

**REQUEST FOR PROPOSALS
SEVENTH JUDICIAL DISTRICT COURT
ADULT DRUG COURT
TREATMENT PROVIDER**

I. INTRODUCTION

Pursuant to the New Mexico Procurement Code, NMSA 1978, 13-1-111 through 13-1-117, the Seventh Judicial District Court is soliciting proposals for Professional Services for the Adult Drug Court Treatment Provider in Torrance County.

II. SCOPE OF WORK

Adult Drug Court is a comprehensive treatment program for adults who have been assessed as having a substance abuse problem. Substance abuse treatment is defined as any organized regime that focuses on the abuse and/or addiction and its underlying causes. Treatment shall include, but is not limited to, individual and group counseling, self-help groups, and drug testing. Enrollment is based on ordered conditions, known history, needs assessment, and use of appropriate assessment instruments. This should be an intensive outpatient program and may include a mental health component.

III. TERM

The term of the proposed contract will be from November 2019 through June 30, 2020, and may be subject to extensions, not to exceed four (4) years. Extensions are contingent upon satisfactory contract compliance. Contract reviews will be conducted by the Chief Judge, Court Executive Officer, the Contractor, and any designated court personnel.

IV. SUBMISSION OF PROPOSALS

All proposals must be received no later than 12:00 pm on November 6, 2019. Proposals received after this time will not be accepted. The Court will record the date and time of each proposal when it is received. Proposals must be complete. Any questions regarding submission of proposal should be directed to Jason Jones (575) 835-0050 ext 20.

Proposals must be addressed and delivered to:

Jason Jones, Court Executive Officer; Seventh Judicial District Court; P.O. Drawer 1129; Socorro, NM 87801. Proposals **MUST** be marked "SEALED PROPOSAL FOR TORRANCE ADULT DRUG COURT TREATMENT PROVIDER".

An offeror may submit an amended proposal before the due date and time. Any amended proposal must be complete, as it will be substituted for the earlier proposal. Any amended proposal must be clearly identified as such in the

transmittal letter. The Court will not merge, collate or assemble proposal materials.

V. AVAILABILITY OF FUNDS

Compensation for the professional services will be subject to continued funding by the New Mexico Legislature. If funds are not received by the Court, the Court's obligation under this Request for Proposals will terminate upon exhaustion of presently available funds.

VI. COMPENSATION

Payment will be made monthly upon receipt of a detailed statement (invoice) of services rendered, following the Seventh Judicial District Court's Guidelines and Forms. Invoices must be submitted to the court no later than two weeks after the month end. Offerors are cautioned that services must be provided under the final negotiated terms. No increase in price will be permitted during the term of the contract.

VII. GROSS RECEIPTS TAX

The Contractor will be responsible for payment of all New Mexico Gross Receipts tax levied on the amount payable.

VIII. FORM OF PROPOSALS

Each proposal must contain the materials required as described below, and follow the described format. Any proposal that does not provide these materials may be deemed incomplete and may be rejected on that basis.

A. Required Materials

Each proposal must contain the following materials in order:

1. letter of transmittal;
2. response to each of the specifications listed in Part IX below; and
3. any additional supporting material.

B. Number of Proposals

Each offeror shall submit one original proposal along with three (3) copies.

C. Format of Proposals

All proposals must be typed in standard 12 point font on 8 1/2" x 11" paper and placed within a binder with tabs delineating each section.

D. Letter of Transmittal

The Letter of Transmittal must be on official letterhead and address the following:

1. Describe the submitting organization
2. Identify the organization/individual who is authorized to contractually obligate the organization, where it is based, and if a corporation, where incorporated

3. Identify the individual to contact for clarification on proposal.
4. Accept the terms and requirements of the RFP.
5. Acknowledge receipt and acceptance of any and all amendments to this RFP
6. Indicate the cost per service unit and the total budget requested.

IX. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives, along with the required supporting materials will be evaluated and awarded points accordingly. Offerors should include a curriculum vitae of services in each phase.

A. Scope of Work: Intensive Outpatient Treatment (60 points)

Describe the outpatient substance abuse treatment, drug testing protocols, and mental health services you propose to deliver to the Adult Drug Court clients. This component shall include, but not be limited to, individual and group counseling, self-help groups and drug testing. This should be strength and research based intensive outpatient program and include therapeutic services for co-occurring disorders. Gender-specific, trauma/PTSD programming for women should also be highlighted.

The successful offeror is also responsible for maintaining a computerized Management Information System, collecting all relevant and required information for billing and outcome purposes as well as information mandated by the State's Drug Court Standards and the Adult Drug Court Program. Updates of this MIS will be provided to the Adult Drug Court Program as requested by the Court and/or Program Director.

