



Jail Based Residential Substance Abuse Treatment Program Services Navajo County

NOTICE OF REQUEST FOR QUALIFICATIONS

F15-06-16

Notice is hereby given that Navajo County is conducting a competitive request for qualifications process to retain qualified providers to provide a jail based residential substance abuse treatment program.

RFQ NUMBER:	F15-06-16
RFQ DUE DATE:	July 7, 2015 AT 3:00 P.M. LOCAL AZ TIME
PUBLIC RFQ OPENING:	July 7, 2015 AT 3:15 P.M. LOCAL AZ TIME
SUBMITTAL LOCATION:	Navajo County Clerk of the Board of Supervisor's Office 100 East Code Talkers Drive Holbrook, Arizona 86025

DIRECT WRITTEN QUESTIONS TO: Mary Jane Springer, Procurement Officer
(928) 524-4046
Mary.springer@navajocountyaz.gov

Notice is hereby given that Navajo County is conducting a competitive request for qualifications process to retain qualified providers to perform counseling services including prescribing prescription medicines for inmate patients for the Jail Based Treatment Program.

Navajo County invites interested providers to submit written Statements of Qualifications relating to this solicitation. A Selection Committee will evaluate provider's qualifications and work experience. The contractor(s) determined to be best qualified will enter into contract negotiations.

A complete copy of this RFQ and possible amendments may be obtained on the County's website <http://www.navajocountyaz.gov/finance/procurement.aspx> or a copy may be picked up during regular business hours at the Procurement Office, 100 East Code Talkers Drive, Holbrook, Arizona 86025. Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this RFQ. Written questions regarding this RFQ must be received by the Procurement Office no later than **August 14, 2014**. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFQ.

All submittals must be received by the due date, time and at the submittal location specified herein. **Any response received at the specified submittal location after the due date and time assigned will be returned unopened.** The county reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

7/30/14 & 8/6/14

HTN Publish Date(s)

MJS

ISSUE DATE: 7/30/2014

TABLE OF CONTENTS

Introduction and Scope of Services.....4

Instructions to Offerors5

Uniform
Questionnaire.....9

Checklist.....14

Offer and Acceptance.....15

Attachment A References.....16

INTRODUCTION

The Navajo County Jail is under direct control of the Navajo County Sheriff and is authorized to contract for services identified in this request for qualifications. The Department desires to contract with a qualified Counseling Service providing necessary services at the adult detention center in Holbrook, Arizona

MINIMUM QUALIFICATIONS

1. Must be registered mental health provider in the State of Arizona
2. Must have the appropriate credentials to prescribe prescription medicines
3. Be able to supply documentation of current license
4. Must be able to pass a background check to be able to work with inmates prior to commencing work. Navajo County will conduct this screening.

SCOPE OF SERVICES

1. Perform screening, assessment, and evaluation functions for inmates as part of inmate treatment services.
2. Assessment & Treatment Planning: Learn to identify and develop treatment plans for addiction and coexisting mental & personality disorders.
3. Denial Management Counseling: Learn to identify and manage denial and treatment resistance.
4. Primary Recovery Counseling: Learn to develop a recovery plan for addiction and coexisting personality & mental disorders.
5. Relapse Prevention Counseling: Learn to manage high risk situations that can cause relapse early in recovery before initial biopsychosocial stabilization has occurred.
6. Relapse Prevention Therapy: Learn to identify & manage the core personality and lifestyle problems that can cause relapse latter in recovery after initial biopsychosocial stabilization has occurred.
7. Dialectical Behavior Therapy (DBT): DBT is a cognitive-behavioral treatment approach with two key characteristics: a behavioral, problem-solving focus blended with acceptance-based strategies, and an emphasis on dialectical processes. "Dialectical" refers to the issues involved in treating patients with multiple disorders and to the type of thought processes and behavioral styles used in the treatment strategies. DBT has five components: (1) capability enhancement (skills training); (2) motivational enhancement (individual behavioral treatment plans); (3) generalization (access to therapist outside clinical setting, homework, and inclusion of family in

treatment); (4) structuring of the environment (programmatic emphasis on reinforcement of adaptive behaviors); DBT emphasizes balancing behavioral change, problem-solving, and emotional regulation with validation, mindfulness, and acceptance of patients. Therapists follow a detailed procedural manual.

8. Authorized to prescribe prescription medicines and provide appropriate licensure.

INDEPENDENT CONTRACTOR. Consultant acknowledges that it is an independent contractor. Neither party is or shall be an agent, employee, partner, joint venturer or associate of the other. An employee or agent of one party shall not be deemed an employer or agent of the other party for any purpose. Taxes or Social Security contributions will not be withheld from any payment by the County, and Consultant shall be solely responsible for such matters.

