| Individual Therapy            | \$ / hr.                                      | \$ / hr.                | \$ / hr. | \$ / hr.           |
| Family Therapy                | \$ / hr.                                      | \$ / hr.                | \$ / hr. | \$ / hr.           |
| Group Therapy                 | \$ / hr.                                      | \$ / hr.                | \$ / hr. | \$ / hr.           |

\*includes biopsychosocial, substance use assessment, and development of individualized recovery plan

| Service  | Rate - please insert rate per hour (\$ / hr.) |
|--|---|
| Nursing Assessment                               | \$ / hr.                                      |
| Nursing Follow-Up                                | \$ / hr.                                      |
| Community Support - Individual (Skills Building) | \$ / hr.                                      |
| Family Training                                  | \$ / hr.                                      |
| Urine Drug Screen                                | \$ / hr.                                      |
| Mileage  | \$ / hr.                                      |