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**Holly Williams**

**Carrie Geitner**

**Longinos Gonzalez, Jr.**

**Commissioners:**

**Stan VanderWerf (Chair)**

**Cami Bremer (Vice-Chair)**

**Financial Services Department**

**Eileen Gonzales, cppo, cppb – Contracts & Procurement Manager**

**REQUEST FOR PROPOSALS**

**RFP NO.: 21-066**

Sealed Proposals for **EXTRADTION SERVICES** for the El Paso County Sheriff’s Office, will be received by the El Paso County Contracts & Procurement Division, **until 11AM (MT), Thursday, May 20, 2021.** Proposals must be submitted online via Rocky Mountain E-Purchasing System at [www.bidnetdirect.com](http://www.bidnetdirect.com). Faxed or emailed proposals will not be accepted.

There will be a voluntary Pre-Proposal Conference, **Thursday, April 29, 2021 at 11AM (MT),** via teleconference**.** While this meeting is not mandatory, it is strongly recommended that interested firms attend to have questions answered.

All questions regarding this Request for Proposals should be directed to Becky Schaffstein, CPPB, Procurement Specialist, email: beckyschaffstein@elpasoco.com or 719-520-6392. Do not contact any other individual regarding this solicitation. **Final questions are due no later than 11AM (MT), Monday**, **May 3, 2021, submitted in writing via Rocky Mountain E-Purchasing System**

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE &** **LOG ONTO www.rockymountainbidsystem.com** **TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE

FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

**It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.**

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|  **PUBLICATION DATES:** |
|  | **BidNet:****April 19, 2021****Fountain Valley News:****April 21, 2021****April 28,2021** |
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|  |  |

BOARD OF COUNTY COMMISSIONERS

EL PASO COUNTY

/s/ Eileen Gonzales

CONTRACTS MANAGER

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**RESPONSE CHECKLIST**

**For**

**EXTRADITION SERVICES**

The Proposer’s attention is especially called to the items listed below, which shall be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this RFP (Request for Proposals) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

**THIS CHECKLIST SHALL BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE**

|  |
| --- |
| **Please submit the following items through Rocky Mountain E-Procurement Website.****See Proposal Submission section for details** |
|  | Response Checklist |
|  | Addendum(s) Acknowledgement if any |
|  | Letter of Introduction  |
|  | Staffing Matrix/Required Plans/Submittals/Additional Documentation |
|  | Copies of requested Insurance Certificate |
|  | Exceptions, if any |
|  | Qualification Statement |
|  | Fee Proposal  |

PLEASE READ THE **“INSTRUCTIONS FOR SUBMITTING PROPOSALS”** INCLUDED IN THIS PACKAGE**.**

|  |  |
| --- | --- |
| COMPANY NAME | PHONE NUMBER |
|  |  |
| STREET ADDRESS | FAX |
|  |  |
| CITY, STATE, ZIP | EMAIL |
|  |  |
| AUTHORIZED REPRESENTATIVE NAME (PRINT) | TITLE |
|  |  |
| AUTHORIZED REPRESENTATIVE SIGNATURE | DATE |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**GENERAL SPECIFICATIONS**

**for**

**EXTRADITION SERVICES**

1. **BACKGROUND**

The El Paso County Sheriff’s Office is seeking proposals from qualified extradition services contractors for the purpose of contracting for transportation of inmates within the forty-eight contiguous states. In 2019, 354 transports were scheduled. The number of extraditions for 2020 is an average of 25.1 inmates each month to date. Transportation within the state of Colorado will be handled by the Sheriff’s Office.

Proposers must have in place and operational a ground transportation system which operates year-round, seven (7) days a week, and available twenty-four (24) hours a day. The Sherriff’s Office reserves the right to make multiple awards for these services. Subcontracting of services will not be allowed.

Authority to Piggyback:Other governmental agencies may be extended the opportunity to utilize the resultant award at the proposed price(s) with the agreement of the successful vendor. It is further understood that any other governmental entity that elects to purchase from the County’s contract agreements, that agency will issue its own purchase orders and will require separate billing.