PROPOSAL REQUIREMENTS Proposals should include the following information, presented in a clear, comprehensive, and concise manner to illustrate contractor's credentials and capabilities:

1. Firm/Contractor's name that will be performing services.
2. Current address, phone number and email address
3. Resume
4. A brief description of your expertise including years operating in your current provider capacity.

FINAL COMMENTS

Navajo County reserves the right to reject any and all proposals and to request additional information from the proposing providers. By requesting proposals, Navajo County is in no way obligated to award a contract or to pay expenses of the proposing contractor in connection with the preparation, submittal or presentation of a proposal.

INSTRUCTIONS TO OFFERORS

SUBMITTAL FORMAT: Original and 2 copies (3 total) of each submittal should be submitted on the forms and in the format specified in the RFQ. The original copy of the submittal should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the RFQ. **The sections of the submittal should be clearly identifiable.** The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFQ. Failure to include the requested information may have a negative impact on the evaluation of the offeror's submittal.

PREPARATION OF SUBMITTAL:

1. It is the responsibility of all offerors to examine the entire Request for Qualifications package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a submittal confers no right of withdrawal after due time and date.
2. The offer and acceptance page shall be submitted with an original ink signature by the person authorized to sign the submittal.
3. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the vendor offer.
4. In case of error in the extension of prices in the proposal, unit price shall govern when applicable.
5. Periods of time, stated as a number of days, shall be in calendar days.

WHERE TO SEND SUBMITTALS: In order to be considered, the offeror must complete and send their submittal to the Procurement Office at the location indicated on the Notice Page. The submittal must be received by no later than the specified opening date and time. The offeror's submittal shall be presented in a sealed envelope with the OFFEROR'S NAME and RETURN ADDRESS written on the envelope. The words "SEALED SUBMITTAL" with SERVICE DESCRIPTION, SOLICITATION NUMBER, DATE, AND TIME of SUBMITTAL OPENING shall be written on the envelope. Failure to clearly indicate solicitation number, name and address on the outside of the bid package or envelope may be cause for the bid to be deemed invalid.

OFFER AND ACCEPTANCE PERIOD: In order to allow for an adequate evaluation, the County requires an offer in response to this solicitation to be valid and irrevocable for sixty (60) days after the opening time and date.

INQUIRIES: Any question related to this solicitation shall be in writing and directed to the Procurement Officer whose name appears on the front side of this document. **The offeror shall not contact or ask questions of the department for whom the requirement is being procured.** Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. However, the offeror must not place the number on the outside of an envelope containing questions since such an envelope may be identified as a sealed submittal and may not be opened until after the official submittal due time and date. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding.

REQUEST FOR ADDITIONAL INFORMATION: The County reserves the right to request additional information from Offerors for the purpose of explaining the contents of their submittal. Any such request shall be for informational purposes only.

CONTRACT NEGOTIATIONS: At the completion of the evaluation process, the Navajo County Navajo County may enter into negotiations with the top ranked contractor(s) and contract award(s) shall be made to the contractor(s) whose submittal and subsequent negotiation is most advantageous to the County.

AWARD OF CONTRACT: Notwithstanding any other provision of the solicitation, the Board reserves the right to:

- (1) Waive any immaterial defect or informality; or
- (2) Reject any or all offers, or portions thereof; or
- (3) Reissue the solicitation.

A response to this solicitation is an offer to enter into negotiations and contract with the Navajo County Navajo County based upon the terms, conditions, and specifications contained in the County's solicitation. Submittals do not become contracts unless and until they are executed by the authorized County representative. All of the terms and conditions of the solicitation shall be incorporated in the Contract, unless any of the terms and conditions are modified by a solicitation amendment, a contract amendment, or by mutually agreed terms and conditions in the final contract documents.

FAMILIARIZATION OF SCOPE OF WORK: Before signing a contract, each Offeror shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and

negotiated contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

LATE SUBMITTALS: Late submittals shall not be considered.

WITHDRAWAL OF SUBMITTAL: At any time prior to a specified solicitation due time and date an offeror (or designated representative) may withdraw the proposal by submitting a written request stating the reason for withdrawal.

AMENDMENT OF SOLICITATION: The Offeror shall acknowledge receipt of a solicitation amendment by signing and returning the document by the specified due time and date.

SUBMITTAL: The offer and any solicitation amendments must be signed and returned with the offeror's submittal.

CONFIDENTIAL INFORMATION: If a person believes that any portion of a submittal, offer, specification, protest, or correspondence contains information that should be withheld, then the Procurement Manager should be so advised in writing. The County shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision.

UPON NOTICE OF INTENT TO AWARD: The apparent successful offeror shall sign and file with the Board, within ten (10) days after Notice of Intent to Award, all documents necessary to the successful execution of the contract.

