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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve specifications for RFP 2013-P08 Substance Abuse Treatment Services for the Hays County Juvenile Center and authorize Purchasing to solicit for proposal and advertise.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	August 13, 2013	N/A

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Brett Littlejohn	COBB	N/A

SUMMARY
(see attached)

REQUEST FOR PROPOSAL FOR SUBSTANCE ABUSE TREATMENT SERVICES FOR THE HAYS COUNTY JUVENILE CENTER

HAYS COUNTY, TEXAS RFP 2013-P08

Overview

Hays County is seeking to enter into a contract to furnish clinical substance abuse services for the Hays County Juvenile Center. The selected firm, after evaluation of the proposals, will enter into a contract with the Hays County Juvenile Center to perform the required duties after approval of the contract in Commissioners' Court.

Scope

This "Request for Proposal" is for substance abuse treatment services at the Hays County Juvenile Center. The proposal shall be based on the following specifications:

1. Provide an evidence-based substance abuse treatment curriculum for secure, juvenile aged population (10-17 years of age)
2. Ability to get/maintain site licensure with the Texas Department of State Health Services for Substance Abuse Treatment.
3. Provide four substance abuse counselors (on site) 40 hours per week (prefer one lead counselor, bachelor or masters preferred).
4. Five plus years of experience providing services to juvenile aged population (secure pre/post adjudication experience preferred).
5. Program Components:
 - 5 hours of group substance abuse counseling per week
 - 1 hour of individual counseling per week
 - 1 hour of family counseling per month
6. Development of Master Treatment Plan and Initial Child/Family Case Plan as mandated by Texas Juvenile Justice Department standard (343.688).
7. Development of Child/Family case plan review, as mandated by Texas Juvenile Justice Department standard (343.690).
8. Development of discharge plan.
9. Complete monthly progress reports for clients.
10. Case management services for clients
11. Coordinate treatment services with Hays County Juvenile Center/placing agency/family.
12. Coordinate Mental Health services as necessary with Hays County Juvenile Center/placing agency/family.

Format for Proposal

Prospective vendors may provide any level of submittal documentation. Hays County prefers that proposals be in narrative form with a maximum length of ten (10) pages.

Content should include, but not limited to:

- General description of capabilities
- Proposal for services described
- Professional certifications

Proposal Submittal

Proposals must be submitted in a sealed envelope clearly marked "Request for Proposals for Substance Abuse Treatment Services for the Hays County Juvenile Center" and addressed to Hays County Purchasing, 712 S Stagecoach Trail, Suite 1071, San Marcos, Texas 78666.

Proposals must be delivered no later than 2:00 p.m., Wednesday, August 28, 2013.

If you have any questions concerning this RFP please contact:

Brett Littlejohn
Facility Administrator
Hays County Juvenile Center
2205 Clovis Barker Road
San Marcos, Texas 78666
512-393-5220 Ext 11202

Please submit one (1) original and two (2) copies.

SUBSTANCE ABUSE PROGRAM FOR HAYS COUNTY JUVENILE CENTER

RFP 2013-P08

GENERAL CONDITIONS

1. Hays County will be accepting sealed proposals for furnishing the services set forth in this Request for Proposals.
2. Proposals received in the County Purchasing office after the submission deadline shall be returned unopened and will be considered void and unacceptable. Hays County is not responsible for lateness of mail, carrier, etc.
3. Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by offer or guaranteeing authenticity.
4. The County is exempt; therefore tax must not be included in this offer.
5. The proposer agrees if this proposal is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications.
6. The County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities in the best interest of the County. The County further reserves the right to negotiate, discuss and/or interview those vendors considered to be responsive.
7. By submitting a proposal, the proposer certifies that he has fully read and understands the "Request for Proposal" and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein.
8. The proposer shall furnish any additional information as Hays County may require.
10. This proposal, when properly accepted by Hays County, shall constitute a contract equally binding between the successful proposer and Hays County.
11. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.
12. Hays County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.
13. Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in Hays County Purchasing Manager. Addenda will be mailed to all that are known to have received a copy of this request for bid. Bidders shall acknowledge receipt of all addenda.

14. Proposals are due no later than 2:00 p.m., August 28, 2013 in the Hays County Purchasing Office, to the attention of Cindy Maiorka, 712 S Stagecoach Trail, Suite 1071, San Marcos, Texas 78666.
15. **Invoices shall be sent directly to the Hays County Auditor, 712 S Stagecoach Trail, Suite 1071, San Marcos, Texas 78666, Attn: Accounts Payable. Payments will be processed after notification that all services have been satisfactory and no unauthorized services have been received.**
16. Hays County terms are net 30 days from invoice date.

The proposal award shall be based on but necessarily limited to, the following factors:

- Price
- Special needs and requirements of Hays County
- Hays County's evaluation of vendor's ability

If proposal is accepted and approved by Commissioners Court this proposal becomes the contract and there are no oral agreements either expressed or implied.

Any contract awarded pursuant to this RFP shall be contingent on sufficient funding and authority being made and available in each fiscal period by the approval of Commissioners Court. If sufficient funding or authority is not made available, the contract shall become null and void.

No negotiations, decisions, or actions shall be initiated or executed by any vendor as a result of any discussions with any County employee. Only those communications that are in writing from the Purchasing Office shall be considered as a duly authorized expression on behalf of the County.

All proposers will be required to furnish proof of insurance for Worker's Compensation, auto liability and general liability before any work may begin and shall remain in effect during the life of the contract.

This contract shall remain in effect until contract expires or is in default. Either party may terminate this contract with a forty-five (45) day written notice to the other party prior to cancellation. The termination notice must state the reason(s) for such cancellation. The County reserves the right to terminate the contract immediately in the event the successful proposer fails to perform in accordance with the accepted RFP.

This contract will be immediately canceled if it is found by the Commissioners Court that its continued performance endangers the citizens, personnel, property of Hays County or the environment.

The vendor shall make himself familiar with and at all times shall observe and comply with all federal, state and local laws, ordinances and regulations which in any manner affect the conduct of the work and shall indemnify and save harmless the County of Hays and its representatives against any claims arising.

References:

Proposer will supply the name and address of representatives where it has performed this service in the past or is now under contract for such services of the same and who may be contacted for references

and performance history. The list of references shall include company name, address, phone number, representative's number.

Experience:

Proposer certifies that it has a minimum of three (3) years experience in this field.