1. **SCOPE OF SERVICES**
	1. **Contractor Responsibilities:**

 Contractor shall provide all necessary labor, material, equipment, licenses, and permits required to provide Extradition Services. The minimum requirements are listed below. Please state your responses in the order listed below in your proposal. Please provide any additional information concerning the services offered.

1. Contractor shall provide staffing matrix and the number of dedicated personnel to support the high volume under this contract.
2. Contractor will be called upon primarily to provide in-bound transport services from outside the state of Colorado to Colorado Springs, Colorado.  The contractor will most frequently be called upon to provide transport services from outside of a 600-mile radius from Colorado Springs, Colorado*.*
3. **Transportation-General Requirements**
4. Contractor shall be an existing, qualified, duly licensed provider of extradition services. Contractor(s) shall have in place and operational ground transportation system which operates year-round, seven (7) days a week, and available twenty-four (24) hours a day. Proposal shall provide a description and copies of all valid licenses held by company to provide extraditions services.
5. Contractor shall provide transportation on inmate individual to and from Colorado Springs, Colorado, upon notification by the El Paso County Sheriff’s Office. Proposer shall provide a list of locations where your company will transport inmate. For example: all areas in the United States; or all areas in Utah, California, etc.; also include the cost of:
6. Transporting an adult male and adult female.
7. Any minimum transport charge with a definition of “minimum transport charge”.
8. Any discounts for same pick-up and drop-off locations.
9. Form VI transports.
10. Any additional fuel surcharges and
11. Air travel, if necessary and an explanation of what charges would be billed back.
12. Contractor’s Operating Procedures Manual shall be up-to-date, and Contractor shall work with the Sheriff’s Office to ensure that all procedures meet with the Sheriff’s Office approval. Proposal shall provide a copy of your company’s’ Operating Procedures Manual in the Additional Documents Section.
13. Contractor shall provide the Sheriff’s Office at least 150 days’ notice prior to the implementation of any changes to existing policies or procedures or any new policies or procedures. Contractor agrees that the Sheriff’s Office must approve of any changes to existing policies or procedures or any new policies or procedures prior to implementation by the Proposer. Proposal shall provide a copy of the procedure your company utilizes to notify a client of new policies or procedures and/or policies or procedures changes in Additional Document Section.
14. Contractor shall provide qualified, trained personnel to transport inmates. Contractor shall insure that its personnel are continually recertified for duty and tested for fitness for duty. Contractor shall provide the Sheriff’s Office with an updated list of personnel and their certifications with any personnel change and at least yearly. Proposer shall explain the selection criteria, including background checks for criminal history, and training by your company of the personnel who would be utilized to transport inmates. Proposal shall provide a summary of how the company assures that its personnel are recertified and tested for fitness for duty.
15. Contractor’s personnel shall wear uniforms and carry agent identification to ensure inmates are released to the proper contractor. Proposal shall describe the company uniforms and a sample of an agent’s identification for your company’s personnel.
16. Contractor’s transport personnel shall carry weapons necessary to carry out their extradition duties. Carrying weapons for the transport of inmates will be required. Proposal shall explain the weapons certification of personnel and provide a list of weapons used during extradition.