SUBMITTAL RESULTS: Results are not provided in response to telephone inquiries. A tabulation of submittals received is on file in the Procurement Office and shall be available for review after final contract award.

PREPARATION OF SUBMITTAL:

Evaluation Requirements: The evaluation will be conducted in accordance with the following plan:

Selection Phase: The criteria for screening providers in this process:

1. Qualifications of the contractor include a copy of your current license from the State of Arizona.
2. Contractor Work Experience
3. Resume

The Board reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any party submitting a proposal.

INSTRUCTIONS FOR SUBMITTAL: All submittals shall include any and all forms provided in this solicitation package. It is permissible to copy these forms as required. Facsimiles or mailgrams shall not be considered. The offer form shall be submitted with an original ink signature by the person authorized to sign the submittal. Erasures, interlineations, or other modifications in the submittal shall be initialed in original ink by the authorized person signing the Consultant/Firm offer. Periods of time, stated as a number of days, shall be in consecutive calendar days. It is the responsibility of all offerors to examine the entire solicitation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before sending in a submittal. Negligence in preparing a submittal confers no right of withdrawal after due date and time.

Submittal for the work shall be limited to the items listed below. Providers are advised to follow guidelines and submit only the requested information.

COVER LETTER expressing interest in available work. (1 page maximum)

UNIFORM QUESTIONNAIRE RESPONSES

UNIFORM CONSULTANT QUESTIONNAIRE

Providers will be screened based on evaluation of the Uniform Questionnaire using the following criteria, which are listed in relative order of importance.

1. EXPERIENCE AND QUALIFICATIONS OF CONTRACTOR

Provide experience and qualifications of contractor including any licenses, registrations, or certifications applicable to the proposed work. At a minimum, please include the following information:

- State licenses, registrations and certifications held by contractor. Copy of current license must be included in submittal package.
- Length of time licensed to perform this type of work.
- Other credentials, awards, certifications held pertinent to this type of service.

2. CONTRACTOR EXPERIENCE ON SIMILAR WORK

Provide your depth and breadth of experience that illustrates your ability to perform the work as described in this RFQ. Show how the experience relates to the current project in this RFQ.

- Identify similar work experience
- Identify length of service.
- Explain why you are especially well qualified to perform the required services.

3. REFERENCES OF CONTRACTOR

List three references and their contact information who can be contacted to attest to your work experience.

4. GENERAL

A. Additional Investigations:

Navajo County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

B. Prior Experience:

Experiences with Navajo County and other entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience.

C. Multiple Awards:

Navajo County reserves the right to determine if multiple awards are required and to make multiple awards as deemed necessary to fulfill their requirements.

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON NEXT PAGE)

- (1)** The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- (2)** Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Date _____

By _____
Printed Name

Signature of Contractor

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instruction, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may termination this transaction for cause or default.

NOTICE IS HEREBY GIVEN that all proposal documents shall be completed and/or executed and submitted with the proposal. If Vendor fails to complete and/or execute any portion of the proposal documents, this proposal may be determined to be “non responsive” and may be rejected.

PROPOSAL CHECKLIST

REQUIRED DOCUMENTS

COMPLETED/EXECUTED

- Original and two (3) copies Total of Proposal _____
- Copy of RFQ included in proposal submittal _____
- Copy of current Arizona license _____
- Consultant Uniform Questionnaire (P. 9) _____
- Certification Regarding Debarment, Suspension And Other Responsibility Matters (P. 11-13) _____
- Proposal Checklist (P. 14) _____
- W-9 _____
- Offer and Acceptance (P. 15) _____
- Attachment A - References (P. 16) _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA:

#1 #2 #3 #4 #5

Initials/ _____
 Date _____

Signed and dated this _____ day of _____, 201_

_____ Authorized Signatory for Contractor

OFFER FORM

TO Navajo County:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of services, conditions, specifications, and amendments in the Request for Qualifications.

Contractor Name

Address

County State Zip

Signature of Person Authorized to Sign

Printed Name

Title

For clarification of this offer, contact:

Name: _____

Phone: _____

Fax: _____

E-mail: _____

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

The Contractor is now bound to provide the materials or services listed in RFQ #F15-06-16, including all terms, conditions, specifications, amendments, etc., and the Providers' Offer as accepted by the Navajo County Navajo County cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives this signed sheet, or written notice to proceed.

Awarded this _____ day of _____ 20_____

AUTHORIZED SIGNATURE

Attachment A

Contractor References

CONTRACTOR SUBMITTING: _____

1. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

Contractor references may be checked prior to award recommendation. Substantial negative feedback may be reason for contractor's submittal to be deemed not responsible therefore rejected from further evaluation or award.

Additional Investigations: Navajo County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any contractor submitting a bid.

Prior Experience: Prior experiences with Navajo County and entities shall be taken into consideration when evaluating whether a contractor is responsive and responsible.