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REQUEST FOR QUOTES (RFQ) NO. 21-041
For
SUBSTANCE USE DISORDER PROGRAM SERVICES

RFQ ISSUE DATE:	March 10, 2021
PRE-QUOTE MEETING:	No pre-quote meeting is planned for this RFQ.
QUESTIONS DUE:	All questions regarding this request should be submitted via email to: davidcarey@elpasoco.com by **2:00 PM, Friday, March 26, 2021.**
QUOTES DUE:	**2:00 PM (MT), Friday, April 16, 2021**
RETURN QUOTES TO:	Email to David Carey, CPPB, Procurement Specialist, Contracts & Procurement Division, at: davidcarey@elpasoco.com

I. INTRODUCTION

El Paso County Community Services Department, Justice Services Division, (County) is seeking best-value quotes from qualified firms or individuals to provide Substance Use Disorder (SUD) Program Services. Qualified Providers will provide a SUD program to provide defendants in a pretrial status with substance use disorder treatment that address individual SUD needs through drop-in group meetings, journaling, brief intervention, and referral to community support services and treatment options.

The program will provide a free voluntary treatment opportunity and transportation support for testing and treatment. The outcomes for pretrial defendants are having defendants show up for court and not receive any new charges, along with individual behavior change. Defendants will have the opportunity to attend twice per week for a one-hour intervention.

Staff to use Cognitive-Behavioral Interventions such as Dialectic Behavior Therapy (DBT) skills training, which provide opportunities for participants to practice new behavior patterns and skills while retaining a "here and now" focus. Program staff to seek to understand a defendant's criminogenic risks and needs.

This opportunity is contingent on Correctional Treatment Board (CTB) Grant Application approval and receipt of grant funds.

The successful firm(s) shall provide the services as outlined herein.

II. SCOPE OF SERVICES

A. ELEMENTS

Program to provide defendants with substance abuse services that address individual SUD needs through drop-in group meetings, journaling, brief intervention, and referral to community support services and

treatment options. The program will provide voluntary treatment opportunity and transportation support for testing and treatment. The outcomes for pretrial defendants are having defendants show up for court and not receive any new charges, along with individual behavior change.

1. Completely voluntary for defendants with no tracking of individual identifiable participant information.
2. No charge to the defendants, nor charge to their medical insurance.
3. Ninety (90) minute Drop-In services with Addiction or Licensed Counselor available always with or without a defendant in attendance; Classes to be offered for sixty (60) minutes; the additional thirty (30) minutes is to reserve counselor time for defendants who are early or late.
    a. Two (2) times per week.
        i. One (1) Day.
        ii. One (1) Evening.
4. Use of the Change Companies interactive journaling process.
5. Voluntary, Drop-In class opportunity for feedback, understanding personal responsibility for change, providing advice to change, coping techniques, empowerment, brief intervention, and referrals.
6. Help defendants understand and reinforce the truth that every individual is responsible for the choices he or she makes.
7. Addiction Counselor/Licensed Counselor to relate to defendants in interpersonally sensitive and constructive ways to enhance intrinsic motivation. Research findings suggest that motivational interviewing or other cognitive-behavioral communication techniques can effectively enhance a person's desire to initiate and maintain behavior changes (Miller and Rollnick, 2002; Miller and Mount, 2001)
8. Use Cognitive-Behavioral Interventions such as Dialectic Behavior Therapy (DBT) skills training, which provide opportunities for participants to practice new behavior patterns and skills while retaining a "here and now" focus.
9. Seek to understand a defendant's criminogenic risks and needs. What need was most closely associated with the criminal behavior? When the factors that lead an individual to commit crimes are effectively addressed, that person is less likely to commit crime (Elliot, 2001).
10. CAC II or greater (i.e., licensed clinician) providing classes to provide brief intervention, motivational interviewing, and referral to support services and treatment options.
11. Use of interns, individuals seeking hours for CAC or MSW certification can be used only to supplement the operation but cannot be the primary counselor/clinician.
12. These services cannot be provided by a peer specialist without also having a CAC II or greater.
13. Collecting participation data and outcome data (i.e., participants will be asked if they attended their court date and/or know when they have a court date, if they want additional resources, if they used additional resources, which resources they found helpful, what they would like/need their program to have).
14. Essential elements for any counselor/clinician to remember when working with pretrial defendants:
    a. Treatment should not compromise the due process rights of defendants. Defendants' due process rights are of vital interest and affect what they are willing to agree to and the type of information that they are willing to disclose.
    b. The presumption of innocence exists during the pretrial period.
    c. Defendants should not be coerced into waiving due process rights.
    d. The defendant's legal rights need to be carefully guarded
    e. Maintain a client's confidentiality. One strategy is to avoid discussing the client's criminal case.
    f. Be realistic about the responsibilities that a client is capable of handling in pretrial settings. For example, it is unrealistic to believe that a defendant will suddenly become a model citizen, meeting all his / her responsibilities, simply because of an arrest.
    g. Be aware that clients may be more focused on "beating the case" than on recovery

B. PROPOSAL PROCESS REQUIREMENTS

1. Experience Requirements

a. Years.

A minimum of three (3) years of experience in providing substance used disorder services, to include counseling, group therapy and use of cognitive behavioral therapy.

b. Prior work with criminal justice clients preferred.