17. Contractor shall provide safe, appropriately equipped vehicles for the transport of inmates. There shall be a sufficient number of these vehicles to meet the extradition needs of the Sheriff’s Office. Vehicles must have caged area to separate transporting personnel from inmate. Proposal shall describe the transport vehicles used by your company and state the number of each type of vehicle in operation. Explain the maintenance policy on vehicles. Explain the procedure initiated in the case of a vehicle breakdown during transport. Provide a picture of each transport vehicle in the Additional Documents Section.
18. Contractor shall ensure that it will comply with all federal, state, and local laws governing extradition services. Proposal shall explain how your company ensures its compliance with all federal, state and local laws governing extradition services. Attached for reference is SOP 02.26 In State and Special Transports 11.01, SOP 02.27 Out of State Extraditions 11.01, and Standards for Extradition Services.
19. Contractor shall ensure that all inmates are properly fed during transport. Proposal shall describe the procedure for feeding inmates.
20. Contractor shall insure that all inmates are properly housed, if required, during transport. Proposal shall describe the procedure for housing (a) male inmates; and (b) female inmates.
21. Contractor shall ensure Sheriff’s Office that inmates will be picked up for transport on the release date provided by the Sheriff’s Office. Proposal shall state what your company’s policy is regarding the time frame for picking up an inmate on a set release date.
22. Contractor mustnotify the Sheriff’s Office Fugitive Warrants Section at 719-390-2250 or the Criminal Justice Center 24-hour number at 719-390-2151 of any late or missed pick-up within 2 hours of scheduled pick-up time. An administrative charge of 15% of the pick-up cost will be withheld from the contractor’s transport fee for any late or missed pick-up. Proposal shall state your procedure for late or missed pick-up notification to the Sheriff’s Office.
23. Contractor shall notify the designated institution by FAX with all information as to time of pick- up, mode of transportation, date, and estimated time of arrival at the institution. Contractor shall provide the Sheriff’s Office with written confirmation of the transport request within 24 hours. The confirmation shall include the inmate’s name and date of birth, a recent picture, the city and state of pick up, the name of the holding agency, miles from the holding agency to the point of drop off, and projected costs to include special fees, i.e. date specific pick up fees. Proposal shall provide a copy of the faxed notification that will be used for notification in the Additional Documents Section.
24. Contractor shall not pick up or deliver any inmate unless it has received a faxed confirmation from the Sheriff’s Office in response to the original notification set forth above. If contractor does not provide confirmation, the designated institution can refuse to accept said transport and any additional expenses incurred will be borne by the contractor. Please state in your proposal you acknowledge this requirement.
25. Contractor shall telephone the designated institution if the estimated time of arrival shall vary two (2) hours either way. Please state in your proposal you acknowledge this requirement.
26. Contractor shall adhere to a reasonable time schedule for transporting an inmate. Proposal shall provide a sample time schedule for transporting an inmate from Macon, Georgia, to Colorado Springs, Colorado, assuming a regular transport.
27. Contractor shall inventory all inmate property and medications before transport. Contractor shall inventory all property, money, and medications when they arrive at the Criminal Justice Center (CJC). Proposal shall describe the inventory process for property and medication. State how much property will be allowed per inmate. State what type of property or medication will not be transported.