1. ELEMENTS

- a. Assessment- administration of the SASSI/ASI initially, administering the ASI every six (6) months and upon exit from the program.
- b. Individual counseling and case management services.
- c. Group counseling with groups limited to no more than 15 participants meeting from 1 to 3 times per week as per phase requirements.
- d. Drug testing to test for the use of illegal substances, legal substances that might be abused, and alcohol.
- e. Relapse prevention.
- f. Aftercare component.
- g. Management Information System that includes intake, assessment, treatment notes, incident reports and all relevant client contacts.
- h. Bi-weekly court staffings and reviews to report on client's participation and progress in treatment.

2. PROGRAM PROTOCOLS AND PHASES

The following Program Protocols offer an outline of all minimum contractor requirements of the program that is a minimum of 18 months. Offerors may propose additional service components beyond those listed and are encouraged to include additional services to enhance their proposals. These components serve as a guideline but are not considered to be all-inclusive.

Phase I- Orientation: Duration approximately three months

- Intake and assessment by treatment provider
- Immediate UA test to serve as baseline reading
- Treatment plan established
- Random and frequent UA's (at least three per week)
- SA Group sessions two/three times per week
- Bi-weekly Drug Court sessions where progress is reported

Phase II- Stabilization: Duration approximately three months

- Relapse prevention planning begins
- SA Group sessions two/three times per week
- Random and frequent UA's (at least three per week)
- Individual sessions as needed
- Bi-weekly DC sessions

Phase III- Maintenance: Duration approximately three months

- Relapse prevention planning continues
- Treatment plans revised as needed
- Two/Three SA groups per week/random UA's
- Bi-weekly DC sessions

Phase IV-Duration approximately three months

- Relapse prevention plan finalized and internalized
- Random UA's
- One SA group per week
- One job development session per week
- Monthly DC sessions
- Aftercare planning and referrals

Aftercare/Continuing Care: Duration approximately six months

Exceptions to this protocol will be for participants who are court ordered to undergo more frequent drug testing, parenting or counseling sessions.

B. Budget Narrative (20 points)

Cost of treatment per client (maximum of 15 clients at any one time) is not to exceed \$3,334.00. Offerors must provide a narrative description of services to be provided and a complete itemization for each cost. Complete a detailed, itemized budget including personnel, travel, inventory exempt, etc.

Any budget revisions during the course of the contract must also be pre-approved and provided to the Court Executive Officer.

C. Organizational Capability (20 points)

1. Describe your organization’s history of providing similar services as requested in this RFP. Attach relevant program evaluations/audits from other funding sources.
2. Develop performance measures/outcomes for each service requested.
3. Provide an organizational chart showing which individuals will be providing services for the Adult Drug Court.
4. Treatment providers shall be licensed alcohol and drug abuse counselors under the laws of New Mexico (LADAC, LBSW, LPC, LPCC, MSW or MA degrees) and have experience with the Adult Dependency Drug Court Program population. Please attach all proposed staff’s qualifications, licenses and resumes to your proposal.

X. PROPOSAL EVALUATION

Proposals will be opened at 10:00 a.m. on November 7, 2019. The Seventh Judicial District Court reserves the right to reject any and all proposals. Proposals will not be opened publicly and will not be open to public inspection until after an agency has been selected for award of a contract. The Seventh Judicial District Court reserves the right to conduct discussions with offerors for clarification of its proposal but discussions shall not be initiated by the offeror.

The Seventh Judicial District Court Executive Officer or designee will perform a preliminary review of the proposals to determine compliance with the mandatory requirements of the RFP.

Each proposal will be evaluated using the following weighted criteria:

Criteria	Weights
Description of how the organization will address, incorporate and coordinate all components of the scope of work, elements and program protocols.	60 points
Budget Requirements	20 points
Organizational Capability	20 points
Total	100 points

XI. PROPOSAL SELECTION AND REJECTION

The Chief Judge or designee shall provide all offerors who submitted proposals written notice of the award or rejection of their proposal within thirty days of the proposal opening. Award of the contract is subject to the successful negotiation of contractual terms and conditions. Pursuant to Section 13-1-116 NMSA 1978 of the Procurement Code, the contents of any proposal shall not be disclosed to competing offerors during the negotiation process. The Court reserves the right to waive irregularities, reject proposals, in whole or in part, and to award the proposal in the best interest of the Seventh Judicial District Court.

XII. CANCELLATION OF RFP

This RFP may be cancelled. Any and all proposals may be rejected in whole or in part if it is in the best interest of the Seventh Judicial District Court

XIII. PROCUREMENT CODE

The New Mexico Procurement Code Regulations, Section 13-1-28 through 13-1-99 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.