2. **Provide a list of your clinical areas of expertise.**
    - **a.** OBH licensing for facility.
    - **b.** Individual licensing for counselors / CACs.
3. **Provide copies of organization public information materials.**
4. **References**
   Provide a minimum of three (3) professional references-county, state, or government entities familiar with your clinic / clinical work. Include name of reference, a brief description of their association, a name and phone number of the reference.
5. **Provide a detailed description of how you or your firm will perform the required scope of work.**
6. **Fees**
   Describe the fee structure. (See grant budget.)
7. **Resume(s)**
   Include current resume of current agency principals and intended counselors / CAC's

III. QUOTE PROCESS

A. PRE-QUOTE MEETING

There is no scheduled pre-quote meeting.

B. INQUIRIES

Any questions related to this RFQ should be emailed to David Carey, CPPB, Procurement Specialist,davidcarey@elpasoco.com by **2:00 PM, Friday, March 26, 2021.** Written responses to those questions may be answered in a standard email or in a formal Addendum to the RFQ that will be delivered via email.

The above referenced individual is the only representative of El Paso County with authority to provide any information, clarification, or interpretation regarding the plans, specifications, and any other contract documents or requirements. Do not contact any other individual regarding this RFQ.

C. QUOTE SUBMISSION

Quotes shall be submitted via EMAIL ONLY and received in the El Paso County Contracts and Procurement Office **no later than 2:00 PM (MT), Friday, April 16, 2021** to David Carey, CPPB, Procurement Specialist, at davidcarey@elpasoco.com. Quotes must be clearly identified as **"RFQ No. 21-041 Substance Use Disorder Program Services".**

Quotes should include the following information:

1. The name, address, email address and telephone number of the Proposer.
2. The date of the quote.
3. A statement that the quote is valid for sixty (60) days after the deadline for submission of quotes.
4. The name, title, email address and telephone number of the person(s) to be contacted for clarification questions regarding this RFQ.
5. Acknowledge receipt of any and all addendums to this RFQ.
6. The signature of a person authorized to contractually obligate the Proposer.
7. Experience and areas of expertise.
8. Copies of all certificates, accreditations, licenses, etc.
9. Detailed description of how you or your firm will perform the required SUD services
10. Fees.
11. Resumes.
12. Any exceptions to terms and conditions of the attached Services Contract

The County may reject quotes that are substantially incomplete or lack key information. Issuance of this RFQ and receipt of responses does not commit the County to make an award. The County reserves the

right to postpone opening, to accept or reject any or all quotes or portions of quotes received in response to this RFQ, to request clarifications, or to cancel all or part of this RFQ.

C. QUOTE EVALUATION CRITERIA

Quotes will be evaluated for best-value award including but not limited to the following criteria (not listed in order of priority) will be considered when evaluating each quote. The County reserves the right to consider other factors not named here in making its decision.

1. Demonstrated understanding of the SUD grant, requirements, etc.
2. Demonstrated proficiency in providing SUD services.
3. Demonstrated capability to provide services.
4. Qualifications and experience.
5. Demonstrated understanding of budget.

Interviews may be scheduled with selected prospective writers to permit further evaluation and to allow the County to inquire further into experience, willingness to work closely with County staff, thorough understanding of the various aspects grant writing, and other pertinent matters.

D. CONTRACT AWARD

Issuance of this RFQ and receipt of quotes does not commit the County to award a purchase order or contract. The County reserves the right to postpone opening, to accept or reject any or all quotes received in response to this RFQ, to award a contract to one (1) or more bidders, or to cancel all or part of this RFQ.

Any contract awarded between El Paso County and the selected Contractor will consist of the following:

1. El Paso County Services Contract.
2. This RFQ document and any addendums.
3. The submitted Quote.
4. The resulting El Paso County Purchase Order.
5. Original Certificates of Insurance.
6. Correctional Treatment Board (CTB) Grant Application

If the Bidder does not agree with any terms or conditions of the solicitation and award documents, the Bidder must present its exceptions with its bid. If no concerns are expressed by the Bidder, the County shall consider that all terms and conditions shall control. El Paso County reserves the right to reject quotes based upon exceptions to the solicitation terms and conditions.

E. TERM OF CONTRACT

The initial contract period will be from July 1, 2021 through June 30, 2022. The contract may be renewed annually for up to four (4) optional one-year terms upon satisfactory performance by the successful contractor and only upon receipt of additional grant funding. Award of a contract or renewal of a contract is contingent upon available and approved funding.

F. INSURANCE REQUIREMENTS

For quote purposes, bidders must submit copies of certificates of insurance for general liability and workers' compensation. The successful contractor will be required to provide original certificates for Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, **naming El Paso County as an additional insured**, along with an original Workers Compensation certificate, with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the bid award/contract.

G. ATTACHMENTS

1. County Services Contract

EL PASO COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY QUOTES BASED ON BIDDER'S ABILITY TO MEET OR EXCEED MINIMUM SPECIFICATIONS, FUNCTIONALITY, PRICE, DISCOUNTS, QUALITY, DELIVERY, QUANTITY OR AVAILABILITY OF MATERIALS, LEAD TIME, INSTALLATION, QUALIFICATIONS, EXPERIENCE, REFERENCES, MANPOWER, EQUIPMENT, INSURANCE, SCHEDULING, OR CAPABILITY OF BIDDERS TO PROVIDE OR PERFORM THE REQUIREMENTS, AND ACCEPT THE QUOTE(S) THAT IS DEEMED TO BE IN THE BEST INTEREST OF EL PASO COUNTY.

David Carey

David Carey, CPPB
Procurement Specialist