1. **Security/Control/Acceptance**
2. Contractor shall provide a minimum of two (2) transporting agents for ground transportation. At least one (1) shall be female when transporting a female inmate. Proposal shall explain your company’s ground transportation procedures.
3. Contractor shall provide security and control of inmates, i.e., restraining device, in accordance with the Sheriff’s Department policies and procedures, as well as any standard operating procedure that exists in the private sector. In case of any conflict between the policies and procedures established by the Sheriff’s Office and the private sector, the Sheriff’s office policies and procedures shall apply. Proposal shall explain your company’s policy regarding the use of restraining devices, and, whether your company will agree to this requirement.
4. Contractor shall furnish all restraining devices. These devices must be approved by the Sheriff’s Office. Proposal shall provide a list of the types of restraining devices used by your company.
5. Contractor shall only accept custody of inmates from employees of the Sheriff’s Office and/or authorized agents designated by the Sheriff’s Office. Proposal shall describe your company’s procedure for accepting and releasing inmates.
6. Contractor shall abide by all federal requirements for pick up from or delivery to a federal facility. Proposal shall describe your procedure and authorizations for picking up and delivery of inmates at federal facilities. Also, proposal shall state the names of the federal facilities your company is not authorized to pick up from or deliver to and the reason.
7. **Transportation-Other than Normal Transport**
8. Contractor shall immediately notify Sheriff’s Office of any unusual incident, emergency or controversial situation which arises in the performance of this contract. For purposes of this paragraph, “Unusual Incident, Emergency or Controversial Situation” includes, but is not limited to, any act of violence or attempted act of violence by an inmate or any other breach of security, any usual delay in the transportation of an inmate, any medical treatment and any refusal of law enforcement agencies to release an inmate to the contractor as authorized and directed by the Sheriff’s Office. Proposal shall explain what your company would classify as an “Unusual Incident, Emergency or Controversial Situation” which would prevent transport of an individual. Please include what your company’s procedure would be for notification to the Sherriff’s Office in the situation explained above.
9. Contractor, if, upon arrival at the holding agency, the Contractor learns that the inmate has a contagious disease, which was unknown to the contractor and the Sheriff’s Office, the Contractor will immediately notify the Sheriff’s Office for further instructions. If the inmate is transported, Contractor shall make this transport in a manner that will ensure the wellbeing of all other occupants. Proposal shall explain your company’s procedure for accepting or rejecting the transport of an inmate with a contagious disease.
10. Contractor shall ensure that an inmate is administered proper medical treatment in the event of a medical emergency. Emergencies caused by the Contractor during transport will not be the responsibility of the Sheriff’s Office. Proposal shall explain your company’s policy as to what constitutes a medical emergency and the procedure for dealing with a medical emergency.
11. Contractor shall insure that an inmate requiring medication is administered that medication pursuant to the inmate’s physician’s direction. The Sheriff’s Office will purchase any medication or refill needed for an inmate. Proposer shall explain your company’s procedure for administering prescription medication to an inmate during transport. Also, include a list of prescription medications your company personnel will not transport and/or administer.
12. Contractors employees and subcontractors must be able to pass the El Paso County Sherriff’s Office (EPSO) background check and shall be enrolled in the FBI’s Criminal Justice Information Services Vendor Management Program or enroll within 30 days of award of contract. A CJIS Vendor Management Program certification is required. This program is part of the finger printing and background check requirement. All finger printing and background checks MUST be completed on employees before the start of services. This program is designed to make it easier for a vendor to meet CJIS Security Policy Standards. CJIS certificates of personnel working this contract will be given to the County Representative prior to start of services for approval. CONTRACTOR’S fee proposal should consider the price for CJIS for their employees. Fingerprinting price is $15.00 per participation employee and CJIS price is $39.50 per participating employee.
13. Contractor’semployees shall be subject to all the security regulations and procedures of the EPSO. Contractor’s employees will be required to receive security training from the Proposer, as specified by ACA standards. Contractor’s employees will be required to attend training consistent with ACA & NCCHC standards. Proposal shall include policy and procedures for their security training.
14. **Inmate Court Appearance**
15. Contractor shall present an inmate for a court appearance, if necessary, before transport. Proposal shall explain your company’s procedure for presenting an inmate for a court appearance.
16. **Medical Forms**
17. Contractor shall provide the designated institution a completed Physical/Mental Health/Medications form for each inmate delivered. If this form is not provided, the designated institution reserves the right to refuse acceptance of said inmate until the completed form is provided. Additional expenses incurred as a result of the designated institution’s refusal to take the inmate will be borne by the Contractor. The Sheriff’s Office is limited to those costs as specified in the contract for the inmate transported. Proposal shall provide a copy of the Physical/Mental/Health/Medication form used by your company in the Additional Documents Section.
18. Contractor is responsible for furnishing the Physical/Mental Health/Medications form for transporting inmates. Proposal shall provide your company’s medical information requirements before pick-up of an inmate for transport. Please include an example of the medical form used by your company.
19. **Cancellation**
20. Contractor shall allow the Sheriff’s Office the right to cancel any pick-up request within the first twenty-four (24) hours free of charge. Please state in your proposal you acknowledge this requirement.
	1. **County’s Responsibility:**

* + 1. Sheriff’s Office shall notify the contractor not less than 6 days (144 hours) prior to the desired pick-up time, **including** holidays and weekends. The Sheriff’s Office shall provide the contractor via FAX or e-mail, with a contact name, phone, and FAX number of the designated institution to receive the inmate.
		2. Sheriff’s Office shall notify the holding agency that the contractor is the designated agent to transport the inmate prior to notifying the contractor of the pick-up.
		3. Sheriff’s Office shall provide the contractor with the policies and procedures it will expect contractor to abide by.
1. **PROPOSAL PROCESS REQUIREMENTS**
2. **INQUIRIES**

Questions related to this Request for Proposals (RFP) must be directed to Becky Schaffstein, CPPB, Procurement Specialist, Contracts & Procurement Division at 719-520-6392 or by e-mail to: beckyschaffstein@elpasoco.com . Do not contact any other individual regarding this RFP other than the Procurement Specialists listed above. **Final questions are due no later than 11AM (MT), Monday, May 3, 2021 submitted in writing via Rocky Mountain E-Purchasing System**.

1. **PRE-PROPOSAL CONFERENCE**

A **Voluntary Pre-Proposal Conference** will be held **Thursday, April 29, 2021 at 11AM (MST)**, via teleconference. While this meeting is not mandatory, it is strongly recommended that interested firms attend to have questions answered.

The Pre-Proposal Conference for this RFP will take place VIA TELECONFERENCE utilizing the call-in information below:

Participant-guest login:

1.  Dial access number: 1-877-820-7831

2. Enter the participant-guest pass code: 514880#

1. **PROPOSAL RESPONSE REQUIREMENTS**

Proposals will be considered only from firms who can provide all the required services, are well-established in the business, financially responsible, experienced in all the required Service Categories, and have the resources and ability to provide the services in a professional and expedient manner. The County may request additional information as deemed necessary.

**The following information must accompany your proposal in the order listed:**

1. **Response Checklist**: This Response Checklist (form included in this RFP package) must be

 included in the proposal and signed by an authorized company representative.

1. **Addendums:** Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
2. Letter of introduction containing company overview.
3. Required Submittals as per section E
4. Qualification Statement Form.
5. **Insurance Certificates:** Copies of requested Insurance Certificates.
6. **Exceptions:** Any exceptions to the requirements in this document or a standard contract attached. Please clearly indicate your exceptions with a requirement number or a contract paragraph number. If none, state none.
7. **Fee Proposal** **Format:**

Fee Proposal shall contain the following at a minimum:

* + 1. Transporting an adult male and an adult female.
		2. Any minimum transport charge and an explanation of what constitutes a “minimum transport charge”.
		3. Any discounts for same pick-up and drop-off locations.
		4. Form VI transports.
		5. Any additional fuel surcharges, if any.
		6. Air travel, if necessary and an explanation of what charges would be billed back. The cost for feeding an inmate should be included in the total cost of transport, not detailed separately. The cost of housing an inmate should be included in the total cost of transport, not detailed separately.
		7. In the Pricing Proposal, provide the cost of picking up an inmate at a set date and time.
		8. Explain what costs, if any, unusual incident charges would be billed back to the Sheriff’s Office.
		9. Provide the costs associated with transport of an inmate with a contagious disease. Provide the costs that would be billed back to the Sheriff’s Office if the transport is denied.
		10. Provide the costs that would be billed back to the Sheriff’s Office for medical emergency situations.
		11. Provide the costs that would be billed back to the Sheriff’s Office for purchasing and administering prescription medication.
		12. Explain what costs would be billed back to the Sheriff’s Office for presenting an inmate for a court appearance.

Also please identify:

a) Any additional costs not mentioned above.

b) Any cost-cutting measures proposed or implemented to help reduce costs

1. **REQUIRED SUMMARY/PLAN SUMBITTALS**

Please submit all plans, summaries, copies, acknowledgements as outlined under Contractor Responsibilities.

1. Staffing matrix
2. Description and copies of all valid licenses for extradition services
3. List of locations company will and will not transport
4. Summary of selection criteria and training of personnel
5. Summary of how company recertifies and tests personnel for fitness of duty
6. Sample of company uniforms and identification
7. Summary of personnel weapons certification and list of all weapons used
8. Summary of how company ensures compliance with all Federal, State, and local laws governing extradition services
9. Summary of procedure for feeding inmates during transport
10. Summary of procedure for housing male and female inmates during transport
11. Summary of company’s policy regarding time frame for picking up inmates on a set release date
12. Summary of Procedure for late or missed pick-up notifications
13. Sample time schedule.
14. List of property or medication that will not be transported
15. Summary of ground transportation procedures
16. Policy regarding the use of restraining devices and list of devices used
17. Procedure for accepting and releasing inmates
18. List of Federal facilities company is not authorized to pick up or deliver from
19. Summary of what your company would classify as an “Unusual Incident, Emergency or Controversial Situation”. Include procedure for notifying the Sherriff’s Office.
20. Procedure for accepting or rejecting transport of inmate with contagious disease
21. Policy of what constitutes a medical emergency, as well as, procedure for dealing with it
22. Procedure for administering medications during transport and list of medications your company will and will not administer
23. Procedure for presenting an inmate for court appearance
24. Policy and procedures for security training.
25. Company’s medical information requirements before pick-up of an inmate and example of medical form used

Additional Documents Section:

1. Copy of Operating Procedures Manual
2. Copy of Notification to client for new policies and procedures implemented
3. Pictures of transport vehicles
4. Copy of faxed notification
5. Copy of physical/mental/health/medication form
6. **PROPOSAL SUBMISSION**

Proposals shall be submitted through Rocky Mountain E-Procurement System by **no later than 11AM (MST), Thursday, May 20, 2021** [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Proposers shall submit three .pdf files: The County prefers the .pdf files to be searchable. Proposers shall follow the naming convention as described below.

* 1. Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 19-001 Tech)
	2. Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 19-001 Fee)
	3. Public Copy: Company Name RFP # Public. Example (ABC Cleaning 19-001 Public)

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) can perform quality work to achieve the County’s objectives.

1. **ORAL PRESENTATIONS / INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way shall change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted. If required interviews shall be conducted via teleconferencing.

1. **RFP TIMETABLE**

***NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.***

|  |  |
| --- | --- |
| RFP NOTICE ADVERTISED | BidNet April 19th; Paper April 21st and 28th  |
| PRE-PROPOSAL CONFERENCE | 11AM (MST), April 29, 2021 |
| FINAL RFP QUESTIONS DUE | 11AM (MST), May 3, 2021 |
| PROPOSAL DUE DATE | 11AM (MST), May 20, 2021 |
| EVALUATION OF PROPOSALS | *TBD*  |
| INTERVIEWS (IF APPLICABLE) | *TBD* |
| RECOMMENDATION OF AWARD TO BOCC  | *Early to Mid-June* |

1. **TERM OF CONTRACT**

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP. The County may negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP.

In initial contract term will be from July 1, 2021 until December 31, 2021. The contract may be renewed for four (4) optional one-year terms upon satisfactory performance by the successful Contractor and at a negotiated rate agreed to in writing at least ninety (90) days prior to the contract expiration date. Failure to negotiate an agreed-upon rate for the forthcoming year shall result in non-renewal of the contract. Award of a contract or renewal of a contract is contingent upon available and approved funding.

Any contract awarded between El Paso County and the successful firm shall consist of the County’s standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting Purchase Order and original certificates of insurance.

If proposer does not agree with any terms or conditions of the County’s standard Contract or any items in this document, the proposer shall present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action Stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.

1. **INSURANCE REQUIREMENTS**

For proposal purposes, proposers shall submit copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The Contractor shall be required to provide original certificates of Insurance showing coverage for the items identified in the “INSURANCE CHECKLIST”, at its own expense, **naming El Paso County as an additional insured**, along with an original Workers’ Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

1. **EVALUATION AND AWARD PROCESS**

The Evaluation Committee shall evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short-list for interviews the specific firms whose proposals best meet all the criteria required.

1. **SELECTION CRITERIA**

The following factors (not listed in order of priority) shall be considered when evaluating each proposal. The County reserves the right to consider other factors not named here in making its decision.

1. Completeness and clarity of the response and compliance to the RFP as outlined in the “RFP Response Requirements” section above.
2. Ability of the Company to meet or exceed the requirements defined in the RFP.
3. The firm's relevant experience and qualifications
4. Financial stability.
5. Exceptions to solicitation terms, conditions, documents and/or any conditional terms
6. Fee Proposal
7. **ATTACHMENTS:**
8. Insurance Checklist
9. Instructions for Submitting Proposals
10. General Services Contract
11. Standards for Extradition Services
12. SOP 02.26 In State and Special Transports 11.01
13. SOP 02.27 Out of State Extraditions 11.01

Any questions regarding this RFP should be directed to Becky Schaffstein, CPPB, Procurement Specialist II, Contracts & Procurement Division by e-mail to beckyschaffstein@elpasoco.com

|  |  |
| --- | --- |
|  |  ***Becky Schaffstein*** |
|  | Becky Schaffstein, CPPBProcurement Specialist II |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**CONTRACTOR’S QUALIFICATION STATEMENT**

**For**

**EXTRADITION SERVICES**

This statement shall provide information which shall enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

**(PRINT or TYPE):**

|  |  |
| --- | --- |
| FIRM NAME: |  |
| ADDRESS: |  |
| CITY, STATE, ZIP: |  |
| AUTHORIZED REPRESENTATIVE: |  |
| TITLE: |  |
| **AUTHORIZED REP. SIGNATURE:** |  |
| PHONE: |  | FAX: |  |
| E-MAIL:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. TYPE OF BUSINESS: |  |  | 2. TYPE OF LICENSE & LOCATION: |
|  |  |
| CORPORATION |  |  | INDIVIDUAL |  |  |  |
| PARTNERSHIP |  |  | JOINT VENTURE |  |  |  |
| OTHER: |  |  |  |  |
|  |
| 3. TYPE OF SERVICE TO BE PROVIDED FOR RFP: |   |
|   |
|   |
|  |
| 4. NUMBER OF YEARS IN BUSINESS: |  |
|  |
| 5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND  |
|  EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL |
|  ASSIGNED TO THIS PROJECT. |
|  |
| 6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER: |  |
|  |  |
|  |  |
|  |  |
|  |
| 7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO  |
|  | YOU? | NO |  |  | YES |  |  | IF “YES”, EXPLAIN: |
|  |  |
|  |  |
|  |  |
|  |
| 8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER  |
|  | OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A |
|  | CONTRACT WITHIN THE LAST FIVE (5) YEARS? | NO |  |  | YES |  |
|  | IF “YES”, EXPLAIN: |
|  |  |
|  |  |
|  |  |
|  |
| 9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY |
|  | BANKRUPTCY ACTION? NO |  |  YES |  |  IF “YES”, EXPLAIN: |
|  |  |
|  |  |
|  |  |
|  |
| 10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER |
|  |  GOVERNMENT AGENCY?  | NO |  | YES |  | IF “YES”, EXPLAIN TYPE, |
|  |  KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS: |
|  |  |
|  |  |
|  |  |
|  |
| 11. BANK REFERENCE: |  |
|  | ADDRESS: |  |
|  | CONTACT: |  | PHONE: |  |
|  |
| 12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY)  |
|  | FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):**NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE |
|  | 1. |  |
|  |  |
|  |  |
|  | 2. |  |
|  |  |
|  |  |
|  | 3. |  |
|  |  |
|  |  |
|  |
| 13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- |
|  | INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):**NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE |
|  | 1. |  |
|  |  |
|  |  |
|  | 2. |   |
|  |  |
|  |  |
|  | 3. |  |
|  |  |
|  |  |
| 14. | LIST OF SUBCONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK): |
|  |  |  |
|  | 1. |  |
|  |  |
|  | 2. |  |
|  |  |
|  | 3. |  |
|  |  |
|  | 4. |  |
|  |  |
|  | 5. |  |
|  |  |

|  |
| --- |
| 15. BONDING COMPANY AND AGENT (IF EVER BONDED): |
|  | NAME: |  |
|  | PHONE: |  |
|  | (A) CURRENT BONDING RATE: |  |
|  | (B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: |  |
|  |  |   |
| 16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: |  |
|  |  |
|  |
| IF ADDITIONAL **INFORMATION IS PROVIDED ON A SEPARATE SHEET** FOR ANY OF THE ABOVE ITEMS, **CLEARLY SPECIFY ON THIS FORM** WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE. |